FLOYD COUNTY BOARD OF EDUCATION
Danny Adkins, Superintendent
106 North Front Avenue
Prestonsburg, Kentucky 41653
Telephone (606) 886-2354 Fax (606) 886-4550
www.floyd.kyschools.us

Sherry Robinson- Chair - District 5
Dr. Chandra Varia, Vice-Chair - District 2
Linda C. Gearheart, Member - District 1
William Newsome, Jr., Member - District 3
Rhonda Meade, Member - District 4

Action/Discussion Item:

Approve the recommended draft for the Floyd County 2018-2019 Student Handbook and Code of Conduct. *Second Reading

Applicable Statute or Regulation:

The Floyd County Board of Education must approve any revisions and/or updates to comply with Kentucky Department of Education guidelines. KRS 160.295 and KRS 160.290 give the responsibility for the operation of Floyd County Schools to the local school board.

Fiscal/Budgetary Impact:

There will be no cost to the district. Handbook access will be electronic only.

History/Background:

A copy of the draft has been reviewed by a number of central office staff members and school administrators.

Recommended Action:

The 2018-2019 Student Handbook and Code of Conduct reflects policies and procedures of Floyd County Schools and communicates other essential information. Adoption of the Student Handbook and Code of Conduct as revised for the 2018-2019 school year is recommended.

Contact Person(s):

Davida Marson 606-886-4512

Director **Superintendent**

Date:

7-13-18

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX & VI, and in Se

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STUDENT HANDBOOK

FLOYD COUNTY SCHOOLS









"Education is the most powerful weapon which you can use to change the world."

Nelson Mandela

FLOYD COUNTY SCHOOLS



2018-2019
STUDENT HANDBOOK
&
CODE OF CONDUCT

http://www.floyd.kyschools.us

Superintendent's Message

As Superintendent of Floyd County Schools, I am honored to welcome everyone back for another great year of providing opportunities for the students of Floyd County. We hope that our students have had an exciting and refreshing summer and is ready for an amazing 2018-2019 school year. We are looking forward to meeting our new students and welcoming you to Floyd County Schools!

Floyd County Schools continues to be a ***DISTRICT of EXCELLENCE***! Our growth continues because our TEAM remains committed to **"Providing amazing opportunities for our students,** and our students seize these opportunities. Our Board of Education provides outstanding leadership and has adopted these goals that we will meet:

A A A A A

We believe in educating the "whole child" and we embrace these goals. These goals will challenge us to equip our students for the future. Being prepared is essential for students to be successful, and their individual success is essential to the team success of our district, our county, and our region.

Our success is dependent of TEAMWORK and we thank our students, parents and community members for being exceptional team members that help us meet the needs of our students and our district.

We hope this handbook provides useful information to our students as they prepare for success. If I can be of assistance, please contact my office.

Telephone: 606.886.4502
Email: danny.adkins@floyd.kyschools.us

Honored to Serve the Kids of Floyd County

Danny Adkins, Superintendent
Floyd County Schools

FLOYD COUNTY SCHOOLS

Board of Education

Ms. Linda C. Gearheart,	Educational District No.1
Dr. Chandra Varia, Vice Chair	Educational District No.2
Mr. William Newsome, Jr.	Educational District No.3
Ms. Rhonda Meade	Educational District No.4
Ms. Sherry Robinson Chair	Educational District No.5

Superintendent

Danny Adkins

Public participation at Board of Education meetings is always welcome. Our commitment to that participation requires that we provide time for your comments to the board during regular meetings. Citizens who want to speak to the Board should attend a scheduled meeting and speak during a part on the agenda known as "Public Comment". A sign-up sheet will be available prior to the meeting. The Board of Education makes every effort to begin the "Public Comment" portion by 7:00 P.M. during each regular Board meeting.

Regular meetings of the Floyd County Board of Education meetings are generally held at 6:30 P.M. on the fourth Monday of each month. The location of the next meeting can be obtained by calling the Board Office at 606.886.2354 or referring to the Floyd County Board of Education web site.

It is the policy of the Floyd County Board Of Education and all Floyd County Schools not to discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, or activities as set forth in Title IX, Title V and Section 504. Any person with a question concerning Floyd County Schools' compliance with Title IX, Title V and Section 504 or wishing to lodge a complaint of harassment or discrimination based upon race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs or activities or with a question concerning such harassment or discrimination should contact Mr. Ted George, the Title IX and Harassment/Discrimination Coordinator by telephone at 606.886.4507 or in person or by mail at 106 North Front Avenue, Prestonsburg, Kentucky, 41653.

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

The Uniform Code of Student Conduct was revised in June of 2018.

2018-2019 School Calendar

Professional Development Day – All Staff	August 6, 2018
Opening Day – Teachers only	August 7, 2018
First Day for Students	August 8, 2018
Labor Day – 1st Holiday (No School)	September 3, 2018
Professional Day – Teachers only	October 4, 2018
EKEA – No School	October 5, 2018
Election Day (No School)	November 6, 2018
Thanksgiving Break (No School)	November 21-23, 2018
Thanksgiving Day – 2nd Holiday (No School)	November 22, 2018
Last Day of School before Christmas Break	December 14, 2018
Christmas Break – No School	Dec. 17, 2018 – Jan. 1, 2019
Christmas Day – 3rd Holiday (No School)	December 25, 2018
Professional Day – Teachers only	December 17, 2018
Professional Day – Teachers only	December 18, 2018
New Year's Day – 4th Holiday (No School)	January 1, 2019
First Day of School after Christmas Break	January 2, 2019
Martin Luther King, Jr. Day – No School	January 21, 2019
Spring Break – No School	April 4 – April 5, 2019
Last Day of School for Students	May 13, 2019
Closing Day – Teachers only	May 14. 2019

NOTES:

- Calendar includes: Seven (7) banked days to be used as make-up time for days missed due to inclement weather, emergency, illness, etc.
- Calendar subject to change due to inclement weather.

Calendar Construction: 177 Instructional Days, 4 Professional Development Days, 4 Holidays, 1 Opening Day, 1 Closing Day for a total of 187.

Floyd County Schools Contact Information

Adams Middle (440)	Floyd Central H S (115)	South Floyd Elementary (030)
Tommy Poe, Principal 2520 S. Lake Drive Prestonsburg, KY 41653 606-886-2671 Fax 606-886-7026	Greta Thornsberry, Principal 651 KY RT 680 W Eastern KY 41622 606-358-9200 Fax 606-358-3036	Denise Isaac, Principal 299 Mt. Raider Dr. Hi Hat, KY 41636 606-263-6175 Fax 606-452-2155
Allen Elementary (020)	**May Valley Elementary (021)**	**Stumbo Elementary (485)**
Rachel Crider, Principal 112 Eagle Lane Allen, KY 41601 606-874-2165 Fax 606-874-5565	Kathy Shepherd, Principal 481 Stephens Branch Rd. Martin, KY 41649 606-285-0883 Fax 606-285-0884	Donna Robinson, Principal 6945 Ky. Rt. 979 Grethel, KY 41631 606-263-6200 Fax 606-263-6206
Betsy Layne Elem. (120)	**Renaissance Learning Center 050**	
John Kidd, Principal P. O. Box 128 256 School St. Betsy Layne, KY 41605 606-263-6272 Fax 606-263- 6277	Susan Damron, Student Support Services P O Box 1390 11479 Main St. Martin, KY 41649 606-285-3634 Fax 606-285-3031	
Betsy Layne H S (110)	**Prestonsburg Elem. (019)**	
Jody Roberts, Principal P. O. Box 437 554 Bobcat Blvd Stanville, KY 41659 Betsy Layne, KY 41605 606-263-6280 Fax 606-478-3805	Brent Rose, Principal 140 Clark Dr. Prestonsburg, KY 41653 606-886-3891 Fax 606-886-9081	
Duff-Allen Central Elem. (010)	**Prestonsburg H S (850)**	
Wes Halbert, Principal P. O. Box 193 183 Rebel Rd. Eastern, KY 41622 606-358-9420 Fax 606-358-2414	Lori Bricken, Principal 825 Blackcat Blvd. Prestonsburg, KY 41653 606-886-2252 Fax 606-886-1745	
Central Office (001)	**Transportation (901)**	**Maintenance (920)**
Danny Adkins, Superintendent 106 North Front Ave. Prestonsburg, KY 41653 606-886-2354 Fax 606-886-4550	Joe Marson, Director 927 Ky. Rt. 122 Martin, KY 41649 606-285-9443 Fax 606-285-0172	Greg Adams, Director 2520 S. Lake Dr. Prestonsburg, KY 41653 606-874-2435 Fax 606-886-2705

Family Resource/Youth Service Centers

The primary goal of the Family Resource and Youth Service Centers (FRYSC) is to enhance students' abilities to succeed in school through the removal of non-cognitive barriers to learning. Each center has a unique blend of program components to meet the needs of all children and families who reside in the community or neighborhood served by the school in which the center is located. For information on programs such as GED, childcare, parent support groups, health services, or center activities, please contact the coordinator at your school.

Centers	Coordinator	Address	Phone & Fax	E-Mail
Adams Middle YSC	Michelle Keathley	2520 South Lake Drive Prestonsburg, KY 41653	606-886-9812 F-606-886-7026	michelle.keathley@floyd.kyschools.us
Allen Elem. FRC	Jerri Turner	112 Eagle Lane Allen, KY 41601	606-874-0621 F-606-874-0603	jerri.turner@floyd.kyschools.us
BLES FRC	Brian Akers	256 School Street Betsy Layne, KY 41605	606-263-6275 F-606-263-6277	brian.akers@floyd.kyschools.us
Duff/Allen Central Elementary School FRYSC	Scott Shannon	183 Rebel Road Eastern, KY 41622	606-358-9878 F-606-358-2414	scott.shannon@floyd.kyschools.us
Floyd Central High School	Morgan Ward	651 Ky Rt 680 W Eastern, KY 41622	606-358-2240 F-358-3036	morgan.ward@floyd.kyschools.us
MVES FRC	Sharon Collins	421 Stephens Branch RD Martin, KY 41649	606-285-0321 F-606-285-0884	sharon.collins@floyd.kyschools.us
Mud Creek Comm. FRC	Angela Martin	6945 KY 979 Grethel, KY 41631	606-263-6203 F-606-263-6206	angela.martin@floyd.kyschools.us
New Horizons YSC	Meredith Campbell	PO Box 437 Betsy Layne, KY 41605	606-263-6284 F-606-478-3805	meredith.campbell@floyd.kyschools.us
Prestonsburg Elem. FRC	Rebial Reynolds	140 South Clark Road Prestonsburg, KY 41653	606-886-7088 F-606-886-2667	rebial.reynolds@floyd.kyschools.us
PHS YSC	Justin Allen	825 Blackcat Blvd Prestonsburg, KY 41653	606-889-0134 F-606-886-1745	justin.allen@floyd.kyschools.us
South Floyd Elementary	O. Cissy Williams	PO Box 310 Hi Hat, KY 41636	606-263-6175 F-606-452-2155	opal.williams@floyd.kyschools.u

Board Office Contact Information

Please use the following list to contact Floyd County Board of Education staff to obtain information and assistance.

Athletics	(606) 285-9443/886-2354
Facilities & Maintenance	(606) 874-2435
Finance	
Director	(606) 886-4534
Payroll	(606) 886-4559/886-4517
Accounts Payable	(606) 886-4558
Budgets	(606) 886-4508
Human Resources	
Director & Title IX Coordinator	(606) 886-4525
Employee Benefits	(606) 886-4504
Personnel (Certified)	(606) 886-4520
Personnel (Classified)	(606) 886-4511
Worker's Compensation	(606) 886-4523
Instruction	
Assessment	(606) 886-4539
Community Relations/Communications	(606) 886-4547
Exceptional Children Programs	(606) 886-4533
Extended School Services	(606) 886-4539
Federal Programs (Titles I, II, III, IV, V, and VI)	(606) 886-4545
Head Start & Preschool	(606) 886-4555
Professional Development	(606) 886-4539
Vocational Education	(606) 285-3088
School Liaison	(606) 886-4506/886-4512
Receptionist/Operator	(606) 886-2354
School Nutrition Services	(606) 886-4556/886-4545
School Safety	
Discipline, Emergency Management	(606) 886-4539
Drug and Alcohol Education	(606) 886-4539
Student Services	
Attendance/Truancy, Home/Hospital Instruction, Family Resource & Youth Service Centers, GED Information, School Records	(606)886-4524/886-4519
Health Services	(606) 886-4518
Superintendent	(606) 886-4502
Transportation	(606) 285-9443

2018-2019 STUDENT HANDBOOK & CODE OF CONDUCT
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INTRODUCTION TO CODE OF CONDUCT

The District Student Handbook has been adopted by the Floyd County Board of Education in an effort to inform students, parents, school faculty, and the community of the policies relating to students of the Floyd County Public School District. This handbook contains policies, information, and services provided in our schools. Please familiarize yourself with this handbook and discuss contents with your child. If you need any clarification on any area, please call your principal, member of the school council, or central office staff.

Students Rights and Responsibilities

Students have the right to:

1. Attend Floyd County Schools until they have either graduated from high school or reach age of 21 years, whichever comes first.
2. Receive an education which meets Kentucky's defined curriculum standards;
3. Receive academic grades based on academic performance;
4. Receive prior notice of all rules, regulations, policies and penalties to which they may be subjected;
5. Make up all class work upon returning to school from an excused absence;
6. Physical safety and protection of their personal property;
7. Consult with teachers, counselors, administrators, and other school personnel;
8. Be represented by students in the decision-making process on matters that relate to standards of achievement, conduct, elections, and other student-related issues;
9. Inspect, review, and transfer their educational records (with their parent(s)/guardian(s) written consent) if the students are under 18 years of age, including the right to challenge any misleading or inaccurate statement contained in their record;
10. Be free from verbal and/or physical abuse.
11. Have freedom of expression as related to speech, assembly, appearance, publication, and the circulation of petitions and literature, recognizing that no right is absolute, including freedom of expression and assembly, which cannot be exercised to interfere with the orderly educational process;
12. Present complaints or grievances to school authorities and receive replies from school officials regarding such matters;
13. Be secure from unreasonable searches of their person and property and from unreasonable seizure of their property;
14. Organize or have membership in group(s)/club(s) within the school, so long as the group(s)/club(s) follows established Board of Education guidelines, does not disrupt the orderly educational process, and does not discriminate against the student because of sex, religion, age, race, national origin, economic status, marital or parental status, or handicapping condition; and
15. Have procedural due process when any charge or accusation has been made against them. Students and/or parent(s)/guardian(s) have the right to appeal any action taken by the school that they feel is unfair, discriminatory, or inequitable regarding any of the rights listed in this document.

Responsibility to:

1. Be accountable for his/her own conduct during school and other school-sponsored activities and for showing consideration for the rights and property of others;
2. Exhibit neatness and cleanliness of personal dress and hygiene;
3. Refrain from fighting, creating disturbances, making excessive noise, abusive language and/or inappropriate language, denying others of the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing another person to harm, or using threats or intimidation against any other person;
4. Refrain from gambling, extortion, theft, or any other unlawful activity;
5. Refrain from using, possessing, or transmitting any alcoholic beverage or illegal/controlled substance;
6. Show respect for the education process by taking advantage of every opportunity to further his/her education and not interfere with the rights of fellow students to an education;
7. Complete all homework and class work in accordance with the teacher's instruction;
8. Refrain from cheating in academic, athletic, and other school sponsored activities;
9. Request make-up work from teachers for instructional assignments missed during excused absences within two (2) school days upon returning to school, providing the teacher is in attendance during that two (2) day period;
10. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage; and
11. Adhere to district and school council dress policies that prohibit the wearing of any item that disrupts the educational process or threatens the health or safety of other students and staff members.

Student Grievance Procedure

General

Any student who wishes to express an educational concern or grievance will observe the following order of appeal:

1. Teacher;
2. Principal;
3. School Council (in reference to SBDM policy only);
4. Superintendent; and
5. Board.

As necessary, students may confer with the Superintendent or Board whenever they so wish.

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. Days referred to in the grievance initiation form shall be school days.
2. 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.
3. If no extension occurs and the grievant does not file an appeal to the next level within **ten (10) school days** of receiving a response, the grievance will be considered settled and terminated at the previous level, and the answer given at that level will stand.

Principal/School Council Involvement

1. When appropriate, the grievant will give his/her communication directly to the principal. This action will 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/Designee Involvement

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

Board of Education 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) days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance will be advised to communicate with the entire Board.
2. If the Board decides to review the grievance, the student is given 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 will present the communication to the Board of Education at its next regularly scheduled meeting.

The Board of Education shall consider the grievance, and will provide the student a written response within ten (10) 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.

Enrollment Requirements

Documents required for enrollment include:

1. **Official birth certificate:** Applications for an official birth certificate can be obtained at the health department, the central office or at www.chfs.ky.gov. The cost is $10.00. The billfold size shall not be accepted. A certified copy (from Frankfort) must be presented to your principal; it shall have a seal pressed into the paper that verifies that it is a certified copy. Your school shall then make a copy to become part of your child's permanent record, and the official copy shall be returned. If the birth certificate is not available, please contact your principal immediately.
2. **Kentucky Immunization Certificate**: All shots must be listed, the expiration date filled in and the immunization certificate issued by: (Photocopies Will Not Be Accepted)

(a) A physician;
(b) An advanced practice registered nurse;
(c) A physician's assistant;
(d) A pharmacist;
(e) Local health department administrator; or
(f) A registered nurse designee of a physician, local health department administrator, or other licensed health care professionals

3. **Medical exam:** Must be on the KDE approved forms (KDESHS002) and signed by a Private Physician/APRN/PA/EPSDT Provider. Lab studies can be obtained at the health department. Head Start physicals are acceptable on KDE approved form and signed by a Physician/APRN/PA/EPSDT Provider. Head Start/Preschool HCT/HGB, BP and US must be recorded.

4. **Eye exam:** A vision examination must be performed on all children enrolling in the first year of public school, public preschool or Head Start. The exam shall be performed by an optometrist or ophthalmologist and evidence given to the school of the exam by January 1 of the first year of enrollment.

These items must be completed and a proper certificate for each item submitted to the school principal on the opening day of school. Correct forms are available at the Floyd County Health Department or at your private physician's office. Medical examinations and birth certificate applications are available at the Floyd County Board of Education.

Early Childhood (Preschool/Head Start)

Listed below are requirements for entry into the early childhood program of preschool/Head Start

1. Must be (3 or 4) years of age by Aug. 1st for Head Start eligibility *
2. Must be (4) by Aug. 1st for Preschool *
3. An official full-size copy of the student's birth certificate
4. A valid Kentucky Immunization Certificate (EPID-230)
5. A medical examination on the Kentucky Department of Education approved form.

*A child may be determined eligible for Head Start or Preschool if he/she has a disability even if this requirement is not met.

By November 1 of the first year a 3 or 4 year old is enrolled in school,

- A vision examination performed by an optometrist or ophthalmologist must be on record on the Kentucky form.

By November 1 of the first year a 3 or 4 year old student is enrolled in school,

- A Kentucky dental exam form **signed by the dentist** must be on record.

Primary

Listed below are requirements for entry into Primary-1 (Kindergarten).

1. Must be five (5) years of age by August 1st
2. An official full-size copy of the student's birth certificate
3. A valid Kentucky Immunization Certificate (EPID-230, A, B, or C)
4. A medical examination on the Kentucky Department of Education approved form.

Exam must be performed twelve months prior to the entry into kindergarten,

- A vision examination performed by an optometrist or ophthalmologist must be on record on the Kentucky form.

By January 1 of the first year a 5 or 6 year old student is enrolled in school,

- A Kentucky screening/dental exam form must be on record.

Entrance into 6th Grade

1. The medical examination must be on a KDE approved form.
2. Current Kentucky Immunization Certificate KDE approved. One (1) dose of T-dap is required for enrollment into 6th grade for students 11-12 years of age or older.
3. Requires one dose of meningococcal (meningitis) vaccine for 6th grade entry for students 11-12 years of age or older.
4. Requires second dose of varicella (chicken pox) vaccine for 6th grade entry. (This applies to students who have not had the 2nd dose of Varicella according to the new guidelines at ages 4-6 years old.) Varicella series must be documented on the immunization certificate.

These items must be completed and a proper certificate for each item submitted to the school principal on the opening day of school. Correct forms are available at the Health Department, Floyd County School's website (www.floyd.kyschools.us) or at your private physician's office. Medical examinations and birth certificate applications are available at the Floyd County Board of Education.

Admission to High School

A student will be admitted to high school when that student has completed the elementary and middle school program of studies and has received a certificate of completion from a public, private, or parochial school signed by the administrator or teacher under whom the program was completed.

Also, a Td (tetanus diphtheria) immunization is normally given at thirteen years of age and is needed at the high school level (due ten years after the last DTP immunization). All immunization dates must be listed in order for the certificate to be valid.

Transfer Students

All transfer students seeking to enroll in the Floyd County Schools must provide the documents listed below to be enrolled.

1. A Kentucky Immunization Certificate
2. A Medical Examination on a KDE approved form
3. Proof of guardianship
4. Proof of residence
5. Official records from previous school

Students who transfer to Floyd County Schools from a home school or other non-accredited school will be assigned to the class or grade best suited for the student. This assignment may be based upon tests administered to the student by school personnel to determine grade placement or course credit. Previous credits earned by a student in a non-accredited secondary school will be awarded by the local school district by one (1) of the two (2) following methods:

a. Pass an examination of similar nature and content to the examination used for other students receiving credit for a particular course within the school district
b. Successful performance of the student in a higher level of the course when the courses are sequential in nature such as English, Mathematics, History and Science. Successful performance shall consist of achieving at least a C grade in the course by the 12th week of school.

*Transcripts will be updated within 30 days of enrollment to reflect current high school's GPA value. Floyd County transcript will reflect the grading scale determined by school based decision making council with specific high school to be used for official transcripts and class ranking.

General Information

Textbooks

Each school develops a plan to provide textbooks and instructional materials. Textbooks and instructional materials will be made available to all students. Students or parents will compensate the district for textbooks that are lost, damaged, or destroyed while assigned to the student.

Food Service

Nutrition in Floyd County Schools is provided and regulated in compliance with national, state and local guidelines. Standards for students' meals and snacks have been set to encourage healthy eating habits. Detailed information concerning specific guidelines is available to parents/guardians, staff, and students at each school.

Volunteers

Volunteers in Floyd County Schools provide important services that support school and district programs. Those interested in volunteering their time must meet certain qualifications and agree to abide by specific expectations. Principals and/or school councils will determine the need for volunteers. Those interested in participating in the volunteer program should contact principals or their designees.

Volunteers are expected to serve as positive role models for students thereby helping them develop a more positive attitude toward themselves, their schoolwork, and their fellow students; to support instructional staff by freeing them from certain tasks in order to allow them more time to work directly with students; to respect school and district policies while always working under the direction of a principal or teacher; and exhibit ethical behavior, including compliance with all requirements concerning confidentiality.

Qualifications for specific duties will vary but volunteers should enjoy working with children and be able to relate to them in a positive manner. Volunteers should be patient, respectful, cheerful, and willing to follow directions. Requirements prior to beginning work include a criminal records check and attendance at an orientation session on policies and general guidelines of the volunteer program.

The District will conduct a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibilities for students on a school site or on school-sponsored trips. Applicants with certain convictions shall not be authorized to volunteer.

Floyd County Career and Transition Process

Beginning in the sixth grade, Individual Learning Plans (ILPs) are utilized to coordinate student studies leading toward a career path. A variety of assessments and instructional activities are designed to provide students with guidance that will lead to a successful transition to adult life.

Vocational instructional programs do not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap.

Graduation Requirements

The courses and credit requirements are described below:

Language Arts	4
Mathematics	3
Science	3
Social Studies	3
Health	½
Physical Education	½
Electives	7
Arts and Humanities	1
Total	22

With the approval of the Floyd County Board of Education, high school SBDM councils may require more credits to graduate.

Students must complete all graduation requirements before they can participate in graduation ceremonies.

Future Citizenship Assessment

In 2017, the Kentucky General Assembly passed Senate Bill 159. The law reads that beginning in July 2018, a student must pass a civics test composed of 100 questions in order to graduate from a public high school with a regular diploma. Students are required to score 60% or higher and may retake the exam as many times as deemed necessary to pass the test.

Pre-College Curriculum

The Council on Higher Education has adopted a Pre-College Curriculum, which establishes the minimum pre-college preparation of students prior to admission to a public university in Kentucky. In addition to the pre-college curriculum, students are required to have completed high school and to have taken the ACT. The number of units required in the pre-college curriculum is the same as the number for high school graduation, but certain courses in the four basic areas are required. Consult with your school's guidance counselor for specific graduation year requirements.

In the event a student does not follow the Pre-College Curriculum, there are several options for admission to college. A student may be admitted to any of Kentucky's community colleges without having a minimum score on a college entrance examination. Each university has the

discretion of allowing up to twenty percent of the entering freshman class to be admitted without having followed the program. Additionally, each university may set entrance criteria beyond the Pre-College Curriculum.

Dual Credit

Secondary Level

Students enrolled in secondary dual credit courses must pay college tuition to the post-secondary institution. Students must consult with the counselor for complete program requirements before enrolling in college courses. Students will receive high school and college credit upon successful completion of the program.

Middle Level

Middle Level students enrolled in secondary courses will receive both middle and secondary credit upon successful completion **if the students demonstrate mastery of the middle level content** as specified in the *Program of Studies* before enrolling in the high school course. The following criteria also must be met:

- the content of the course offered at the middle level is the same as that defined in the *Program of Studies* for the high school course;
- the district has criteria in place to make reasonable determination that the middle level students are capable of success in the high school course; and
- the middle level course is taught by teachers with either secondary or middle level certification with the appropriate content specialization.

Early Graduation

The Early Graduation regulation is a result of Senate Bill 61 (2013) and is a companion to Senate Bill 97 (2013). To summarize the regulation, beginning in 2014-2015, Early Graduation will be possible for students who intend to move on an accelerated timeline through high school and graduate college ready before the typical four years of high school or age 18.

Student Progress

Student Assessments

In Floyd County Schools, assessments are used not only to assess student progress toward Proficiency and College and Career Readiness, but also to improve instruction. Teachers use the results of all tests to guide instruction and provide individual learning in their classrooms. Students are assessed formatively each day as a regular part of instruction. Formative instructional strategies are those that allow a teacher to quickly assess what students know, revise their instruction, and teach students what they have not yet mastered. Summative assessments are those that students take at the end of a unit of teaching, at the end of a course or semester, or at the end of the year. The chart below outlines Kentucky's state assessments, as well as other tests your child will take and when they will take them.

Grade		Pre K	K	1	2	3	4	5	6	7	8	9	10	11	12
1.Preschool Brigance (Pre-K) Pre & Post Screen 2.Kindergarten State 3.Floyd Screener Upon Registered for Kindergarten	Kindergarten Readiness	X	X												
Stanford 10	Reading/Language Arts		X	X	X										
	Math		X	X	X										
K-PREP Assessments	Reading					X	X	X	X	X	X				
	Math					X	X	X	X	X	X				
	Science						X			X					
	Social Studies							X			X				
	Writing						X	X			X			X	
MAP	Benchmark	X	X	X	X	X	X	X	X						
College Readiness • ACT • CERT	English, Math, Reading and Science														
	Benchmark									X	X	X	X	X	
Career Readiness															
• ASVAB	Qualification for Military Service														

Grading

Grading reports will be issued every grading period. In order to establish a uniform grading system and insure that student work is evaluated on a standardized basis, the Floyd County School System has adopted the grading scale outlined below.

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59
		I	Incomplete (refer to section on make-up work)

The grading scale and process for addressing an 'incomplete' may differ at SBDM schools when school councils adopt a different policy. The method used for computing class rank is determined by SBDM Councils.

Kentucky Educational Excellence Scholarship (KEES)

The KEES program provides scholarships to students who earn at least a 2.5 GPA each year they attend a certified Kentucky high school. The better they do in high school, the more they earn toward college. They may also earn awards for ACT/SAT scores and Advanced Placement (AP), International Baccalaureate (IB) or Cambridge Advanced International (CAI) test scores. Home school and GED graduates may earn awards based on their ACT scores.

GRADE KEY

GRADE	POINTS
A	4.0
B	3.0
C	2.0
D	1.0
F	0

High School Credit Reporting

Board Policy 8.11 requires that high school credit be awarded following successful completion of the course. The final grade will be calculated as follows:

- 1st grading period – 20%
- 2nd grading period – 20%
- 3rd grading period – 20%
- 4th grading period – 20%
- End of Course Assessment or Comprehensive Final – 20%

Promotion and Retention

Each school will determine criteria for student progress through the school's program. The criteria will reflect mastery of curriculum. Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, is a prerequisite for a child's entrance into the fourth grade.

Parents will be notified when their child is performing below expectations and/or achieving below expected outcomes.

In secondary schools, students will be graded in each subject based upon the student's academic performance as evaluated by the teacher. A student may repeat a course for credit only after receiving a failing grade.

Driver's Permit/License

The Kentucky Cabinet for Transportation in Frankfort requires that students obtain a form from their respective schools verifying and notarizing that they are in good academic standing. Nine (9) unexcused absences or failure to pass four (4) classes each semester will result in forfeiture/denial of driving privileges.

No Pass / No Drive

The "No Pass/No Drive" bill (KRS 159.051) is intended to support dropout prevention and to provide an incentive for students to stay in school and pass their courses.

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative

Research Commission's web site at the following address:
www.lrc.ky.gov/record/07RS/record.htm.

Gifted and Talented

IDENTIFICATION, DIAGNOSIS & ELEGIBILITY

Primary students (K-3 shall be selected and students in grades four through twelve (4-12) shall be identified in accordance with **704 KAR 3:285.** Identification for the Primary Talent Pool shall be from informal selection based upon diagnosis of individual strengths and potential gifted and talented behaviors. Identification for the gifted and talented program shall be through formal identification and continuous diagnosis of gifted and talented behaviors of a student in grades four through twelve. Identification shall be based upon multiple evidences. A minimum of three measures/processes/evidences will be used to determine eligibility for primary talent pool and the gifted and talented program. Determination of individual eligibility for the primary talent pool and the gifted and talented program shall be based upon the student's individual needs, interests, and abilities. Determination of individual eligibility shall also be designed to address environmental and cultural factors that may contribute to the student being overlooked, such as whether the student is economically disadvantaged, is underachieving, is a member of a racial or ethnic minority, or has a disability. Upon identification, a parent/guardian will be notified in writing of placement in the primary talent pool or gifted and talented program.

SELECTION OF SERVICES

The District shall systematically collect data on an ongoing basis that will provide the target population of candidates for services. Primary student shall be selected and students in grades four through twelve (4-12) shall be identified in accordance with **704 KAR 3:285.** Once selected as qualifying for Primary Talent Pool services, a primary student need not be re-evaluated, except to

determine suitability of services, until the end of the P4 year. Once identified as qualifying for gifted education services in grades four through twelve (4-12), a student need not be re-evaluated, except to determine suitability of services. At least once each school year, teachers will be provided information concerning the on-going identification process. The Gifted-Talented Coordinator shall establish a process for identifying and implementing methods for providing equal access to services to under-represented populations.

Academic Excellence Banquet

FCS Academic Excellence
2018-2019

Floyd County Schools is continuously striving to be a school district of excellence. We want to recognize students who meet the highest standards and have established the Floyd County Schools Academic Excellence Roll, the highest academic distinction in Floyd County Schools. Students who receive this distinction will be invited to a banquet recognizing their outstanding achievements, receive a certificate, and a letter of recognition from the superintendent of Floyd County Schools.

Eligibility is determined by the following criteria:
Grade levels: 8-12 (student(s) competing in state academics)
Attendance: 97% or higher (5 or less absences for 2018-2019) and 5 or less tardy
G.P.A: 3.75 or higher (Rolling cumulative for first three grading periods of current school year)
Test Scores: KPREP – Proficient (or higher) and Distinguished in *at least* 1 area (lagged 1 year only) ACT – meets all benchmarks with composite of 25+
Discipline Referral: 0

****Other students who will be invited to the banquet will include:
Governor's Scholars/Governor's School for the Arts/Governor's School for Entrepreneurs
Robinson's Scholars/Rogers' Scholars
Students scoring 30 or higher on the ACT
Academic Team Students who advance to state competition

Floyd County Early College Academy

Students from all our high schools are eligible to apply through a competitive acceptance process. Students will be selected for admission during the second semester of their sophomore year and those who gain admittance will attend classes on the Big Sandy Community and Technical College campus in Prestonsburg. The academic program will be enhanced and rigorous with the educational goal of graduating from high school while simultaneously earning an associate degree.

For more information go to the Teaching and Learning section of our website and click on Floyd County Early College Academy or contact Sandy Duff at 889-4736 or sandy.duff@floyd.kyschools.us

Health Information

Dispensing Medication

Except for prescription medication that is delivered to school by the parent(s)/guardian(s), internal medicine (including aspirin) will not be kept at school for the purpose of administering to students. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Upon written parental request, students may take medicine that is brought from home and is specifically prescribed/ordered for the student by the student's personal physician. The request shall be in accordance with the following guidelines:

1. Written documentation from the physician must be obtained prior to the school personnel witnessing students taking medication at school or at school-related events.
2. Parent(s)/Guardian(s) and school administrators will meet to discuss the student's medication needs prior to any school personnel witnessing students taking medication at school or at school-related events.
3. Parent(s)/Guardian(s) must sign an authorization form in order for school personnel to witness a student's taking medication. Schools will accept only those medications that will be administered for a period of two-weeks or longer and only those medications brought to school by parent(s)/guardian(s). Parent(s)/Guardian(s) are encouraged to schedule times of administration so that a minimum of doses is given during the school day.
4. Medication will be brought to school in the original prescription container. Parent(s)/Guardian(s) will bring to school only the amount of medication needed during school hours, and the school will accept only a month's supply of medication for any student.
5. Except for emergency medications (including, but not limited to Diastat, Glucagon, In-Halers and EpiPens) approved for students to carry for self-medication purposes all medications will be kept locked in an area designated by the Principal accessible only to the responsible authorized school personnel. Medications requiring refrigeration will be stored in a separate refrigerator in a supervised area.
6. Two (2) designated school personnel will witness students taking medication. A log containing date, time, amount, student's name, etc. will be kept.
7. Students will not share any prescription or over-the-counter medication with another student.
8. If prescribed medication must be taken during a school trip, a school staff member trained to administer the medication must have the following items in his/her possession: authorization to give medication, medication log, and the medication in its original container labeled with all necessary information. The medication and authorization must have been provided by the parent/guardian according to district policy for dispensing medication. Unlicensed board personnel will be unable to administer medications during school trips that require travel out of state of the state of Kentucky. Arrangements must be made by the parents for medication administration.
9. All medications must be picked up by the parents by the end of the school day on the last day of school.

Contagious Diseases

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's school principal if the student has any medical condition that is defined by the Cabinet for Health 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.

Lice Policy

School personnel shall actively pursue the prevention and control of head lice in the District's schools by developing a consistent education, screening and follow-up program for all students. Principals and other designated school personnel trained to identify live lice shall screen students by using the following guidelines:

1 When students are observed/reported to have live head lice any time during the school year:

   a. Entire classrooms may be checked for live lice as recommended by the Principal. In general, school-wide checks are not necessary.

   b. Parents of each student identified as having live lice will be contacted by a school/District representative advising them of the finding.

2. Principals or school/District personnel shall offer parents of students identified as having live lice:

   a. Visual evidence of live lice in the student's hair.

   b. Verbal and/or written information/direction for hair treatment and household procedures.

3. In all cases, students found with live lice shall be sent home. In all instances when personnel identify live lice, they shall confirm with the student and/or parent/guardian that the following have occurred:

   a. The parent/guardian has combed the student's hair with an actual lice/nit comb or applied special lice killing shampoo on the same or next day.

   b. When the student returns to school after treatment, designated school personnel rechecked the student before s/he returned to the classroom. If live lice remained, student shall be sent home.

   c. Parent/legal guardian of a student who returns to school and is found to still have live head lice, may be reported to the Cabinet for Health and Family Services.

4. **If nits are present, the student will remain at school the day they are found. However, the student must be checked by designated school personnel before returning to the classroom the following day. If nits remain, the student shall be sent home and must return to school nit free.**

5. The Superintendent/designee shall:

   a. Establish education/information programs on head lice control methods for school personnel, community members, students, and parents.
   b. Provide each school with written materials on head lice control and prevention.

Floyd County Attendance Policy

Students are expected to attend school regularly and on time. The Floyd County Board of Education believes that there is a direct relationship between good attendance and high achievement.

Attendance Regulations

Attendance will be calculated as follows:

- A tardy shall be recorded for a student who is absent less than 35 percent of the regularly –scheduled school day.
- A full day absence shall be recorded for a student who is absent more than 84 percent of the regularly-scheduled school day.
- A half-day absence shall be recorded for a student who is absent 35 percent to 84 percent of the regularly-scheduled school day.

A chart will be located in the office at each school and online at the Floyd County Schools website (www.floyd.kyschools.us) to help determine how a check-in or check-out will be recorded (as a tardy, half-day absence, or full-day absence).

Parents need to send a signed note to school anytime a child is absent - including tardies - within two days of the student returning to school after an absence. A note is required even if the parent noted the reason on the sign-in/out log at the time of check-in or check-out.

Parents are encouraged to keep track of their child's attendance through the **"Parent Portal"** online application (see school office for more details).

Excused Absence from School

Students who are absent from school are required to have a legitimate excuse. Within **two (2)** days of a student's return to school, he/she shall present a written and dated note signed by the parent(s)/guardian(s) or physician explaining the absence. If a note is not received **within two (2) days**, the absence shall be deemed unexcused. **A maximum of four (4) school days per semester may be excused with a signed note from a parent/guardian or doctor.** If there are more than four (4) days excused by a doctor, a form available at the school* must be completed by the doctor and returned for review by school officials. Parents anticipating a student's extended absence (five or more days) should contact the school for information on home/hospital instruction.

*If a student has a chronic or recurring illness that may cause more than 4 absences per semester, there is a doctor's form available to have on file with the school office. The form will only pertain to excuses from the doctor completing the form and will become effective on the date provided (not retroactively).

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

1. Illness of the student;
2. Death or severe illness in the student's immediate family (three (3) days are allowed for the death of one's parent, grandparent, or sibling; one (1) day is allowed for the death of one's aunt, uncle, or cousin. Exceptions for extenuating circumstances may be approved by the Principal/designee);
3. Medical or dental appointments that cannot be made after school.
4. Unexpected Illness – If the school nurse, health aide, or Principal/designee determines that a student should not be in school, this will be considered an excused absence for the remainder of the day and will not be counted against the parent/guardian absence notes;
5. Lice – If the student is sent home, he/she will be excused for the remainder of that day (see the section on Lice for more information);
6. Court summons and subpoenas;
7. Religious Holidays and Practices approved in advance by the principal;
8. Driver's license test or examination;
9. One (1) day for attendance at the Kentucky State Fair; or
10. Other valid reasons as determined by the principal/designee**.

**The principal shall have the authority to grant additional days upon proof being present by a parent/guardian of illness requiring hospitalization, treatment by a doctor, or similar emergencies.

With proper documentation, the following excused absences will not count as one of the four (4) parent/guardian/doctor excused days:

1. Court appearance (only for the portion of the day required and with documentation from the court); and/or
2. Driver's permit or license tests (only for the portion of the day required and with documentation from the examiner).

Education Enhancement Opportunities (EHO)

An Educational Enhancement Opportunity is a trip or an activity that may enhance a child's education. Students are allowed up to 10 days of excused absence per year for this purpose. The proposed activity must have ***significant educational*** value and be related to the core curriculum. To request an Educational Enhancement Opportunity, an application must be filled out and returned to the school principal for approval. This type of absence cannot occur during the school's State Testing or District-Wide assessments, unless there are extenuating circumstances approved by the principal. Decisions may be appealed to the Superintendent and then to the Board of Education.

Unexcused Absence from School

Make-up work shall be required for students with unexcused absences. All credit for Make-up work will be reduced by twenty percent (20%) for students with unexcused absences.

Suspensions

House Bill 43 states that out-of-school suspensions are unexcused absences. Projects or work assigned prior to a suspension and due during the time of suspension shall be accepted for credit. Long-term projects assigned during the suspension and due at a date after the conclusion of the suspension shall be accepted for grading if the work earns a passing grade. Students on suspension will be permitted to attend school to take a nine (9) week exam, and/or a semester/final exam, and required state assessment only during the time of day that the exam or assessment is administered.

Tardiness

1. A student is considered tardy if the student arrives to homeroom, classroom, or assigned area occurs after the designated starting time or leaves school prior to dismissal.
2. The process for determining whether tardiness is excused or unexcused is identical to that for excused and unexcused absences.

Check In/Check-Out Process

If a student is to be picked-up/leave early, the custodial parent(s)/guardian(s) or designee will report to the principal's office to sign for the student's release. Each school will maintain a daily entry/exit log of students signing in late or signing out early. Individuals must show photo identification in order to pick up the student.
All check-in/check-outs are unexcused until a note is presented upon the student's return to school. Non-emergency activities and appointments should be scheduled after school hours.

Process to Address Unexcused Absences

1st unexcused absence	Call from school to Parent(s)/Guardian(s)
3rd unexcused absence	Letter from school to Parent(s)/Guardian(s) and Meeting at school with Parent(s)/Guardian(s) and Principal/designee
4th unexcused absence	School or Director of Student Personnel make Home Visit
6th unexcused absence	Referral to court due to habitual truancy

Co-Curricular Activities

Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day.

Extra-Curricular Activities

Students who participate in extra-curricular activities (basketball, football, golf, dance, etc.) during the instructional school day will be counted absent for the part of the school day that the student is not in attendance. Absences resulting from school-related extra-curricular activities will be excused absences.
Exception: Effective with its passing on April 13, 2010, HB 327 allows student athletes competing in a regional or state tournament on a regularly scheduled school day to be counted present on the date or dates of the competition, for a maximum of two days per student per year.

Perfect Attendance

A student has perfect attendance if he/she has zero (0) absences and zero (0) tardies. Absences due to school sponsored/approved events will not count in determining perfect attendance.

Lice

The day that a student is sent home with lice will be considered excused. An absence on the second day may be excused if determined by the Principal/designee to have been necessary for treatment. Students are expected to return to school lice free on the second day (or no later than the third day if the second day was determined to be necessary for treatment). Any further absence will be unexcused.

Home/Hospital Instruction

If a student must be absent from school for five (5) or more consecutive days due to illness or surgery, he/she may be eligible for Home/Hospital Instruction. Also, if a student has a condition that requires ongoing treatments, he/she may qualify for Intermittent Home/Hospital Instruction. Please check with your school or the Central Office for more information.

Parent/Guardian Choice

During the first three days of enrollment, parents can choose the school that their child will attend. After that period, an attendance boundary appeal form must be submitted and approved for transfers to any school other than the home school. The attendance boundary appeal form will only be approved for one of the following reasons:

1. Conveniences of morning and/or afternoon child care, and/or parent/guardian place of employment.
2. Documented medical and/or psychological issues as per state and district policies.

Parents will be responsible for transporting their children to and from school.

Students who are attending out of their home attendance area must meet the same requirements as non-resident students (see 1, 2, and 3 below). Any violation of these standards will result in a transfer back to the home school for the remainder of the school year.

Non-Resident Students

Non-Resident students are students who do not live in Floyd County, but attend schools in Floyd County. The Floyd County Board of Education has agreements with surrounding school systems for non-resident students to attend schools in Floyd County in regard to the following policy and restrictions.

Provided cap sizes are not exceeded, non-resident students may be admitted to the district's schools in accordance with Board policy and upon approval of the Superintendent. Non-resident students must be in good standing with the previous district of attendance prior to their enrollment in the District's schools. Parents will be responsible for transporting their children to and from school.

1. The student shall comply with the District's attendance policy.
2. The student shall show appropriate academic progress as determined by his/her teacher(s) and the Principal (passing equivalent to four of the 6 classes); and
3. The student shall comply with the District's "Code of Conduct".

Any violations of this policy shall cause non-resident students to be immediately withdrawn from the Floyd County School System and returned to their home district.

Conduct Warranting Disciplinary Action

Behavior Violations

Certain violations shall be handled with informal or in-school disciplinary measures. Some of these offenses may also result in a suspension or expulsion from school. Violations of a severe nature (i.e., use/possession/sale of illegal substances, use/possession of weapons, and physical violence resulting in injury) must be reported by the principal to the superintendent or the superintendent's designee immediately. Offenses for which a student shall be disciplined include, but are not limited to, those mentioned below.

Failure to follow school or class rules; having unexcused tardiness to class or homeroom; non-attendance; failure to sign in and/or out of school; cheating on schoolwork; leaving school grounds without permission; Forgery or falsifying documents or signatures; any deliberate action by the student, which results in disruption of the educational process; failing to follow directives or to accept in-school disciplinary measures; using inappropriate language, either written or spoken, or obscene gestures; gambling; fighting (the use of serious physical force between two or more

students); fighting or striking school personnel; intimidating or interfering with school personnel/students; preventing or attempting to prevent school personnel or students from performing their responsibilities through threats, violence, or harassment; assault (intending to or causing physical injury to another person by means of a weapon or dangerous instrument, intentionally causing physical injury to another person, or physical sexual abuse of any kind); committing theft (stealing property); committing extortion (the obtaining of property from an unwilling person by intimidation or physical force); committing robbery (theft involving the use of physical force, deadly weapons, or dangerous instruments); falsely activating a fire alarm or making a bomb threat; committing vandalism; using, selling or possessing drugs or look-alikes, drug paraphernalia, alcohol, tobacco, or fireworks on school grounds and/or school sponsored events; committing arson; having in possession, while under the authority of the school, or causing to be brought on school property (including buses), firearms, knives, or any object that may be considered a dangerous or deadly weapon; exhibiting impropriety in dress or grooming and/or poor personal hygiene; willful misrepresentation of the truth; any conduct that is determined to be detrimental to their respective school; any student operating the computer without permission/supervision of the teacher; misuse of the Internet or systems network; terroristic threatening; inappropriate use of paging devices or cellular phones; harassment or discrimination based upon race, color, national origin, age, religion, sex, or disability

TOBACCO PRODUCTS

Students shall not be permitted to use or possess any tobacco products, alternative nicotine products, vapor products, lighters, and matches on property owned or operated by the Board to include Board-owned vehicles on the way to and from school or during school-sponsored trips and activities. For the purpose of this policy, the term parent also includes the person serving as guardian.

Disciplinary Actions

Violation of this policy shall result in the following disciplinary actions:

First Infraction

Parents will be notified and then meet with the principal and student to be given information about the tobacco education program. The student shall be

1. Assigned to one school day in-school suspension program;
2. Assigned to district approved certified tobacco education program which will be after school with school staff supervision;
3. Provide five (5) hours of school service under school staff supervision restricted to school site. Principals shall set and adjust the schedule for the education session and school service (work detail and/or tobacco education) as needed to meet the purpose of the program.
4. Failure to comply with first infraction shall result in becoming a second infraction.

Second Infraction

Parents will be notified. The student shall:

1. Spend two (2) school days in an in-school suspension program;
2. Provide ten (10) hours of school service restricted to school site under school staff supervision;

3. Provide a letter to parents regarding tobacco cessation/education services for student in the community.
4. Failure to comply with second infraction will result in becoming a third infraction.

Third Infraction

Parents will be notified. Third infraction will result in a one (1) day school suspension which may be waived if the family decides to attend and complete a tobacco cessation/education program. All subsequent infractions during the current school year will constitute a third offense and continuous violation of the tobacco policy may result in legal proceeding being initiated by the school/district.

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. 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 BY SB 228

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 educational process.

PROGRAM TO ADDRESS

Each school, with assistance from the Superintendent/designee, shall implement a comprehensive program with the following goals to address bullying and hazing:

1. To send a clear message to students, staff, parents, and community members that such behavior will not be tolerated.

2. To train staff and students in taking pro-active steps to prevent such behaviors from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation to students engaged in prohibited behavior.

4. To initiate efforts to change the prohibited behavior of students through education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a safe and civil environment.
6. To help develop peer support networks, social skills, and confidence for all students.
7. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

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.

The District Code shall specify that reports of alleged instances of bullying or hazing shall be made to the Principal/ designee. 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.

As directed by the Superintendent/designee, each Principal shall report on a periodic basis the number of bullying/hazing incidents and progress made toward reducing reoccurrence.

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.

NOTIFICATION

Within forty-eight (48) hours of receiving a serious allegation of bullying, District personnel shall attempt to notify parents by phone or registered mail of both student victims and students who have been accused of bullying.

PROHIBITION

Bullying is prohibited at all times on school property and off school grounds during school-sponsored activities or on school transportation. School staff shall provide for a prompt and equitable resolution of complaints concerning bullying. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods and interferes with the ability of other students to take advantage of the educational opportunities offered. 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 education process, as defined by policy 09.426, or where it does not violate provisions of this policy.

DISCIPLINARY ACTION

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

GUIDELINES

Students who believe they have been a victim of an act of bullying or who have observed incidents involving other students that they believe to be an act of bullying shall report it. In each school building, the Principal/designee is the person responsible for receiving reports of bullying. The Principal/designee then shall provide the following:

1. Investigation of allegations of bullying to commence as soon as circumstances allow, but not later than twenty-four (24) hours of the original written complaint. A written report of all findings of the investigation shall be completed within ten (10) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Principal/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the bullying. 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.
    - Such other measures as determined by the School Principal/designee.

CONFIDENTIALITY

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

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the bullying, any party may appeal in writing any part of the findings and corrective actions to the Superintendent. (Reference the appeal process in the Floyd County Schools Student Handbook & Code of Conduct.)

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of bullying 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.

FALSE COMPLAINTS

Deliberately false or malicious complaints of bullying may result in disciplinary action taken against the complainant.

Harassment/Discrimination

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

Discrimination based upon race, color, national origin, religion, sex or disability can consist of harassment which creates a hostile environment. Examples of harassment/hostile environment include offensive conduct such as racial or ethnic slurs, racial or gender based "jokes", derogatory comments or other verbal or physical conduct based upon an individual's race, color, descent, national or ethnic origin, age, religion, sex or disability. Prohibited discrimination also includes any distinction, exclusion, restriction or preference based on race, color, descent, national or ethnic origin, age, religion, sex or disability of a student which has the purpose or affect of nullifying or impairing the recognition, enjoyment or exercise on an equal footing of educational opportunities, human rights, and fundamental freedom.

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

The Superintendent shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

1. Derogatory nicknames, slurs, demeaning stories, jokes or pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. 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;
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. 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
6. Destroying or damaging an individual's property based on any of the protected categories.

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

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.

Procedures

Students who believe they have been the victim of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, report it. Reports, which may be either oral or in writing may be made to the building Principal, the Superintendent, or to Mr. Ted George, the Harassment/Discrimination Coordinator. Mr. George's office telephone number is (606) 886-4507 and his address is at the Board of Education Office, 106 North Front Avenue, Prestonsburg, Kentucky, 41653. Students who believe that they have been the victim of

harassment/discrimination by the Superintendent shall report it to the Chairman of the Floyd County Board of Education, Mrs. Sherry Robinson, either orally or in writing. Mrs. Robinson address and telephone are as follows:

Sherry Robinson, Chairman
Floyd County Board of Education
205 Valley View Est.
Langley, KY. 41622
Telephone: (606) 791-0606

The Superintendent shall develop procedures providing for the activities listed below.

1. Investigation of allegations of harassment/discrimination to begin as soon as circumstances allow, but not later than three (3) working days after submission of a report, regardless of the manner in which the complaint is communicated to a District administrator.
2. The investigation will be conducted by the Harassment/Discrimination Coordinator or formally trained investigator acting under his direct supervision.
3. Allegations against the Superintendent will be investigated by a formally trained investigator or attorney not employed by the School District.
4. The Complainant is entitled to present witnesses, documents and other evidence in support of the complaint.
5. The Superintendent will furnish the interested parties with a written report of his/her findings, conclusions and methods to be utilized in correcting the situation and preventing its reoccurrence including but not limited to disciplinary action where appropriate within thirty (30) days after the investigation began.
6. When the Board of Education makes a decision based upon a complaint of harassment/discrimination it will furnish interested parties a written report of its findings, conclusions and methods to be utilized in correcting the situation and preventing its reoccurrence including, but not limited to, disciplinary action, where appropriate.
7. Written reports will be furnished by personal delivery or by registered or certified mail, return receipt requested.
8. The District's written harassment/discrimination policy will be disseminated to all staff and students annually.
9. Age appropriate training during the first month of school will be provided to students and will include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination.
10. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

Appeal

Upon the completion of the investigation and providing the interested parties, including the Complainant and the Accused, with a written report, any party may appeal any part of the findings, conclusions and remedies, if any, including any discipline proposed by the Superintendent to the Board of Education within ten (10) working days of receipt of the report. If no appeal has been filed within ten (10) working days following the receipt of the Superintendent's written report, the Superintendent's findings, conclusions and proposed remedies will become final.

Upon appeal, the Board of Education may affirm the Superintendent's findings, conclusions and proposed remedies in whole or in part or may make its own findings and conclusions and fashion its own remedies as it deems necessary or appropriate under the circumstances. The findings, conclusions and remedies, including any discipline imposed by the Board of Education shall be final.

Retaliation Prohibited

No one shall retaliate against an employee or student because he/she files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because he/she 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.

False Complaints

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

Harassment/Discrimination Investigators

Floyd County Board Policy 09.42811 provides important information concerning the rights and duties of school district students and school district employees as they pertain to harassment/discrimination. The District has specially trained harassment/discrimination investigators who are responsible for investigating, and making findings, conclusions and recommendations to the Superintendent with respect to each complaint investigated. The name, office address, and telephone number of each Harassment/Discrimination Investigator are listed below.

Floyd County Schools has four (4) fully trained Harassment/Discrimination Investigators. The names and contact information of those Investigators are as follows:

Mrs. Angela Duncan, Harassment/Discrimination Coordinator
Floyd County Schools
106 North Front Avenue
Prestonsburg, KY 41653
606.886.4525

Mr. Ted George, Harassment/Discrimination Coordinator
Floyd County Schools
106 North Front Avenue
Prestonsburg, KY 41653
606.886.4507

Mr. Matt Wireman
Floyd County Schools
106 North Front Avenue
Prestonsburg, KY 41653
606.886.4534

Use of Alcohol, Drugs, and other Controlled Substances

Possession of Illegal Substances

For possessing, using or being under the influence of alcoholic beverages, narcotics, drugs, controlled substances, mind-altering substances, synthetic compounds/substances or look-alikes and/or possession of drug paraphernalia, while at school, on school grounds, or at school sponsored events on or away from school grounds, the disciplinary actions listed below shall be followed. In instances involving look-alike substances there must be evidence of the student's intent to pass off the item as a controlled substance.

A first offense will result in a ten (10) day suspension. Five days of the suspension may be waived if the family decides to seek an evaluation of the student's alcohol/drug use from a certified substance abuse counselor and completes any and all appointments with the counselor. This counselor must be acceptable to the school district.

A second offense will result in immediate suspension and recommendation for expulsion.

The student shall immediately be suspended for the sale or transmission of alcoholic beverages, narcotics, drugs, counterfeit controlled substances or look-alikes. The principal of the school will recommend the student for expulsion.

Weapons

Note: This policy applies to students, staff members, and visitors to the school.

Except as permitted by law, carrying, bringing, using, or possessing any weapon or a dangerous instrument (including ammunition) in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the board specifically prohibits the carrying of concealed weapons on school property.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, to the local authorities, and determine the appropriate disciplinary action.

Exceptions

An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070 (JROTC approved programs).

State Posting Requirements

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

> UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR ($10,000) FINE.
>
> The above criminal penalty shall not apply to those persons listed in KRS 527.070(3).

State Reporting Requirements

Employees of the District shall promptly make a report by telephone or otherwise, to the local police department, sheriff, or Kentucky State Police, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon 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.

For state reporting purposes, a deadly weapon shall be defined as:

1. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
2. Any knives other than ordinary pocketknives and hunting knives;
3. Billy, nightstick or club;
4. Blackjack or slapjack;
5. Nunchaku karate sticks;
6. Shuriken or death star; and
7. Artificial knuckles made from metal, plastic, or other similar hard material.

For school purposes ordinary pocketknives, hunting knives, and ammunition are considered dangerous instruments and are, therefore, not permitted on school property.

Employees who receive information from a student or other person regarding conduct will report the conduct in the same manner as stated above.

Disciplinary Referral Procedures

Teachers' Disciplinary Actions

The teacher has the responsibility to stop behavior that interferes with the educational process, to preserve the rights of others, and to help student improves self-discipline.

A teacher is responsible for using appropriate measures to maintain discipline (i.e., verbal reprimands, notification to parent/guardian, conference with parent/guardian, development of behavior contract with student, referring the student for peer counseling, etc.). If the misbehavior continues, the student shall be referred to the principal/designee for further action. Serious offenses may require direct referral to the principal/designee.

The Referral Process

If classroom discipline does not succeed in correcting misbehavior or if the behavior requires assistance from other school personnel, the student shall be referred to a counselor, peer review group, or administrator.

When a student is referred, the steps listed below shall be followed.

1. The referring person will fill out a referral form, keeping a copy and sending the original and other copies to the appropriate administrator.
2. The student(s) will be referred to the school office to talk to an administrator.
3. The administrator will read the referral form to the student and allow the student to respond.
4. The administrator will decide what action shall be taken; inform the student of the action; and record the action on the form. The student shall receive a copy of the form.

5. The administrator will process the referral form with additional copies distributed as indicated on the form.
6. The administrator may require that the student take the form home to be signed by the student's parent(s)/guardian(s) and the signed form returned to the administrator.
7. The assigned administrator will maintain disciplinary records and those records will be accessible upon request to teacher(s), principal, counselor(s) and the student and/or parent(s)/guardian(s) of the student in compliance with the Family Privacy Act of 1975.

Counselors' Role in the Referral Process

Counselors will be utilized after repeated referrals or if a problem seems to stem from causes more serious than simple misbehavior. The counselor may conduct individual, group, and/or schedule peer mediation sessions with the student.

Administrators' In-school Interventions

Disciplinary Actions

When an administrator receives a referral on a student whose misbehavior has continued in spite of the teacher's efforts to correct it or whose misbehavior interferes with the learning environment, then the administrator is responsible, when appropriate, to use measures to maintain discipline that may include but are not limited to:

1. Withdrawing school privileges for a temporary or an extended period of time;
2. Changing the student's schedule (with parent(s)/guardian(s) notification);
3. Temporarily separating the student from other students;
4. Recommending an alternative placement;
5. Assigning the student to after-school detention;
6. Assigning in-school alternative education;
7. Establishing in-school counseling or evaluation, including referral to outside agencies;
8. Conferring with the parent(s)/guardian(s), teacher(s), counselor(s), or other staff members;
9. Denying the student access to school bus transportation (for bus misconduct); and/or
10. Placing the student on probation.

Disciplinary problems referred to the school administrator are usually handled by in-school measures short of suspension and/or recommendation for expulsion.

Parent/Guardian Conference

When a student's misbehavior continues despite repeated correction efforts, the administrator will call a conference to meet with the student, parent(s)/guardian(s), and appropriate school staff. The administrator shall schedule the conference in consultation with parent(s)/guardian(s). If telephone or personal contact with the parent(s)/guardian(s) has not occurred, written notice of the conference will be sent. A mutually acceptable method for the conference shall be agreed upon, if a conference at school or during school hours is not possible for the parent(s)/guardian(s). If multiple violations of the student behavior code occur at frequent intervals, a single conference to address these problems will be sufficient.

If the parent(s)/guardian(s) is unable to attend or chooses not to attend the scheduled conference, then the conference will take place in the absence of the parent(s)/guardian(s), and the administrator will report the conference results to the parent(s)/guardian(s).

The purpose of the conference will be to identify the source of the problem, to arrive at fair effective solutions, and to improve student behavior. During the conference, the student will have an opportunity to describe the problem(s) and suggest action(s) that would resolve the problem(s). Parent(s)/Guardian(s) and staff will have the same opportunity. The student's academic and disciplinary records will be available for review during the conference. Strict courtesy will be observed at all times by all participants in the conference. A summary of the results of the conference will be recorded on the student's disciplinary referral form.

Corporal Punishment

Corporal punishment may be administered under the following guidelines when school councils have made a policy decision to allow this form of punishment within a particular school.

1. Corporal punishment, as defined by this Code, means striking a student on the buttocks with a paddle. No other form of corporal punishment will be administered. Corporal punishment should be used as a last resort and only after other acceptable methods of control have been tried and determined ineffective. Corporal punishment will not be excessive or unreasonable and is not intended to injure the student.
2. Written parental permission will be required prior to the administration of corporal punishment.
3. All acts of corporal punishment will be witnessed by two certified school employees.
4. Schools which permit corporal punishment will maintain a current list of students repeatedly (two or more times) administered corporal punishment. A behavior improvement plan will be developed for each student with opportunities for input from the student, student's teacher(s), and the student's parent(s)/guardian(s), with the goal of eliminating the future necessity of corporal punishment.
5. Corporal punishment will not be administered in the presence of other children.

Use of Reasonable Physical Force by Staff

School personnel, may under the authorization of the Board of Education (see KRS. 161.180), use reasonable physical force to restrain a student whenever immediate action is essential for self-defense, preservation of order, or protection of persons or property.

In-school Alternative Education

The removal of a student from class by the principal and the assignment to a location in another room on the school premises during school hours for a period not to exceed five (5) consecutive days will be considered in-school alternative education. During in-school alternative education, the student will be provided educational opportunities and proper supervision.

After due process procedures, a student may be assigned in-school alternative education as a disciplinary measure.

Detention

The principal/designee may establish a detention hall outside of the instructional day as an alternative disciplinary measure. A student's parent/guardian will be notified prior to the detention so that transportation may be arranged by the parent.

Disciplinary Probation

As an alternative disciplinary measure, a student may be placed on probation by the principal/designee. The terms and conditions of probation will be established in writing at the time it is granted. Written notice of probation will be given to the student and parent(s)/guardian(s) 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.

Suspension and/or Expulsion Considerations

Prior to recommending suspension and/or expulsion, the following four factors should be considered:

1. Previous general conduct of the student involved;
2. Academic standing of the student;
3. Probability of recurring violation; and
4. Availability of alternative punishments or restrictions.

Suspension Procedures

A principal may suspend a student for offenses as outlined in this code.

1. Short-term suspensions are for a period of 1-5 days. A short-term suspension notice is sent to the student's parent(s)/guardian(s). Additionally, the parent(s)/ guardian(s) will be notified verbally, if possible, and attempts to do so will be documented.
2. Long-term suspensions are for a period of 6-10 days and require consultation and approval of the Superintendent. Written notice is mailed to the student's parent(s)/guardian(s) and a copy mailed to the Superintendent. Additionally, the parent(s)/guardian(s) will be notified verbally, if possible, and attempts to do so will be documented.
3. A student placed on suspension is prohibited from entering the school or school grounds (except for a prearranged conference with an administrator), attending any day or night functions of the Floyd County Schools, or riding a school bus during the term of suspension. Violations of the conditions of the suspension will cause further disciplinary action to be taken. At all stages of the suspension process, students will be guaranteed informal due process rights.
4. Out-of-school suspensions are unexcused absences but projects or work assigned prior to a suspension and due during the time of suspension will be accepted for credit. Long-term projects assigned during the suspension and due at a date after the conclusion of the suspension will be accepted for grading if the work earns a passing grade. Students on suspension will be permitted to take a nine (9) week exam, and/or a semester/final exam, and required state assessment as arranged with the Principal/designee.
5. Except in the case of pre-expulsion suspensions, a suspension will be for a definite number of days and will not be extended without prior approval of the Superintendent.
6. Parent(s)/Guardian(s) of students who have been suspended will have a conference with the principal prior to the student being re-admitted to classes. This conference may be conducted by either electronic means or by personal visits to the school or other agreed location.
7. Students suspended during the testing window will participate in state assessment.
8. In cases that involve students with disabilities, the procedures mandated by federal and state law and set forth in local policies and procedures for students with disabilities will be followed.

Hearing Procedures

A hearing is required and will be conducted by the principal before a student is suspended. The process will include the steps listed below.

1. The student will be informed of the charges for the proposed suspension and provided an explanation of the evidence supporting the charges.
2. The student will be provided a reasonable opportunity to present his/her case.

3. The principal will report the decision to suspend, by telephone, if possible, or by mail, to the student's parent(s)/guardian(s) within one (1) school day of the informal hearing.

Expulsion

The Floyd County Board of Education may expel any student for misconduct as defined according to KRS. 158.150. If behavior problems are serious enough to warrant the initiation of the expulsion process, the procedures listed below will be initiated.

1. The principal convenes an informal hearing to determine the validity of the charge(s) against the student. If the charges are denied, an explanation of the evidence against the student must be made and the student given the opportunity to present their version of the facts relating to the charges.
2. Generally the notice and hearing should precede the student's removal from school, since the hearing may immediately follow the misconduct. If prior notice and hearing are not feasible, (as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school) the necessary notice and informal hearing should follow as soon as possible.
3. If the principal determines after the hearing that the student has committed an expulsion offense, the student and student's parent(s)/guardian(s) will be notified by registered mail prior to a formal hearing of the charges against the student with the time, date, and location of the formal expulsion hearing. An additional letter will be sent to the parent(s)/guardian(s) by the Superintendent with notification of the details (time, place, etc.) of the hearing.
4. The student and/or parent(s)/guardian(s) may request a closed or open hearing and must be advised that they have the right of legal counsel present at such hearing.
5. Students have the right of due process in all cases. All formal hearings regarding expulsion cases will be conducted during a special or regular board meeting.
6. In cases that involve students with disabilities, the procedures mandated by federal and state law and set forth in local policies and procedures for students with disabilities will be followed.

Student Appeal and Due Process

A student will not be suspended or expelled from school, until after the due process procedures listed below have been provided.

1. The student has been given oral or written notice of the charge or charges, which constitute cause for suspension.
2. The student has been given an explanation of the evidence of the charge or charges if the student denies them.
3. The student has been given an opportunity to present evidence and explanation of the facts relating to the charge or charges (FCBOE Policy 09.431).

These due process procedures will precede any suspension unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable but no later than three (3) school days after the suspension.

An appeal may be made, in writing, through administrative channels. Written appeals shall receive a written response. The channel of appeal is Principal, Superintendent's Designee, and Superintendent. The final level of appeal shall be to the Board of Education through the Superintendent's office.

Right to Counsel

All persons involved in any formal disciplinary process shall have the right to legal counsel at their own expense.

Description of Expulsion Process

1. Charges seeking expulsion are brought against a student.

2. A hearing is held to determine if evidence is sufficient to expel.

If evidence is insufficient to expel, the hearing ends with the charges being dropped.

If evidence is sufficient, student is expelled. The Board of Education must then determine whether educational services must be continued for the expelled student

3. The Board must determine:
   - Whether 'clear and convincing' evidence exists showing that the expelled student poses a threat to the safety of other students or staff; *and*
   - If the expelled student poses a threat, whether the student shall or shall not be placed in a state agency-funded program. (Placement in a state agency-funded program shall depend on availability of such programs and entrance criteria.)

If 'clear and convincing' evidence does not exist that the expelled student is a threat, the Board must direct the administration to provide the student with educational services in an appropriate alternative program or setting.

If 'clear and convincing' evidence exists that the expelled student is a threat and that the student can be placed in a state agency-funded program to receive appropriate educational services, then the district findings need to reflect that decision.

If 'clear and convincing' evidence exists that the expelled student is a threat and that the student cannot be placed in a state agency-funded program, then the district is not required to provide educational services to the student.

Enforcement Laws Pertaining to Proper Search

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

Student Searches

School officials have the right to search the student(s) or their property if the official(s) has reasonable suspicion that the student may be in possession of something that violates school rules or endangers others. The purpose of searching student(s), their belongings, lockers, desks, or automobiles is to protect the property and safety of the school. Student(s) have the protection, as do all citizens, against unreasonable search and seizure of their property. Searches will be used when other techniques to remedy a situation have been exhausted or when there is perceived to be an immediate danger to life or safety.

1. A student will only be searched when there is reasonable suspicion that he/she is concealing evidence of an illegal act or of a school violation.

2. School officials may seize illegal items or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety, or security, or a threat to the safety and security of others.
3. Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from the student's possession by a staff member. These items may be returned to the student by that staff member or through the office. Detection devices may be used to perform a search.
4. A general inspection of school properties such as lockers, desks, network systems owned by the district, etc., may be conducted on a regular basis. During these inspections, items which are school property may be collected. Detection devices and/or trained animals may be used to perform a search.
5. All items, which have been seized, will be turned over to proper authorities or returned to the true owner, depending on the situation.
6. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless:
    a. The student is absent from school.
    b. School authorities decide that the student's presence could endanger the student's health and safety.

Transportation

Certain behaviors are expected of students in order to maintain an environment in which all students may travel safely to and from school. The principal is authorized to withhold bus-riding privileges in the case of habitual or serious conduct violations. The transportation rules governing behavior include, but may not be limited to, those listed below. Refer also to the **Bus Conduct Report** included in this handbook.

1. Each student will be at the assigned bus stop at the appropriate time so that the bus will not have to wait and the schedule will not be delayed. Students will wait off the traveled roadway until the driver has stopped the bus and signals the students to enter the bus.
2. When students must cross the roadway to enter/exit the bus, they will not proceed until signaled by the bus driver. These roadway crossings will be made approximately ten (10) feet in front of the bus in order that the bus driver may see them.
3. When students enter the bus, they will promptly go to their assigned seats and remain seated until the bus has come to a complete stop before leaving their seats to get off the bus.
4. Students will not extend their arms, legs, or heads out the bus windows while the bus is in motion and will not change seats while the bus is in motion.
5. Students will not create noise on the bus to the extent that it might interfere with the driver's ability to hear signals or emergency vehicles.
6. Students will not bring food or drinks, radios, cassette players, etc. or insects or animals on the bus without prior approval.
7. Students will observe the same conduct as in the classroom.
8. Students will be courteous and use no profane language.
9. Students are to keep the bus clean at all times.
10. Cooperation with the driver is essential to good behavior on the bus.
11. Students are not allowed to possess or use tobacco products on the bus.
12. Students are expected not to be destructive.

13. Bus drivers are authorized to assign seats and students are expected to comply as directed.
14. No balloons or any kind of glass containers are allowed on the bus.
15. A student may only transport items that he/she can hold in his/her lap.
16. No objects will be thrown within or out of the bus.
17. Students are not to engage in any other behavior determined to be detrimental to bus safety.

Student Drop-Off Procedure

All students will be dropped off at the designated bus stop unless the parent/guardian submits in writing permission for the student to be returned to the school if the parent/guardian is not at the designated bus stop.

In the event a student is returned to school, school officials will try to contact the parent/guardian. If the parent/guardian is not available, then the emergency designee may be contacted. If these efforts are not successful, then the school site officials or the Transportation Department will call the Sheriff's Office for assistance. The state regulation governing the transportation of preschool children in which the parent/guardian or person authorized by the parent shall be responsible for providing safe supervision to and from the bus stop and delivery to/receipt from the driver assistant remains in effect.

Duty to Report Certain Conduct

The law requires the parent(s)/guardian(s) of a child who has been adjudicated guilty or previously expelled for homicide, assault, or violation of state law or school regulations relating to weapons, alcohol or drugs to notify a new school of that fact by a sworn statement given to the school at the time of registration.

The law also requires the school employees to report to the sheriff, local police or Kentucky State Police:

1. any felony occurring on school property; or
2. any misdemeanor or violation relating to:
   a. carrying, possession or use of a deadly weapon on school property; or
   b. use, possession, or sale of a controlled substance on school property.

Failure to promptly report a felony is a Class A misdemeanor, punishable by up to twelve (12) months in jail and a fine of up to $500.

Criminal Violations

Students are accountable to their school in their role as students and to the law in their capacity as citizens. Serious violations of the criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property.

1. Due to the seriousness of certain offenses and their likelihood to create a serious risk of harm to school personnel, students, and/or school property, students committing these offenses, after due process, are to be suspended from school, pending a hearing before the local board of education in accordance with KRS 158.150.
2. School personnel are to report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender.
3. In cases of assault and/or battery on a student or school employee, it is recommended that the assaulted persons press charges in circuit or district court.

Offenses that must be reported to other agencies are listed below.

Offense	Agency
Arson	Law Enforcement

Assault involving a weapon	Law Enforcement
Assault resulting in injury	Law Enforcement
Bomb Threats	Law Enforcement
Child Abuse	Social Services & Law Enforcement
Extortion	Law Enforcement
False Fire Alarms	Law Enforcement
Firearm Possession	Law Enforcement
Gambling	Law Enforcement
Hazing	Law Enforcement
Kidnapping	Law Enforcement
Possession of Drugs, Alcohol & Weapons	Law Enforcement
Robbery	Law Enforcement
Sexual Offense	Social Services & Law Enforcement
Terroristic Threatening (bodily injury and/or death)	Law Enforcement
Theft	Law Enforcement
Vandalism	Law Enforcement

If law enforcement officials are called, school personnel **shall** report to the Superintendent or the Board appointed designee.

Abuse and Neglect

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 neglected will immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. If the Principal is suspected of child abuse, the employee will contact the Superintendent/designee who will also promptly report to the proper authorities for investigation.

The telephone number to be used to report abuse, neglect, or dependent status to the Cabinet of Health and Family Services is 888.268.2613. After making a report, the employee will notify the Principal of the suspected abuse, who then will promptly make a report to the proper school 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.*

Acceptable Use & Internet Safety Policy

CURRICULUM AND INSTRUCTION POLICY # 08.2323

Floyd County School District in compliance with the KETS Master Plan for Kentucky provides students and staff with electronic information and communication to enhance learning through electronic resources via means of Internet and E-mail.

PARENT OR LEGAL GUARDIAN CONSENT REQUIREMENTS

Regardless of the level, the student must sign a user's agreement and parental permission must be secured before Internet access can be provided. This policy acknowledges the fact that standards of behavior relating to morals and personal values are within the realm of the family. To the degree that a parent guides a child's exposure to television, videos, and music the parent should guide the child's exposure to the computer networks when giving permission for independent access or individualized study. The school cannot be held responsible if a student given parental permission for independent access intentionally accesses material, which his/her family considers objectionable. District and school acceptable use policies are intended to address "ethics," leaving issues relating to "morals" between the parent or guardian and child.

This document shall be kept on file as a legal, binding document, for the duration of their career here at Floyd County Schools unless otherwise dictated by policy change.

Any school personnel or student who brings a privately or personally owned computer/software/peripheral into the Floyd County School District must adhere to all Floyd County Board of Education Policies and Procedures. This includes all aspects of this Acceptable Use Policy and they must maintain equipment to a Kentucky Education Technology System Standard *for* Internet and email access. The following are requirements of the AUP:

- Parents shall be notified in writing (via Code of Conduct) that the Internet and electronic mail may be used with students as part of the instructional process.
- Parents shall be notified (via Code of conduct) that students must sign a student Acceptable Use Policy agreement before direct access to Internet and electronic mail will be provided,
- Written parental consent shall be required (AUP user agreement) before any student is given direct, hands-on access to the Internet or to electronic mail,
- "Parental Consent to Child's use of Microsoft Online Service. When your child provides information to Microsoft, the information is used to enable and customize Microsoft services and for the purposes described in the Microsoft Online Privacy Statement (available online at **http://privacy.Microsoft.comlen-us/default.mspx).**
- Some Microsoft online services, such as e-mail and instant messaging, allow people of all ages to share personal information with others and that the permission granted hereunder the allows your child access to sign in and use these services. Giving or denying permission for your child to sign in and use Microsoft services will not affect his or her ability to use other websites."
- Parents shall be notified in writing (via Code of Conduct) that students will be held accountable for violations of the student Acceptable Use Policy agreement and that disciplinary action may be taken.

TEACHER AND STAFF SUPERVISION OF STUDENT COMPUTER USE

- Teachers and other whose duties include classroom management and /or student supervision shall sign an Acceptable Use Agreement acknowledging responsibility for exercising reasonable supervision of student access to Internet and Electronic Mail.

- Teachers shall not direct or advise students accessing school computing and communications networks to use electronic mail systems other than the Kentucky Education Technology System standard email system.

- Teachers shall supervise all student computer use to ensure it is used for educational purposes and non-approved software, programs and resources are not utilized. This **includes** the restricted **use of anonymous proxy** sites **or** sites that permit access **to** the Internet via **means of by passing proxy service.**

- Teachers will maintain daily log files that will provide student name, date, time-in and time out for all student use of computers.

- *Teachers shall* supervise and proof all school-related material placed, posted, or published on school servers.

- Teachers shall not publish/post or direct/advise students to post or publish school-related information outside the school district except in cases where students name and or work needs to published to KET Classes, KILN, Interactive Video Conference, or other KDE supported events and where written parental permission has been given.

STANDARDS FOR TEACHERS/STAFF USE

Auditing procedures to determine whether education technology is being used for the purpose of accessing sexually explicit and other non-educational material

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

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The **process may include, but not be limited to the following;**

- Proxy servers with monitoring software have been implemented and are maintained at the district level and at every school on a twenty-four hour, seven day a week basis.

- Parents should be aware however, Proxy Servers and filtering software is not 100% effective; while filters make it more difficult for objectionable material to be received or accessed, and filters are not a solution in themselves.

- Logs of Internet activity shall be examined periodically to detect access to sexually explicit or other objectionable material, as defined by the district.

- Responsibility for log maintenance, examination, security and retention shall be the responsibility of the school STC, who shall provide a report to the principal.

- Logs shall be monitored periodically to ensure that students, teachers, or staff with access to school resources is not using non-compliant email systems.

ELECTRONIC MAIL,

Standards for use of electronic mail by students and staff communication:

- Do not send or attach documents containing pornographic, obscene, or sexually explicit material.
- *Do not* transmit obscene, abusive or sexually explicit language.
- Do not transmit any illegal, alcohol, drug or drug related information.
- Do not use electronic mail for communications, which are not directly related to instruction, sanctioned school activities, or a person's job. Do not use electronic mail, for instance, for private business or personal, non-work related communications.
- Do not access, copy or transmit anther's messages and or attachments without permission.
- Do not use electronic mail to transmit any form of aggression (e.g. threats, anger, or harassment, Cyber Bulling).
- Do not send or forward any form of a chain letter.
- Do not use electronic mail to transmit information or communicate with gangs, hate groups or groups with violent themes.
- Do not use electronic mail to transmit any data relating to violent themes.

LOCAL TECHNOLOGY RESOURCES

- Standards for student and staff use of local technology resources (hardware, software, and communications devices) and use of other school property and instructional materials in traditional formats.
- Copyrights must be respected. Copyrighted software and other instructional materials must not be copied or transferred to another except as provided under the license agreement or copyright notice.
- Resources should not be used for private business or personal gain.
- Authorship and/or publishers of information in electronic form must be appropriately acknowledged in writing and research (footnotes, bibliographies, etc.).
- Vandalism or theft of resources (including data and files) will not be tolerated.
- Passwords must not be exchanged and other's passwords must not be used, The individual is responsible for the security of his/her own password.

THE INTERNET

Standards for student and staff use of the Internet:

- Just as teachers, library media specialists, and other educators are expected to select instructional materials and recommend research sources in print media, they will select and guide students on the use of instructional materials on the Internet.
- By signing the user agreement and/or parent permission form, the student or staff member has agreed to abide by Board policy governing access. The school will assume that the individual student or staff member is complying with policy and will not unreasonably monitor or control utilization of the network.
- The school will be responsible for supervising and monitoring access to the extent outlined in the user agreement and/or parent permission form.

- The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member beyond the scope of supervision defined in the user agreement.
- Internet access from outside the school is the domain of the parents or guardians.
- Students should not reveal their name and personal information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.
- The school should not reveal a student's personal identity or post a picture of the student or the student's work on the Internet with personally identifiable information unless the parent has given written consent.
- Schools are encouraged to create and maintain a school web site, however only school and related educational information shall be displayed on school or Floyd County School Communication networks.
- Do not use the Internet to access, display or communicate with gangs, hate groups or groups with violent themes or to participate in activities considered in any form of cyber bulling,
- Do not use the Internet to access display or transmit pornographic, obscene or sexually explicit materials.
- Do not use the Internet to access, display, or transmit information about violent themes.
- Do not use the Internet to access, display, or transmit information about illegal substances.
- Do not post or publish school-related information until it has been proofed and approved by appropriate authorized school personnel.
- Do not post or publish any school-related information on servers that reside outside the Floyd County School District except through KET Classes, KTLN, Interactive Video Conferencing or other KDE supported events.
- Passwords must not be exchanged and other's passwords must not be used. The individual is responsible for the security of his/her own password.

INTERNET SAFETY STANDARDS

Internet safety standards addresses all of the following issues:

- **Access by minors to inappropriate matter on the Internet and World Wide Web**
  - Internet access through the school is to be used for instruction, research, and school administration. School access is not to be used for private business or personal, non-work related communications.

- Internet is accessed through assigned user id and password to proxy service only. Access is not permitted through the use of anonymous proxy sites or sites that permit access to restricted sites via means of by passing proxy service.

- The safety and security of minors when using electronic mail, chat rooms, and ether forms of direct electronic communications

  - Internet access through the school is to be used for instruction, research, and school administration. School access is not to be used for private business or personal, non-work related communications.

  - Internet is accessed through assigned user *id and* password *to proxy* service only. Access is not permitted through the use of anonymous proxy sites or sites that permit access to restricted sites via means of by passing proxy service.

- Unauthorized access including "hacking" and other unlawful activities by minors online

  - The Floyd County Schools network and computer resources are provided for instructional and educational purposes only.

    The following list items that will not be permitted or tolerated:

  - Accessing, displaying, possession, or transferring pornography, drug, or other illegal activities.

  - Carrying out activities deemed to be a security risk to the network (hacking, denial of services, etc.).

  - Use of Non-KETS approved e-mail, chat, etc.

  - Displaying, sending or publishing obscene, threatening, or harassing messages or pictures.

  - Use of the network for private, criminal or malicious intent.

  - Trespassing in others computer, network accounts, files, directories, or work.

    Alterations misuse, abuse, or damaging of computer or network equipment.

  - Loading of illegal, non-approved or non-licensed software, on board owned equipment including uploading and downloading from the Internet and unreliable sources.

  - Misuse or intentionally wasting resources via Internet or e-mail.

  - Software installation without permission by proper school or district authorities including (Games, Shareware and Freeware).

  - Employment of the network for private, profit, personal, or commercial gain.

  - Do not use the network to access, display, send, receive or communicate with gangs, hate groups or groups with violent themes or to participate in any form of "Cyber Bulling"
  - Any activity deemed inappropriate by school or district authorities.

- Only authorized personnel may post or publish school related information.

- **Unauthorized disclosure, use, and dissemination of personal information regarding minors**
  - Only school related files or information is to be placed, posted, or published on the Floyd County School Network.
  - All school related information placed, posted, or published on the web shall be proofed and approved by authorized school personnel prior to posting/publishing.
  - School related information shall not be placed, pasted, or published outside the Floyd County School district network without the permission of the Superintendent.
  - Students should not reveal their name and personal information to or establish relationships with "strangers" oil the Internet, unless a patent or teacher has coordinated the communication.
  - The school should not reveal a student's personal identity or post a picture of the student or the student's work on the Internet with personally identifiable information unless the parent has given written consent.
  - Schools are encouraged to create and maintain a school web site, however only school and related educational information shall be displayed on school or Floyd County School Communication networks.

- Measures designed to restrict minors' access to materials harmful to minors
  - To manage the student or staff member, who is determined or occasionally tempted to violate acceptable use policies, certain deterrents can be put in place:
  - Certain network management software packages allow the systems administrator to view or intervene and "take over" a user's screen. These packages are designed for problem diagnosis, to troubleshoot network problems, and to support help desk activities. Although they are not designed to scan network activity for inappropriate use, the district may decide to use them for that purpose on an occasional basis. Regardless, if the user is informed that such scanning is feasible that fact alone may deter inappropriate use.
  - With implementation of proxy services, schools should familiarize parents, students, faculty, and staff with the information contained in proxy logs. The fact that these logs contain detailed information about each Internet access, which can be traced to the individual user usually, serves as a powerful deterrent.

- **Cyber Bullying**
  - **CYBER BULLYING-as** defined is harassing, threatening, or any other type of communication via means of Internet or electronic mail, and telecommunications including cell phones that threatens a person or persons character or personal safety. You should report any form of "Cyber Bullying" to your teacher, principal, or supervisor as soon as possible.

- **EDUCATION PROCESS**

  - All students will have access to the I-SAFE Curriculum from their counselor and/or district coordinator for a comprehensive approach to online safety. K-12 students will be exposed to a variety of topics including digital literacy, cyber citizenship, identity protection/reputation, cellphones/texting, cyber security and predator identification. All students will learn online safety, security and responsibility. All 5-12 students are required to take and pass their Digital Driver's License before taking home a device. Each school is responsible for ensuring that each child has access to the DDL.

  - The curriculum will be implemented through a tiered approach. Each school will receive comprehensive training on the implementation and management of the 1-SAFE Curriculum and the Digital Driver's License. The school will then design and implementation model that best suites the needs of the school and ensures that all students receive training in all features of this program.

  - Assessment and reporting features of the ISAFE program will be conducted at the school level from which school and district administrators can monitor the implementation of the program.

  - Implementation of this program is a mandate of the FCC Child Internet Protection Act (CIPA), Senate Bill 230, and Schools and Libraries &RATE discount grant as well as other state and local policies. [-SAFE reports will track educators' usage of the *curriculum in their classrooms* and will provide valuable documentation for compliance *audits*.

VIDEO, AUDIO, MEDIA PRESENTATIONS

On occasion, it may be necessary for school administration to provide video/audio presentation containing visual representations and/or sound recordings of student/staff for public viewing. The means may include News Media, Public Television, New Letters, Radio, Training Videos, School Internet Web Pages, and other related school and or district projects to be used for instruction, research, and school administration.

By signing the agreement and/or parent permission form, the student or staff member has agreed to allow identification and or publication of their name, photographic or video image and/or voice for purposes of recognition, celebration, and or other school/district related events.

TELECOMMUNICATION DEVICES

PERSONAL TELECOMMUNICATION DEVICES

A personal telecommunications device is defined as a device that emits an audible signal, vibrates, displays a message, takes a picture, causes a disruption of the learning environment, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device, cellular telephone, mp3 player, hand held PC, or personal digital assistant.

Acceptable use for any personal telecommunications device shall be for instructional purposes only with the approval and supervision of school staff. Otherwise, students shall keep personal telecommunications devices out of sight and shall not activate nor use such devices either during the instructional day or while attending or participating in school-related activities held during the instructional day.

For these purposes, the instructional day shall be defined as the first bell of the day through the last bell of the day. The Board does acknowledge the authority of the school council to alter this definition to better serve

the needs of individual schools, Device contents, while generally private, may be searched under certain circumstances including, but not limited to, reasonable suspicion of threat of safety, violation of confidentiality, or privacy rights of another individual.

Upon violation of this policy, students are subject to discipline as outlined in the Student Handbook and Code of Conduct. Floyd County Schools shall not be responsible for the loss, damage, or theft of any personal telecommunications device.

NOTICE OF POLICY

Notice of this policy, along with the disciplinary penalties for violation, shall be published annually in the district's Student Handbook and Code of Conduct.

TELEPHONE AND OTHER VOICE SYSTEMS

Floyd County Schools have telephones in all schools. Every classroom is equipped with a handset and voice port connected to the school voice system.

- The school, classroom, and cellular telephones as well as pagers are designed to aid and support the educational instructional process and should not be used for personal, public, private or commercial purposes.
- To protect the instructional process, student and staff, no telephone calls from outside the school shall go directly into the classroom.
- All SBDM will adopt policies and develop specific procedures on how the school will address telephone calls or messages (Voice mail, secretary messages, etc.) to and from the classroom including student/staff use of cell phone and text messaging during school hours of operation.
- All SBDM will adopt policies and develop specific procedures for student use of voice (telephone) systems and cell phone use and text messaging.

STRATEGIES FOR ENCOURAGING COMPLIANCE

School SBDM may adopt additional strategies for encouraging compliance:

Detailed billing for all Cell Phones and Pagers will be reviewed each month for compliance

PREARATION OF EDUCATORS

Teachers and others whose duties include classroom management and/or student supervision should be provided with guidance on detecting, deterring, and documenting inappropriate use, on safeguarding personal privacy, and on dealing with unsolicited online contact as a school safety issue.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Individuals bringing privately or personally owned computers/software/peripherals into the Floyd County School System, it shall the responsibility of the owner for its transportation to and from and for its security while on school property.

Floyd County School System will not be liable for damages, loss, theft, or vandalism of such equipment.

Deterrents

To manage the student or staff member, who is determined or occasionally tempted to violate acceptable use policies, certain deterrents can be put in place:

- Certain network management software packages allow the systems administrator to view or intervene and "take over" a user's screen. These packages are designed for problem diagnosis, to troubleshoot network problems, and to support help desk activities. Although they are not designed to scan network activity for inappropriate use, the district may decide to use them for that purpose on an occasional basis. Regardless, if the user is informed that such scanning is feasible that fact alone may deter inappropriate use.

- With implementation of proxy services, schools should familiarize parents, students, faculty, and staff with the information contained in proxy logs. The fact that these logs contain detailed information about each Internet access, which can be traced to the individual user usually, serves as a powerful deterrent.

Disciplinary Actions and Other Consequences

All users and all parents will be informed of the consequences of violating appropriate use policies. Consequences will be conveyed via Code of Conduct user agreement and during initial training. Generally the consequences will be one or more of the following:

- Loss of network access
- Disciplinary action (Code of Conduct)
- Legal action

Right to Request Teacher Qualifications

NOTICE TO PARENTS OF TEACHER'S QUALIFICATIONS/CERTIFICATION

Parents may request that the District provide information regarding the professional qualifications of their child's classroom teachers. In complying with such requests, the District shall provide the information designated by federal law. In order to obtain a form to make such a request, contact the school principal for form **01.6 AP.2.**

Schools receiving Title I funds shall notify parents when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not "highly qualified", as defined by state and federal legislation.

School Wide Title I Program

The emphasis in school wide Title I program schools is on serving all students, improving all structures that support student learning, and combining all resources, as allowed, to achieve a common goal. School wide programs maximize the impact of Title I. The three core components listed below must be included in a school wide program.

1. A comprehensive needs assessment will be used to analyze academic data for the entire school. The results will be used to determine the subjects and skills for which teaching and learning need to be improved.
2. The data gathered during the needs assessment will be used to develop a plan describing how the school will improve academic achievement and address the identified needs throughout the school, but particularly the lowest achieving students.
3. The plan and its implementation shall be regularly monitored and revised as necessary based on student needs to ensure that all students are provided opportunities to meet Kentucky's challenging academic standards and ensure continuous improvement. Revisions to the plan should be based on the results of the evaluation.

Appendix A

FLOYD COUNTY BOARD OF EDUCATION POLICIES

Policy 09.423 – Drug Testing Policies and Procedures for Students,

Policy 09.4261 – Telecommunication Devices

&

Policy 09.2212 – Use of Physical Restraint and Seclusion

Use of Alcohol, Drugs and Other Controlled Substances

The Floyd County grade range for terms of drug testing as applies to this policy is grades 5-12.

DRUGS AND ALCOHOL

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

1. Alcoholic beverages;
2. Controlled drug substances and drug paraphernalia;
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.

DRUGS DEFINED

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.010.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

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

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.

DRUG TESTING PROGRAM PURPOSE

In this day and time, alcohol and other forms of drug abuse have grown to major proportions in our society. The middle and high school settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug free environment for the entire County middle and high school community.

The program consists of two (2) components:

1. Education and Prevention Plan

2. Drug Testing Policy

EDUCATION AND PREVENTION PLAN

Each semester at least one (1) educational seminar on alcohol and drug abuse shall be conducted by qualified substance abuse educators. These seminars shall be accessible to all County middle and high school students but shall be required for all athletic and extracurricular team members and for students who will be driving or parking on school property.

TRAINING IN DRUG AWARENESS

County middle and high school teachers will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. A keener teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component. When substance abuse is suspected, teachers will confidentially consult with the Principal and counselor.

ALCOHOL AND DRUG SAFETY POLICY

All student athletes/extracurricular participants/drivers and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

STATEMENT OF NEED

All athletic and extracurricular team coaches/sponsors and the administration of County middle and high schools recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of middle and high school students engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for all middle and high school students.

Athletic teams and extracurricular activities covered by this policy shall apply to all middle and high school varsity and sub varsity athletic and extracurricular activities including, but not limited to, baseball, boys basketball, girls basketball, cheerleading, cross country, football, softball, tennis, track, volleyball, wrestling, academic teams, and clubs. All students who participate in these activities are covered under this policy. All students who drive a vehicle onto school grounds are also covered by the policy. The subsequent addition of any extracurricular activity, varsity or sub varsity sport shall immediately be subject to this policy.

STATEMENT OF PURPOSE

This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to middle and high school students who voluntarily choose to participate on athletic teams, in extracurricular activities, and/or to drive or park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering the policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law enforcement agencies for the prosecution of the student or to limit the student's participation in the school activities

other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under eighteen (18) years of age, the administrator shall not release any student's test results to any person other than those described within this policy (Superintendent or his/her designee, Principal, Assistant Principal, Counselor, DPP) or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy established a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using drugs. For these students in this policy provides incentives for rehabilitation through possible reinstatement to the specific athletic team or extracurricular activity involved.

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs;
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and drugs;
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs;
4. To assure students, parents, teachers and the community that the health, safety, education, and future success of the student participants are the primary concerns of the District.

IMPLEMENTATION, REVIEW AND EVALUATION

All student participants and their parents/guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form before the student shall be permitted to try out for any athletic team, become a member of an extracurricular activity at the middle and high school levels, or be authorized to drive or park on school property. A Substance Abuse Prevention Committee (Committee) shall be established and shall review and evaluate the effectiveness of the drug testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee's purpose is limited to procedures and evaluation of the policy.

APPLICABILITY

This policy applies to all students choosing to participate in any extracurricular activity, including students/players at the varsity and sub varsity levels, and to students who drive or park on school property. Parents/Guardians may voluntarily place their child into the volunteer pool which tests ten percent (10%) annually at the expense of the Floyd County Board of Education. Parents must sign the consent to test form with an agreement for mandatory drug counseling program for all students who test positive.

EDUCATION

At least once each semester all coaches/sponsors and appropriate certified staff shall require attendance at educational seminars on drug abuse for all student participants (as outlined in the Education and Prevention Plan section of this policy). These seminars shall be open to attendance by the student participants and their parents/guardians and shall be presented by qualified substance abuse educators. Those participating will be asked to demonstrate an understanding of the main components of the drug education seminar.

TESTING PROGRAM

Testing shall be accomplished by the analysis of urine specimen obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with the appropriate student participant;
4. Maintenance of the unadulterated integrity of the specimen;
5. Integrity of the collection and testing process, as well as the confidentiality of test results (The specific testing process shall be on file at the testing laboratory approved by the Board.)

SUBSTANCES TESTED

Student participants' urine specimen shall be tested for substances which will be determined after consultation with the drug testing company.

FREQUENCY

The first year of implementation, all students participating in extracurricular activities shall be subject to random testing to include fifty percent (50%) of the total number of student participants. The second year and each year thereafter this population will be subject to random testing to include sixty percent (60%) of the total number of student participants annually.

SANCTIONS

FIRST VIOLATION

1. A student testing positive will be suspended for the next six (6) consecutive interscholastic/extracurricular events or the next six (6) weeks of the season, whichever is greater in time. Student drivers shall be denied permission to drive and/or park on school property for the next six (6) consecutive weeks of school. The suspension will begin on the date that the results are received. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or any activity not required by the school for educational purposes, and/or the following season. Before reinstatement after the first violation, the student participant must receive an assessment or evaluation for chemical dependency. Prior to readmission to participation to the athletic team/extracurricular activity or reauthorization to drive, the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing.
2. If a student is reinstated to the athletic team/extracurricular activity or driving privileges following the first violation, the student's participation in another activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after a first violation (either because of the student's own election or because the season has concluded prior to the expiration of the student's own election or because the season has concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another extracurricular activity, and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated a s a second violation.

SECOND VIOLATION

1. For a second violation, the student participant shall be suspended for thirty-six (36) consecutive interscholastic/extracurricular events or thirty-six (36) consecutive weeks, whichever is greater in time. Student drivers with a second violation shall be denied permission to drive and/or park on school property for the next thirty-six (36) consecutive weeks of school. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity, and/or any activity not required by the school for educational purposes, and/or the following season.

   Before reinstatement to the activity after a second violation, the student participant must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to the effect issued by a treatment counselor. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

2. If a student is reinstated to the activity following a second violation, the student's participation in another activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after the second violation (either because of the student's own election or because the season has concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on anther extracurricular activity. A student serving a suspension for one (1) sport/activity may try out for a second sport or join a second activity if the student provides a negative drug test result from the testing laboratory under contract. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

THIRD VIOLATION

The student participant or driver shall be excluded from participation in any extracurricular activity for the remainder of the student's eligibility. A third violation shall disqualify the student's involvement in all extracurricular activities (varsity and sub varsity) or from driving/parking on school property for the remainder of his/her enrollment in the District.

NOTICE TO PARTICIPANTS

Prior to tryouts for an athletic team or joining an extracurricular activity, the Head Coach and/or activity sponsor shall provide all students choosing to participate in the athletic team/extracurricular activity and their parents/guardians with a written copy of this policy. Parents of students who park on school property shall also be provided a copy. Each student who chooses to participate and a parent/guardian of that student shall be required to sign a statement indicating that they have received, read, understand and fully agree to be bound by the terms, conditions, and procedures under the policy.

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 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 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 drug/alcohol abuse violations.

REFERENCES:

OAG 82-633; OAG 93-32
KRS 158.150; KRS 158.154; KRS 158.155
KRS 160.290; KRS 161.180; KRS 218A.020; KRS 217.900
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: 07/26/2010
Order #: 6Q

NOTE: For more information on Floyd County Schools' drug testing policies and procedures go to our website at www.floyd.kyschools.us. For questions concerning drug testing visit the Premier website at www.premierdrugtesting.com or call 1.800.256.7141.

Telecommunication Devices

PERSONAL TELECOMMUNICATION DEVICES

Personal telecommunications device is defined as a device that emits an audible signal, vibrates, displays a message, takes a picture, causes a disruption of the learning environment, or otherwise summons or delivers a communication to the possessor, including but not limited to, a paging device, cellular telephone, MP3 player, hand held PC, or personal digital assistant.

Acceptable use for any personal telecommunications device will be strictly for instructional purposes with the approval of and under the supervision of school staff.

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

a. Poses a threat to academic integrity, such as cheating,

b. Violates confidentiality or privacy rights of another individual,

c. Is profane, indecent, or obscene,

d. Constitutes or promotes illegal activity or activity in violation of school rules, or

e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

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

Otherwise, personal telecommunications devices **shall be kept out of sight and shall not be used, turned on, nor activated** by students during the school instructional day or school-related activities held during the instructional day. For this purpose, the instructional day is defined as the first bell of the day through the last bell of the day. *However, SBDM Councils may set definitions to facilitate time appropriate needs.* **Device contents, while generally private, may be searched under certain circumstances including, but not limited to, reasonable suspicion of threat of safety, violation of confidentiality, or privacy rights of another individual.**

Upon any violation of this policy, students are subject to discipline as outlined in the Student Code of Conduct. A violation also may result in a report being made to law enforcement.

Floyd County Schools will not be responsible for loss, damage, or theft of any personal telecommunications device.

REFERENCE:

KRS 158.165

RELATED POLICIES:

08.2323, 09.426, 09.436, 09.438

Adopted/Amended: 09/27/2010
Order #: 16793

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:

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.

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:
04/22/2013
Order #:
1
7771

Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age or students who are attending a post-secondary institution) certain rights with respect to the students educational records. They are:

1) The right to inspect and review a student's educational records within forty-five (45) days of the day the District receives a request for access.
2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.
3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4) 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.
5) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.
6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Notification of Protection of Student Rights Amendment (PPRA)

The Protection of Student Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or those 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 students are required to submit to a survey** 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 the 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 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 hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law); and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or to otherwise distribute the information to others.

- **Inspect, upon request and before administration or use:**
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the *Student Handbook*, the District *Code of Acceptable Behavior and Discipline* (*Code of Conduct*), 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. Notification will provide an opportunity to opt a student out of participating in those activities.

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

Family Policy Compliance Officer
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D. C. 20202-4605

Public Notice Confidentiality and Child Find

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Floyd County School District's requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the Act. These rights are passed on to the student at age eighteen (18). For the purpose of this notice, the student 18 years or older is an "eligible" student. Parents, guardians, and eligible students may review and inspect all education records relating to that student by making a request to the Principal of the school where that student attends.

The FCSD will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation, and divorce.

Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student, or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions who have access to personally identifiable information is on file in each school. The FCSD has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

"Directory Information" is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. "Directory Information" includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members or athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the Principal of your child's school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred.

The Floyd County Schools keeps child and youth records in a secure computer system and in locked files in each school and central office.

Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student's educational records on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the Principal of your child's school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The FCSD will destroy the

educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may later be needed for Social Security purposes. The FCSD retains for an infinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed, and year completed.

Children and youth determined eligible for special education include those children and youth with disabilities who have hearing impairments, vision impairments, emotional and behavior disorders, both deafness and blindness, health impairments, specific learning disabilities, developmental delays, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, or traumatic brain injuries, and who because of these impairments need specially designed instruction and related services.

The Floyd County Schools has an ongoing Child Find system, which is designed to find any child or youth, age birth up to 21 years, who may have a disability and need special education. This includes children and youth who are not in school or those who are in school but are not receiving the special education they need to have an appropriate public education.

The Floyd County Schools will make sure any child or youth who has a disability, regardless of how severe the disability, is provided an appropriate public education at no cost to the parents of the child or youth.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Floyd County Schools find any infant, toddler, child, or youth who may have a disability and need special education and related services. The district needs to know the name and age, or date of birth of the child or youth; the name, address, and phone of the parent or guardian; the possible disability; and other information to determine if special education is needed.

Letters and phone calls are some of the ways Floyd County Schools collect the information needed. The information the school district collects will be used to contact the parents of the child or youth and find out if the child or youth needs to be evaluated or referred for special education services. If you know of a child or youth who lives in Floyd County, may have a disability, and is not receiving needed services, bring, telephone, or send the information to:

Director of Special Education, Floyd County Schools
106 North Front Avenue
Prestonsburg, KY 41653
(606) 886-2354

Child Find activities will continue throughout the school year. As part of these efforts, Floyd County Schools will use screening information, student records, and basic assessment information it collects on all children and youth in the district to help locate those children and youth who have a disability and need special education.
Any information the district collects through Child Find is maintained confidentially.

Parents, guardians, or eligible students have the right to file a complaint with the U.S. Department of Education related to perceived failures by the district to comply with confidentiality requirements. The address is:

Family Policy and Regulations Office
U.S. Department of Education
Washington, D.C. 20202

Written policies and procedures have been developed which describe the district's requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal's office of each school, and at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting:

Director of Student Personnel, Floyd County Schools
106 North Front Avenue
Prestonsburg, KY 41653
(606) 886-2354

The district office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Student Personnel or the Director of Special Education at the address and/or phone number listed above for the district office.

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX & VI and in Section 504.