



STUDENT HANDBOOK & DISCIPLINE CODE 2025-2026

***ALLEN COUNTY BOARD OF EDUCATION
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Mr. Travis Hamby, Superintendent

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

INTRODUCTION

The Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state and nation.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide:

- Orderly operation of the schools,
- A safe environment for students, district employees and visitors to the schools,
- Opportunities for students to achieve at a high academic level in a productive learning environment,
- Assistance for students at risk of failure or of engaging in disruptive behavior,
- Regular attendance of students, and
- Protection of property.

This Code applies to **all** students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for the administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and disciplinary procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

DISTRICT VISION

Our vision is to graduate engaged, resilient citizens who pursue their passions, maximize their strengths, contribute to their community, and achieve meaningful purpose in life.

DISTRICT MISSION

Our mission is to nurture, inspire, and empower the next generation to be successful contributors in an ever-changing world and to create a better future for all by providing joyful, authentic, meaningful learning experiences and instilling hope.

CORE VALUES

- We value the pursuit of excellence, always striving to exceed expectations through goal setting, productive struggle, reflecting, and improving.
- We value dignity and believe that it is our responsibility to honor the humanity in each unique individual, their strengths, their interests and to create a sense of self-worth for all.
- We value a community that embraces building relationships by collaborating in a healthy culture that demonstrates generosity, celebrates diversity, honors inclusivity, and creates a sense of belonging for each individual.
- We value integrity through acting responsibly, being transparent, and always choosing to do the right thing in an effort to build trust in ourselves and others.
- We value meaningful risk-taking that drives innovation and creativity, in order to develop courageous individuals who take initiative and imagine new possibilities to positively impact their world.

DISCIPLINARY CODE

This Code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators, and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility. [[Board Policy 09.4 - Student Behavior](#), [Board Policy 09.42 - Student Conduct](#), and [Board Policy 09.438 - Student Discipline Code](#)]

STATEMENT OF NONDISCRIMINATION

The Board of Education does not discriminate on the basis of age, color, disability, race, national origin, religion, gender (including sexual orientation or gender identity), or veteran status in the program, activities and services it provides, as required by law.

Individuals who have questions concerning compliance with this requirement should contact [Travis Hamby](#) at the Board of Education's Central Office.

Examples:

- *Other Board of Education policies
- *Council Policies
- *The District's Safety Plan
- *School handbooks

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- *Student records information (FERPA)
- *The District's special education policy and procedures manual
- *Kentucky Revised Statutes and Administrative Regulations

This code is part of the Board's policy on student behavior and discipline. CAUTION: After this code is distributed for the school year, changes to Board policy, including those affecting provisions of this Code, may be necessary due to new/revised statutes and regulations and case law.

A complete copy of the policy manual is available for inspection at each school and at the Central Office.

REQUIRED STANDARDS

The Board expects employees, students, parents/guardians and others associated with the schools to apply the following standards in a reasonable and fair manner:

To promote the full implementation of conduct standards and maximize safety in the school environment, the Board requires **all** employees to make supervision of **all** students at **all** school activities a top priority among their assigned duties. The younger the child, the greater the need for adult guidance and protection.

A professionally planned and positive school atmosphere is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:

- Actions such as harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex (including sexual orientation or gender identity) or disability.
- Insubordination (disobedient or defiant behavior)
- Sale of items without prior approval of the Superintendent or Principal.
- Wearing of any apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety of other students or staff members is prohibited. Possession of prohibited items, laser lights and paging devices (except for members of a volunteer fire-fighting or emergency medical organization) during school day.

Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary to satisfactory progress and high academic achievement. Examples of attendance violations include, but are not limited to:

- Absence from school without valid excuse.
- Tardy without valid excuse.

STUDENT PROHIBITED BEHAVIORS

Students shall exercise self-control as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in

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extracurricular activities, pending investigation that he/she has violated either the District's behavior standards or the school council's criteria for participation. Examples of prohibited behaviors include, but are not limited to:

1. Abuse of a Teacher [KRS 161.190]
2. Alcohol, Drugs & Other Prohibited Substances [[09.423 - Use of Alcohol, Drugs and Other Prohibited Substances](#); see also [Use of Alcohol, Drugs and Other Controlled Substances](#)] including but not limited to:
 - a. Alcohol
 - b. Drug Distribution
 - c. Drug Paraphernalia Violation
 - d. Drug Possession
 - e. Drug Use
3. Assault and Threats [[09.425 - Assault and Threats of Violence](#)] including but not limited to:
 - a. Assault
 - b. Fighting [see [Fighting on School Premises](#) section]
 - c. Menacing
 - d. Self-Endangerment
 - e. Threatening another Student
 - f. Threatening Staff
4. Attendance Violations [See [attendance section](#) for related policies and information] including but not limited to:
 - a. Skipping Class
 - b. Skipping School
 - c. Tardy to Class
 - d. Truancy
 - e. Leaving Campus
5. Academic Cheating/Plagiarism [See [Plagiarism](#) section]
 - a. Forgery
6. Bullying / Hazing [[09.422 - Hazing/Bullying](#)] including but not limited to:
 - a. Bullying
 - b. Verbal Abuse
7. Bus Violation [[09.226 - Conduct on School Bus](#) and [Bus Discipline](#) section]
8. Care of School & Personal Property [[09.421 - Care of School and Personal Property](#)] including but not limited to:
 - a. Destruction of Property
 - b. Vandalism
 - c. Theft/Stealing
 - d. Possession of Stolen Property
9. Disruptive Behavior [[09.426 - Disrupting the Educational Process \(Students\)](#)] including but not limited to:
 - a. Disorderly Conduct
 - b. Disrespectful Behavior

- c. Disruptive Behavior
 - d. Insubordination / Defiance
 - e. Profanity or Vulgarly
- 10. Dress & Appearance [[09.427 - Dress and Appearance](#)]
- 11. Gambling [[09.4292 - Gambling](#)]
- 12. Harassment / Discrimination [[09.42811 - Harassment/Discrimination \(Students\)](#)]
including but not limited to:
 - a. Harassing Communications
 - b. Harassment
 - c. Stalking
 - d. Verbal Abuse (Repeated)
- 13. Sexual Offenses on school property or school-sponsored activities including but not limited to:
 - a. Mild Sexual Behavior
 - b. Rape
 - c. Sexual Assault
 - d. Sexual Offense (non-touch)
- 14. Tobacco/Alternative Nicotine/Vapes [[09.4232 - Tobacco, Alternative Nicotine, or Vapor Products](#)]-including but not limited to:
 - a. Tobacco Distribution
 - b. Tobacco Possession
 - c. Tobacco Use
- 15. Violation of District Acceptable Use Policy [[08.2323 - Access to Electronic Media](#)]
- 16. Violation of Personal Electronic/Telecommunication Device [[09.4261 - Telecommunication and Other Electronic Devices](#)]
- 17. Weapon [[05.48 - Weapons](#)] including but not limited to:
 - a. Dangerous Instrument Possession
 - b. Look alikes
 - c. Weapon Possession
 - d. Weapon Distribution
 - e. Weapon Use
- 18. Other Prohibited Behavior including but not limited to:
 - a. Arson
 - b. Burglary
 - c. Criminal Abuse
 - d. Failure to Attend Detention
 - e. Fraud
 - f. Loitering
 - g. Motor Vehicle Theft
 - h. Robbery/Theft
 - i. Terroristic Threatening
 - j. Trespassing
 - k. Wanton Endangerment

TRANSPORTATION SERVICES POLICY

09.226 - Conduct on School Bus

STUDENTS

(09.2261)

PURPOSE

Ensuring the safety of students during their commute requires a collaborative effort between parents, students, and the District. Adhering to the District's policies and procedures for bus riding is crucial to prevent misunderstandings and enhance safety.

Pursuant to KRS 158.110, KRS 158.148, and the Kentucky Department of Education Statewide Student Transportation Services Policy Guidelines, this policy contains the expectations for use of transportation services for students who are transported and for their parents/guardians.

The Kentucky Department of Education Statewide Student Transportation Services Policy Guidelines are incorporated herein by reference. A copy may be obtained by visiting the Kentucky Department of Education website or by contacting the school Principal or Director of Transportation.

IMPLEMENTATION

The Superintendent or designee shall be responsible for overall implementation of this policy. The Board shall update the policy every two (2) years.

WAITING FOR AND BOARDING THE BUS

Students are expected to:

- 1) Be at the bus stop at least five (5) minutes ahead of time. The bus cannot wait beyond the regular schedule for those who are tardy.
- 2) Wait in an orderly line off the highway or street.
- 3) Do not run toward or across the street in front of the school bus while it is in motion.
- 4) Wait for the bus to come to a complete stop before boarding.
- 5) If crossing the street, wait until the bus comes to a complete stop and the bus driver signals you to cross.
- 6) Use the handrail.
- 7) Take a seat without disturbing other students.

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RIDING THE BUS

Students are expected to:

- 1) Ride only the bus assigned by the District.
- 2) Obey the bus driver's instructions.
- 3) Ride in assigned seats when provided.
- 4) Remain seated while the bus is in motion.
- 5) Keep arms, legs, head, and other objects inside the bus.
- 6) Refrain from talking to or distracting the driver, except in an emergency.
- 7) No fighting or using profane language on the bus.
- 8) No live animals.
- 9) No tampering with any equipment or operating any bus part.
- 10) Do not damage or disfigure the bus.
- 11) No eating, drinking, or chewing gum.
- 12) No alcohol, tobacco, alternative nicotine, vapor products, or drugs.
- 13) No harassment, bullying or hazing.
- 14) No weapons or sharp objects.
- 15) No glass containers.
- 16) No flammable materials.
- 17) No helium balloons.

VIOLATIONS

Student misconduct on the bus is subject to the same disciplinary measures as misconduct at school. The bus driver will report behavior incidents to the Principal or other school administrator. Discipline will be administered in accordance with the District Code of Acceptable Behavior and Discipline. Subsequent violations may result in increased intervention and consequences. The Principal or Director of Transportation may place a student on probation or remove a student from bus riding privileges depending on the severity of the misconduct.

REPORTS OF BULLYING, FELONIES PURSUANT TO KRS 158.156, OR OTHER BUS MISCONDUCT

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Students who believe they or any other student is being or has been subjected to bullying, a felony offense pursuant to KRS 158.156, or any other bus rule violation shall, as soon as reasonably practicable, report it to the bus driver or to the Principal. A bus driver receiving a student report shall notify the Principal as soon as reasonably practicable.

Upon receipt of a report of bullying, a felony offense pursuant to KRS 158.156, or any other bus rule violation, the Principal/designee shall document the report, investigate, and respond to the report in accordance with established Board policies and the District Code of Acceptable Behavior and Discipline. Bullying shall be investigated in accordance with Board policy 09.422. Felony offenses shall be reported in accordance with Board policy 09.2211. The Principal/designee shall contact parents of students involved in a report of bus misconduct.

No one shall retaliate against a student because the student submits a report, assists in an investigation, proceeding, or hearing related to a report or because the student opposed conduct that violates this policy. Reports of retaliation shall be made to the Principal and will be investigated. If a report of retaliation is substantiated, appropriate disciplinary action in accordance with the District Code of Acceptable Behavior and Discipline will be taken.

DRIVER RIGHTS

When a bus driver alleges that a student has committed a violation that places the student or others at risk of physical harm or otherwise makes it unsafe for the driver to continue transporting students, the driver may refuse to provide further transportation of the student at the time of the incident upon written report to the Superintendent/designee and may transfer the student to an appropriate District official, law enforcement, or the student's parent/guardian. The driver may refuse future transportation of the student until an interim or final determination of disciplinary action by the Superintendent/designee. For a reported alleged violation that does not place the student or others at risk of physical harm or otherwise does not make it unsafe for the driver to continue transporting students, the Superintendent/designee shall issue an interim or final determination of disciplinary action within one (1) week of the submitted report.

The bus driver's written report of alleged misconduct may contain the driver's recommendation regarding revocation of the student's transportation privileges. The driver may be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the driver's transportation of the student. A driver's recommendation shall be considered as a factor for interim or final determination of disciplinary action. A driver is permitted, to the extent permitted by law, to receive written notice from the Superintendent/designee of the investigation, disciplinary action imposed, and reasoning in response to reported misconduct.

Upon the restatement of a student's transportation privileges after an interim or final determination of disciplinary action, a bus driver making a written report of alleged misconduct may elect to receive an alternate route assignment in lieu of transporting the student by providing written notice to the Director of Transportation.

PARENT/GUARDIAN RESPONSIBILITIES AND BEHAVIOR

- 1) Parents should report any misconduct on the school bus to the Principal.
- 2) Parents should encourage students to observe all safety and conduct expectations established for the safe and efficient operation of the school bus.
- 3) Parents should observe extreme caution when approaching bus stops, moving buses, or stopped buses.
- 4) Parents should supervise their student before a bus picks up the student and after the bus drops off the student.
- 5) Parents should ensure their student is at the bus stop five (5) minutes before the bus is scheduled to arrive.
- 6) Parents of a preschool student must meet the bus to receive their student.
- 7) A parent should never enter a school bus without the direct written consent of the Superintendent. Any parent issues or complaints should be directed to the Principal or the Director of Transportation. A school bus is a safe zone for students, and only those with proper authorization will be allowed.
- 8) A parent should never threaten, intimidate, or harass a bus driver or obstruct, impair, or hinder the driver in the performance of duties.

VIOLATIONS

Parents/guardians who engage in behavior that places their student or other students at risk of physical harm or otherwise make it unsafe for the driver to continue transporting students may be criminally charged. Parent/guardian misconduct may also be a consideration for future transportation privileges for the student.

When parent misconduct is alleged, the driver shall report the incident in writing to the Superintendent/designee and may contact law enforcement if deemed necessary. The Superintendent/designee shall investigate the report. The driver may be heard at any disciplinary hearing and may make a recommendation regarding future transportation of the student during any disciplinary proceedings relating, at least in part, to alleged misconduct by the student's parent/guardian and the impact upon a student's transportation privileges.

Intervention or consequences for parent/guardian misconduct will depend on the severity of the behavior. Subsequent violations may result in increased intervention and consequences. Decisions regarding interventions and consequences shall initially be made by the Superintendent/designee. If the parent desires to appeal the Superintendent's decision, the parent may file a Grievance to be decided by the Board pursuant to Policy 09.4281.

REFERENCES TO RELEVANT CRIMINAL VIOLATIONS

- 1) KRS 511.020 makes it a Class B felony for a person, with the intent to commit a crime, knowingly entering or remaining unlawfully upon a school bus, and when in effecting entry or while upon the school bus or in the immediate flight therefrom, the person or another

participant in the crime causes physical injury to another person or uses or threatens the use of a dangerous instrument against another person.

2) KRS 508.078 makes it a Class C felony for a person to intentionally threaten to commit any act likely to result in death or serious physical injury to any employee of an elementary or secondary school, which includes a school bus driver.

3) KRS 508.025 makes it a Class D felony for a person to recklessly, with a deadly weapon or dangerous instrument, or intentionally cause or attempt to cause physical injury to a school bus driver or other school employee acting in the course and scope of their employment.

4) KRS 519.020 makes it a Class A misdemeanor for a person to obstruct governmental operations, which includes intentionally obstructing, impairing, or hindering the performance of a governmental function by using or threatening to use violence, force, or physical interference.

5) KRS 525.070 makes it a Class B misdemeanor for a person, with intent to intimidate, harass, annoy, or alarm another person, to strike, shove, kick, or otherwise subject another to physical contact.

ALLEN COUNTY SCHOOL BUSES MAY BE EQUIPPED WITH VIDEO MONITORING DEVICES. THESE CAMERAS ARE IN PLACE TO MONITOR STUDENTS' BEHAVIOR AND ASSIST WITH STUDENT MANAGEMENT. ALL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)(20 U.S.C. SECT. 1232G; 34CFR PART 99) ARE IN EFFECT CONCERNING VIDEO VIEWING.

Riding a School bus
is a
PRIVILEGE
School Bus Incident Report
Allen County Schools

☐ ☐
 Student's Name _____ Date of Incident _____ AM PM

Driver's Name _____ Bus No. _____ School _____

	BEHAVIOR VIOLATION		DISCIPLINARY OPTIONS						
Mark Violation	*Principal may choose to use more than one action.	Warning And/OR Remedial Training	3 Days Off Bus	5 Days Off Bus	10 Days Off Bus	Handled Under Student Discipline Code	Referred For Possible Bus Expulsion	Driver Removes Student Immediately	
	Physical Abuse of School Personnel					x	x	x	
	Dangerous Weapon/Fireworks					x	x	x	
	Drugs/Alcohol					x	x	x	
	Fighting			x	x	x	x	x	
	Use of Tobacco Products/Open Flame			x	x		x		
	Sexual Behavior/Abuse/Harassment		x	x	x		x		
	Verbal Abuse of School Personnel/Students		x	x	x		x		
	Vandalism (restitution to be made before riding bus again)		x	x	x		x		
	Profanity	x	x	x	x	x	x		
	Bullying	x	x	x	x		x		
	Refusing to Follow Instructions / Sit in Assigned Seat	x	x	x	x		x		
	Not Staying Seated/Pushing/Tripping	x	x	x	x		x		
	Screaming/Hanging Out Window	x	x	x	x		x		
	Eating/Drinking/Littering	x	x	x	x		x		
	Excessive Mischief	x	x	x	x		x		
	Possession of Prohibited Items (glass, balloons, animals, etc.)	x	x	x	x		x		
	Not Riding Assigned Bus	x	x	x	x		x		
	Other (specify)	x	x	x	x	x	x	x	

PRELIMINARY ACTION TAKEN BY DRIVER _____ Student Warned _____ Parent Communication _____ Student Assigned Seat _____ Other _____	DRIVER'S COMMENTS _____ _____ _____
PRESENT ACTION TAKEN BY PRINCIPAL _____ Student Warned/Remedial Training _____ Conference with Student's Parent _____ Student Suspended from All Buses for _____ Days Beginning _____	PRINCIPAL'S COMMENTS _____ _____ _____ _____ <div style="text-align: right; margin-top: 10px;">Principal's Signature _____</div>

White - Parent

Canary - School

Pink - Driver

USE OF ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES

DRUGS AND ALCOHOL

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

1. Alcoholic beverages;
2. Narcotics, drugs, controlled drug substances and drug paraphernalia;
3. Substances that “look like” narcotics, drugs or controlled substances. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance; and
4. Mood altering substances (such as inhalants).

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 as a drug, narcotic or controlled substance in Chapter 218A of the Kentucky Revised Statutes or regulations promulgated thereunder.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy provided the drug is presented to the school office in its original container for dispensing.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension, long-term alternative school placement, expulsion from school, revocation of driving privileges on school premises, or dismissal from athletic teams and/or other school-sponsored activities. Students suspended, sent for alternative school placement, or expelled may not be on any school property other than Patriot Academy for any reason (including but not limited to school buses, sport activities, concerts, prom, graduation, and any other school-sponsored event) until their discipline term has expired.

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

See [Board Policy 09.423](#) and [Board Procedure 09.423 AP.21](#)

Students participating in extracurricular activities at the high school or middle school and students who wish to drive to and from school shall participate in the District’s student random drug-testing program. Extracurricular activities include participation in school clubs or organizations not required by a class and athletic teams, including but not limited to baseball,

basketball, cheerleading, cross-country, dance, football, softball, tennis, track, volleyball, swimming, and golf. While not required, other students may voluntarily participate in the District's random drug-testing program upon receipt of parental consent and completion of all appropriate forms.

Starting with the 2024-2025 school year Student athletes shall also be subject to testing at the beginning of each athletic season of the school year and the random drug testing throughout the season for each sport in which they participate.

Students should be advised that using CBD products may result in a positive test result despite their belief that the product they were using was legal and would not subject them to a positive test result. All students who are subject to the District's random drug testing program and who receive a positive drug THC, regardless of the reason for the positive result, will be treated as having violated the District's drug policy and will be subject to disciplinary action in accordance with policy.

Testing shall be accomplished by the analysis of urine specimens obtained from the student. Collecting 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; and
5. Integrity of the collection and testing process, as well as the confidentiality of test results.

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.

FIGHTING ON SCHOOL PREMISES

See [09.425 - Assault and Threats of Violence](#)

Fighting will not be tolerated in the Allen County School System. School administrators have full authority to provide strict punishments to students who engage in this disruptive behavior.

Fighting on school premises includes any school-approved vehicle used to transport students, any school-sponsored or school activity event or function, where students are under the jurisdiction of the school district.

Consequences to be determined by the Administrator per each school's hand book. (Suspension, Alternative Placement, Charges Filed, etc.)

PLAGIARISM AND STUDENT WORK

Although classroom consequences for cheating will be addressed in each teacher's classroom discipline policies, plagiarism, as a specific type of cheating, is outlined below.

The Allen County School District encourages students and parents to study carefully the following information on plagiarism. With students using the Internet and AI, teachers are seeing Internet plagiarism increasing in student work.

Plagiarism occurs when a writer uses the exact words, unique ideas, or the intellectual property (e.g., charts, graphics, designs, etc.) of another's work and represents it as his or her own original work.

Allen County Schools is committed to supporting the use of technology to improve teaching and learning and to support innovation. Artificial Intelligence (AI) is rapidly becoming a mainstream technology resource in all areas. AI is when computers automate reasoning or responses based on associations of data and expert knowledge and can become a challenge for educational systems. We encourage students to use AI to further their knowledge of content while protecting their voice, decision-making, and judgment. Students should vet AI content and ensure their work, written or spoken, is their own to avoid plagiarism.

Comment end

PLAGIARISM

- Submitting a piece of writing written entirely by another person as one's own work
- Submitting a piece of writing in which another writer's words, phrases, sentences, paragraphs, etc., are included without proper documentation crediting the original author
- Submitting a piece of writing in which another writer's words, phrases, sentences, paragraphs, etc., are summarized or paraphrased without proper documentation
- Retelling someone else's writing and representing it as one's own
- Retelling someone else's writing for the same purpose with the same details but from a different point of view
- Failing, to appropriately and accurately document a source
- Utilizing a story starter without documenting the source

NOT PLAGIARISM

- Retelling a story from a different point of view, including changing the meaning, ideas, language, details, etc., to accomplish one's own purposes
- Utilizing the organizational pattern of a published work while developing one's own ideas and purposes

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- Including allusions to other literature as a technique of idea development
- Submitting parodies that demonstrate student ownership through the development of purpose and idea development
- Submitting sequels that demonstrate authentic purpose, student ownership, and idea development while not relying upon the original text
- Failing to document information that could be considered common knowledge (i.e., dates, famous quotations, historical/geographical facts, statistics relevant to a field of study, facts that can be located in multiple reference books)
- Utilizing a story starter with proper documentation

SEARCH AND SEIZURE

09.436 - Search and Seizure

Our school maintains a strict protocol when it comes to conducting searches on students. Searches of a student's person or personal effects will only be carried out by certified personnel who are directly responsible for the student's conduct or by the Principal/designee of the school. However, in situations where an immediate threat to the health or safety of others arises off-site and no certified employee is reasonably available, a non-certified person responsible for the students, such as a bus driver or coach/sponsor, may conduct the search.

It is important to note that searches will only be conducted when there are reasonable grounds to believe that evidence of a violation of school rules or the law may be found. Additionally, pat down searches will be conducted by a same-sex staff member, with a witness of the same sex present during the search, ensuring privacy and maintaining respect for the student's dignity. Searches will not be performed in the presence of other students unless there is an imminent threat to health and safety that requires immediate action.

We want to assure you that strip searches of students are strictly prohibited in our school. We value the privacy and well-being of every student, and we are committed to creating a safe and secure learning environment for all.

Please be aware that students who fail to cooperate with school authorities during searches may be subject to other disciplinary actions. For more detailed information on search and seizure, please refer to Board Policy [09.436 - Search and Seizure](#).

CONSEQUENCES & RESOLUTIONS

Failure to meet the required standards of behavior may result in disciplinary consequences. These consequences are designed to encourage personal growth,

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foster accountability, and maintain a safe and productive learning environment. The consequences for violations of the Student Code of Conduct may include, but are not limited to, the following:

- A. Warning: A verbal or written notice to the student indicating that their behavior is not in accordance with the expected standards and further violations may result in more severe consequences.
- B. Probation: Placing the student on probation, which may involve close monitoring, regular check-ins, and the development of a behavior plan.
- C. Alternative School: Determined by the District Discipline Committee, the student may be assigned to the alternative school to receive specialized interventions and support.
- D. Community Service/Work Service Plan: Completion of community service or work service as a means of making amends for the violation and contributing positively to the community.
- E. Confer with parties concerned: Facilitating a meeting between the student, relevant individuals, and school personnel to address the issues and find resolutions as soon as possible.
- F. Demerit: The assignment of demerit points as a measure of recording and tracking disciplinary infractions for schools that use a demerit system.
- G. Detention: Requiring the student to stay after school, come in early, during lunch or other break for a specified period of time to reflect on their behavior.
- H. In-School Suspension (ISS): Temporary removal from regular classes and placement in a supervised setting within the school for a designated period, where the student can reflect on their actions and complete assigned work.
- I. Intervention: Provision of additional support, such as counseling, mentoring, or other interventions aimed at addressing the underlying causes of the behavior and promoting positive change.
- J. Loss of privileges: Temporary loss of certain privileges, such as participation in extracurricular activities (i.e., sport activities, concerts, prom, graduation, etc.) or other privileges deemed appropriate.
- K. Parent Notification: Informing the parents or guardians of the student about the violation and the disciplinary actions taken.
- L. Refer for counseling: Referring the student to counseling services or other appropriate resources to address specific behavioral or emotional issues.
- M. Refer to proper law enforcement authorities: When a violation involves the violation of Kentucky Revised Statutes, the principal or designee may sign a petition or warrant and refer the matter to the proper law enforcement authorities for further investigation and/or charges

- N. Restitution: Requiring the student to compensate for any damages or losses caused as a result of their behavior.
- O. Self-reflective Exercise: Completion of a self-reflective exercise, such as a written reflection, to encourage the student to think critically about their actions, consequences, and strategies for personal growth.
- P. Students may be placed on formal probation/behavior contracts/behavior plan: Implementing a formal probationary period or behavior contract/plan that outlines specific expectations, consequences for further violations, and support mechanisms.
- Q. Loss of bus riding privileges: Temporary or permanent revocation of the student's privilege to ride the school bus as a consequence for behavior that endangers the safety and well-being of others or repeatedly violates bus rules and regulations.
- R. Assigned seating on school bus: Requiring the student to have a designated seat on the school bus as a proactive measure to address behavior concerns, promote a safe and orderly environment, and prevent potential conflicts or disruptions during transportation
- S. Suspension: Temporary removal from school for a specified period of time due to a severe or repeated violation of the Student Code of Conduct. Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary. [09.434 - Suspension \(Students\)](#)
- T. Expulsion: Permanent removal from the school following a serious or repeated violation of the Student Code of Conduct. Prior to an expulsion from school, the student will be entitled to an Due Process Hearing before the Allen County Board of Education. [09.435 - Expulsion](#)

GENERAL INFORMATION

PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL PERSONNEL 704 KAR 20:680

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession.

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(A) To Students

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(B) To Parents

- Shall make reasonable effort to communicate to parents' information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(C) To the Education Profession

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

STUDENTS RIGHTS AND RESPONSIBILITIES

As citizens of the United States of America, students may participate in activities that do not (1) materially or substantially disrupt the education process, (2) present a clear and present danger to the health and safety of others or property, or (3) infringe on the rights of others.

Specifically, students have the right to:

- An orderly educational atmosphere conducive to learning.
- Personal safety and security while at school and school-sponsored activities.
- Academic grades based on academic performance, not on conduct.

Students have the responsibility to:

- Comply with district, school and classroom rules and follow directions given by teachers and other school personnel.
- *Immediately* report student threats to harm others to a teacher, counselor or school administrator.
- Give their best effort to tasks assigned by their teacher, coach or other person who works with them.

ATTENDANCE/TRUANCY DURING 2024-2025 SCHOOL YEAR

Regular attendance at school is of utmost importance for students as it plays a significant role in their overall learning and well-being. Attending school consistently allows students to fully engage in the educational process, interact with teachers and peers, and take advantage of various learning opportunities. In Kentucky, the significance of student attendance is recognized and emphasized by the state statute that requires compulsory attendance. This statute ensures that students attend school regularly, thus setting the foundation for their academic success.

The Kentucky Statute requires students to attend school for a specified number of days or hours each academic year. This ensures that students receive an adequate amount of instruction time to grasp the curriculum and meet the learning objectives. By attending school regularly, students have the opportunity to actively participate in classroom discussions, ask questions, and seek clarification from teachers, which contributes to a deeper understanding of the subjects being taught. Regular attendance also enables students to progress through the curriculum at a steady pace, building upon their knowledge and skills incrementally.

In addition to academic benefits, regular attendance at school positively impacts students' social and emotional well-being. School is a place where students build relationships, develop social skills, and engage in extracurricular activities. By attending school regularly, students establish connections with their peers and form a sense of belonging within the school community. This social interaction fosters a supportive and inclusive environment, allowing students to develop important life skills such as teamwork, communication, and empathy. Moreover, consistent attendance provides students with a routine and structure, promoting a sense of stability and contributing to their overall mental and emotional well-being.

It is worth noting that excessive unexcused absences may have consequences according to Kentucky's regulations. The state recognizes the importance of regular attendance and

encourages schools to monitor and address chronic absenteeism. Schools may implement intervention strategies to support students with attendance challenges, such as providing additional resources, counseling services, or working collaboratively with families to identify and address any barriers to attendance. By addressing excessive unexcused absences, schools aim to ensure that students receive the educational opportunities they deserve and minimize any potential negative impacts on their academic progress and well-being.

To further understand the specific policies and guidelines regarding student attendance, it would be beneficial to review the local school board policies. These policies often provide additional information and resources to support students, parents, and educators in promoting regular attendance. They may outline procedures for excused absences, procedures for addressing chronic absenteeism, and the roles and responsibilities of various stakeholders in promoting and monitoring attendance. Familiarizing oneself with these policies can help ensure a comprehensive understanding of the expectations and supports available within the local school district, ultimately enhancing the collaborative efforts to prioritize regular attendance and maximize student success.

[09.11 - School Attendance Areas](#)

[09.111 - Transfers and Withdrawals](#)

[09.12 - Admissions and Attendance](#)

[09.121 - Entrance Age](#)

[09.122 - Attendance Requirements](#)

[09.1221 - Part-time Students](#)

[09.1222 - Nonresident Students](#)

[09.1223 - Persons Over Compulsory Attendance Age](#)

[09.123 - Absences and Excuses](#)

BOARD POLICY & PROCEDURE

We would like to inform you about the Allen County Board of Education's policies and procedures, which are available online in their entirety at <http://policy.ksba.org/Chapter.aspx?distid=147>. We encourage you to familiarize yourself with these policies as they pertain to various aspects of student conduct and welfare.

While the comprehensive policies cover a wide range of topics, we would like to highlight a few notable policies that directly relate to students:

[09.4294 - Driver's License Revocation](#)

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- 09.13 - Equal Educational Opportunities
- 09.15 - Student Fees
- 09.2 - Student Welfare and Wellness
 - 09.21 - Health Requirements and Services
 - 09.211 - Health Care Examinations
 - 09.213 - Contagious Diseases and Parasites
 - 09.2211 - Employee Reports of Criminal Activity
 - 09.2212 - Use of Physical Restraint and Seclusion
 - 09.223 - Motor Vehicle Use
 - 09.224 - Emergency Medical Treatment
 - 09.2241 - Student Medication
 - 09.227 - Child Abuse
 - 09.4341 - Alternative Education
- 09.1231 - Dismissal from School
- 09.124 - Tuition
- 09.126 - Students of Military Families

VIRTUAL LEARNING OPTIONS AND EXPECTATIONS

Within Patriot Academy, we will have a virtual learning option for students and families who need an alternative learning environment.

Virtual Learning
<i>An electronic educational platform will deliver grade-level content with daily support provided by an Allen County Certified Teacher. It is critical that the students, families, and school work together to</i>

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ensure a successful experience for each student participating in our virtual option.

- There is flexibility in the daily schedule of students; however, students must stay on track and meet weekly goals.
- Goals will be set and progress will be monitored and supported by a certified teacher.
- Elementary students will have two daily check-ins with the teacher. These can occur through Parent Square, phone calls, Google Meet, Zoom, or FaceTime. All parents/guardians of virtual students must be signed up for Parent Square. The school can assist you if you need help getting signed up.
- Students in grades 6-12 will not have daily check-ins. Their weekly progress will be tracked to ensure they are being successful.
- Attendance for elementary students is tracked through the daily check-ins and attendance for middle and high school students is tracked through progress.
- The certified teacher will contact students who are not making adequate progress to offer support and guidance and she is accessible each day to students who initiate support.
- Students who are not making adequate progress will have to return to in-person learning.

VISITORS TO THE SCHOOLS

10.5 - Visitors to the Schools

CLASSROOM VISITATION

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.

LUNCH WITH FAMILY MEMBER

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch

SPECIAL INVITATION

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

LOCAL CITIZENS

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, all visitors must report immediately to the Main office upon entering the school and identify themselves as well as declare their purposes for visiting. Unauthorized persons shall not be permitted in school buildings or on school grounds during the school day.

PROFESSIONAL OBSERVERS

Professional educators and citizens who are from other communities and who wish to observe the schools in operation are welcome. Arrangements for such visits must be made in advance with the Superintendent.

CLASSROOMS

Visitors shall not enter classrooms without the prior consent of the Principal.

CONDUCT

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

NOTICES

NOTICE OF MOMENT OF SILENCE OR REFLECTION

Dear Parent/Guardian,

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

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

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

reflection that a student may engage in during the moment of silence or reflection.

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

LUNCHROOM STUDENT CHARGE POLICY

At no time will any student be allowed to charge a la carte items.

NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM

Allen County Board of Education will be participating in the National School Lunch Program and the School Breakfast Program. As part of this program, Allen County Schools will offer healthy meals every school day at NO COST to the students due to the implementation of the Community Eligibility Provision for school year 2025-26. Students will be able to participate in these meal programs without having to pay a fee or submit a household application.

All schools will offer meals to students at NO COST:

- Allen County Primary Center
- Allen County Intermediate Center
- James E. Bazzell Middle School
- Allen County Scottsville High School
- Patriot Academy

For more information, you may call Robin Herrington at 270/618-3181 or e-mail at robin.herrington@allen.kyschools.us.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the [USDA Program Discrimination Complaint Online Form](#) (AD-3027) found online at [How to file a](#)

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[Complaint](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Submit your completed form or letter to USDA by:

1. Mail

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. Fax

(833) 256-1665 or (202) 690-7442; or

3. Email

program.intake@usda.gov

This institution is an equal opportunity provider.

LAW ON TERRORISTIC THREATENING

AN ACT relating to crimes and punishments.

Be it enacted by the General Assembly of the Commonwealth of Kentucky:

SECTION 1. A NEW SECTION OF KRS CHAPTER 508 IS CREATED TO READ AS FOLLOWS:

(1) A person is guilty of terroristic threatening in the first degree when he or she:

(a) Intentionally makes false statements that he or she or another person has placed a weapon of mass destruction on:

1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of post-secondary education;
 2. A school bus or other vehicle owned, operated, or leased by a school,
 3. The real property or any building public or private that is the site of an official school-sanctioned function, or
 4. The real property of any building owned or leased by a government agency;
- or

(b) Intentionally and without lawful authority, places a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection.

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- (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed, with the written permission of the chief officer of the school or other institution, as a part of an official training exercise and is placed by a public servant, as defined in KRS 522.010.
- (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
- (4) Terroristic threatening in the first degree is a Class C felony,

SECTION 2. A NEW SECTION OF KRS CHAPTER 508 IS CREATED TO READ AS FOLLOWS:

- (1) A person is guilty of terroristic threatening in the second degree when, other than as provided in Section 1 of this Act, he or she intentionally:
 - (a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of post-secondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur,
 - (b) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in Section 1 of this Act; or
 - (c) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in Section 1 of this Act.
- (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
- (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
- (4) Terroristic threatening in the first degree is a Class D felony. Section 3. KRS 508.080 is amended to read as follows:
 - (1) Except as provided in Section 1 or 2 of this Act, a person is guilty of terroristic threatening in the third degree when:

- (a) He threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or
- (b) He intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.

(2) Terroristic threatening in the third degree is a Class A misdemeanor.

SECTION 4. A NEW SECTION OF KRS CHAPTER 527 IS CREATED TO READ AS FOLLOWS:

- (1) A person is guilty of use of a weapon of mass destruction in the first degree when he or she intentionally, without lawful authority, places a weapon of mass destruction at any location in the Commonwealth and, as a result, any person other than the defendant is killed or receives serious physical injury.
- (2) A weapon of mass destruction is used with lawful authority if it is used with the written permission of an agency of the Commonwealth or of a city, county, charter county, or urban county government having jurisdiction over the use of destructive devices as defined in KRS 237.030 or the use of explosives.
- (3) Use of a weapon of mass destruction in the first degree is a Class A felony unless a person other than the defendant is killed as a result, in which case it is a capital offense.

SECTION 5. A NEW SECTION OF KRS CHAPTER 527 IS CREATED TO READ AS FOLLOWS:

- (1) A person is guilty of use of a weapon of mass destruction in the second degree when intentionally, without lawful authority, he or she:
 - (a) Places a weapon of mass destruction at any location in the Commonwealth and, as a result, any person other than the defendant receives physical injury; or
 - (b) Places a weapon of mass destruction on:
 - 1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of post-secondary education;
 - 2. A school bus or other vehicle owned, operated, or leased by a school;
 - 3. The real property or any building, public or private, that is the site of an official school-sanctioned function; or
 - 4. The real property of any buildings owned or leased by a government agency, and no person dies or receives any physical injury,
- (2) A weapon of mass destruction is used with lawful authority if it is used with the written permission of an agency of the Commonwealth or of a city, county, charter county, or urban county government having jurisdiction over the use of destructive devices as defined in KRS 237.030 or the use of explosives.
- (3) Use of a weapon of mass destruction in the second degree is a Class B felony.

SECTION 6. A NEW SECTION OF KRS CHAPTER 527 IS CREATED TO READ
AS FOLLOWS:

(1) Except as provided in Section 5 of this Act, a person is guilty of use of a weapon of mass destruction in the third degree when intentionally, without lawful authority, he or she places a weapon of mass destruction at any location in the Commonwealth.

* Disciplinary Action - Students who commit one of the areas mentioned above shall be subject to disciplinary action; including immediate suspension, and a Board of Education Disciplinary Hearing.

NOTIFICATION FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) RIGHTS

[09.14 AP.111 - Notification of FERPA Rights]

In accordance with the Family Educational Rights and Privacy Act, written policies and procedures have been developed which describe the 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 18. For the purpose of this notice, students 18 years of age or older and students who are married will be referred to as "emancipated" or "eligible" students. 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 District 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. Legal separation or divorce alone does not terminate a parent's record access rights.

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 employee's names/positions who have access to personally identifiable information is on file in each school. The District 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 on an educational record, which generally would not be considered harmful, or an invasion of privacy is 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. In addition to the agencies listed above, directory information may be released upon request to state and national armed services for recruitment purposes. Directory information includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and

sports, weight and height of members of athletic teams, dates of attendance, degrees honors and awards received and the most recent previous educational agency or institution attended.

At some time during the school year, school/District personnel or other District-authorized persons may interview, audiotape, videotape, or photograph classroom activities or special events or projects in which your child participates during or after the school day. Such interviews, audiotapes, videotapes or photographs may be used for staff/student evaluative, educational, or public awareness purposes and may be viewed by other students and faculty/administrators, and/or placed on the District's/school's Internet Web site(s). Please note that student information posted on the District's/school's web site is available to the general public. The school/District assumes no responsibility for videotapes, audiotapes, photographs, etc. that may be made by parents or other non-school personnel at public events.

The parent, guardian or eligible student currently enrolled may request that all or part of the directory information be withheld. The request must be in writing and received by the Principal of your child's school within thirty (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 District to forward education records on request to a school in which a student seeks or intends to enroll. Upon request, parents may obtain a copy of the records transferred.

District schools keep child and youth records in a secure computer system and in locked files in each school and in the District's 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 education 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 to be 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 District 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 (7) years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes; therefore, the District retains for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed and year completed.

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students 18 years of age or older) certain rights with respect to the student's education records. These rights apply to all education records equally and FERPA does not distinguish between the records of students with disabilities and the records of the other students. The rights afforded to parents and eligible students are:

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

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

The District will presume that a parent has the authority to review and inspect records relating to his/her children unless the District has been provided with a Court Order, which provides that the parent does not have legal authority.

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

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

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

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

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

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

Exceptions that permit disclosure without consent include:

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

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

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

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled, so long as disclosure is for purposes related to the student's enrollment or transfer. Parents may obtain, upon request, a copy of the records transferred. The schools may release directory information on individual students unless specific instructions not to do so are presented to the Principal or Superintendent in writing by the parents of a student on or before September 30th of each year. Directory information includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight

and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent education institution attended by the student.

- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
202-260-3887 / E-mail: FERPA@ED.Gov

STUDENT RECORDS

[\[09.14 - Student Records\]](#)

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program. For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office.

DIRECTORY INFORMATION

[\[09.14 AP.12 - Student Directory Information Notification\]](#)

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are

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required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters or institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed. Information about the living situation of a homeless student is not considered directory information.

If you would like to request information not be disclosed, please print and complete the form linked above and return to your child's school.

EXCEPTIONAL CHILDREN RECORD RETENTION AND DESTRUCTION

The Allen County School District may destroy educational records of a child without a parent's request after the records have been maintained for 5 years as specified in the Kentucky Records Retention Schedule, and following the time when the records are no longer needed to provide educational services. The records may also be destroyed at the request of a parent. However, a permanent record of a child's name, address, and phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitations.

Any parent, guardian or student (18 yrs. or older) may review the records prior to destruction for 30 days following this notice. If you (parent, guardian or adult) desire to review these records before they are destroyed, you must contact Heather Harwood, Director of Exceptional Children Program (270-618-3181) or the Building Principal of the school the child last attended- Allen County Primary Center (270-618-7200), Allen County Intermediate Center (270-618-8200), Bazzell Middle (270-622-7140), High School (270-622-4119) or Allen County Learning Center (270-237-4141). You may also wish to obtain a copy of the records for your future reference.

Special Education Due Process Student Records may be destroyed after 5 years of maintaining the inactive information. (May include: psychological evaluations, procedural checklists, record of parent contacts, referral to program, parental permissions for individual or reevaluation testing, notifications of ARC conferences, individual education programs, conference summary reports, parental permissions for placement, parental refusal of placement, behavioral observations of referred student, development and social histories, permission for individual evaluations, evaluation notices, records of disclosures, eligibility reports) (C) Sec. 513 of P.L. 93-380 (V)

Copies of these records may not be retained unless a written request is made that they not be destroyed. This request should be mailed to: Heather Harwood, Allen County Board of Education, 570 Oliver St., Scottsville, KY 42164.

MENTAL HEALTH SUPPORT

Our goal in Allen County School District is to provide comprehensive, wrap-around services for all students, including academic, social-emotional, and mental health support. Our district has five mental health therapists to address the needs of our students and take a more proactive approach to support students. One therapist will be located in each of our five schools full-time

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throughout the school year. We will provide tiered services to all Allen County School District students to mirror our current Multi-Tiered System of Support for academics, social-emotional learning, and behavior. All students may receive lessons to support their social-emotional well-being. For students who need extra support, services will be provided in small group settings. Groups may include grief support, anxiety support, etc. Students who exhibit behaviors and symptoms of needing more intensive support will have the opportunity to meet one-on-one with a mental health therapist regularly, free of charge after parental or guardian permission is given.

This is not meant to replace current therapy for our students. If your child sees an outside provider for mental health support, we encourage you to continue those services. Having a full-time therapist in each building is meant to expand the services our students are receiving, not to replace them. Parents/Guardians will be contacted to discuss a treatment plan for your child before one-on-one services are provided. Permission will need to be granted for services to begin, but there will not be an extensive intake process because we are not billing insurance for our services.

Each of our mental health therapists is highly qualified and licensed to provide mental health support to students. Many are licensed school psychologists, while others are licensed clinical social workers. Our district will also offer family and community events to leverage the support we have in place to care for the well-being of our entire school community.

ALLEN COUNTY PUBLIC LIBRARY PARTNERSHIP

The Allen County School District enjoys a partnership with the Allen County Public Library. Every student in the Allen County School System will receive a library card from the Allen County Public Library. This gives our students access to an incredible amount of materials and services. Some of these services that will be available are:

- Subscriptions to over 100 magazines
- 613,000 downloadable ebooks and audiobooks
- 1000 digital magazines
- 24,000 books
- 500 free online classes
- Ancestry.com
- 66 digital databases - Kentucky Virtual Library

Students and teachers will have access to digital resources 24/7 with their public library card. Students may borrow items from the public library and they will be delivered to the schools or access items from home.

If the parent or guardian wishes to exclude his/her child from access to the Allen County Public Library, he/she may sign the opt-out form at the bottom of the page. This form should be returned to the student's school librarian if the parent or guardian chooses to opt out. Failure to

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sign the Opt-Out form will serve as an indication that the student has permission to access the materials and receive a library card from the Allen County Public Library.

[Allen County Library Opt-out Form](#)

EMERGENCY PARENT PICK-UP DIRECTIONS FOR OFF-SITE EVACUATIONS

Pick-up locations for all students will be determined depending on the incident that caused evacuation. Emergency phone calls, Parent Square, and radio 99.3 FM will be used to notify Parent(s)/Guardians of the location.

- Students will be transported back to their home school to load buses if at all possible.
- If evacuation lasts longer than the normal school day, then all students will load buses home at the site they have been transported to.
- Parents that choose to pick-up their children will follow normal pick-up procedures for the building they evacuate to.
- Law enforcement officials and school personnel will be on site to help parents who pick-up their children.
- Parents, if your child normally rides a bus home, please try to let that child ride the bus home after an evacuation. This will cut down on the number of vehicles that could cause problems for emergency responders.

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