

# Student Code of Acceptable Behavior and Discipline 2016-2017



*Alan W. Reed, Superintendent  
Adair County Board of Education  
1204 Greensburg Street  
Columbia, Kentucky 42728  
(270) 384-2476*

(\*Please remove, complete, and return this form to your child's school the next school day after receipt.)

**PARENT/GUARDIAN AND STUDENT ACKNOWLEDGEMENT OF RECEIPT  
OF THE DISTRICT  
STUDENT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE HANDBOOK**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

As student or parent/guardian of a student attending the Adair County School District, I acknowledge receipt of the Student Code of Acceptable Behavior and Discipline Handbook and have read, discussed, understand and agree to abide by the regulations set forth in this handbook.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**PARENT PERMISSION FOR LINDSEY WILSON AND OTHER AREA COLLEGE'S EDUCATION  
STUDENTS TO VIDEO TAPE STUDENT TEACHING SESSIONS  
IN THE ADAIR COUNTY SCHOOLS**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

College students pursuing a degree in teacher education are required as part of their coursework to student teach in a school setting **under the direction and supervision of a certified teacher**. As part of the student evaluation process, these college students are required to video tape some of their teaching sessions. This video tape is part of the student's educational portfolio **and** becomes the property of the Education Professional Standards Board. **The video tape** may be viewed by representatives of the University/College, School Districts, or the Department of Education.

Please indicate below if you give permission for your child to participate in a class that is recorded by video tape for college education student coursework.

\_\_\_\_\_ **Yes**, I give permission for my child to be included in college student teaching videos. **I hereby release the Adair County Board of Education and its entire staff from any claims of liability that may arise as a result of my child's participation in the videotaping process.**

\_\_\_\_\_ **No**, I do not give permission for my child to be included in college student teaching videos.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Adair County School District  
**Student Acceptable Use Policy Agreement Form**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

(Please Print)

**School:** \_\_\_\_\_ **Homeroom Teacher:** \_\_\_\_\_

As a **student** of the Adair County School District, I have read and have had explained to me by my teacher the *Student Acceptable Use Policy* for the Adair County School District. I will abide by the terms of this policy. I understand that violation of this policy will result in my loss of access to technology resources, including Internet and e-mail and may result in further disciplinary or legal action, as determined by school officials.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you are 18 years or older, please check (☑) below.	
	I am 18 years old and do not require parental permission. Below I have checked (☑) the technology resources and media permissions that I request permission for.

As a **parent/legal guardian** of this student, I have read and understand the *Student Acceptable Use Policy* for the Adair County School District. I agree to the following:

<b>Please check (☑) the technology resources and media permissions that you approve for your child.</b>	
	I grant permission for my child to access school computers, iPads, instructional software, the Internet, e-mail, <i>Edmodo</i> , and other technology resources for instructional purposes as directed and supervised by my child's teacher.
	I grant permission for my child to utilize other social networking websites (in addition to <i>Edmodo</i> ) if deemed appropriate by the teacher, school Principal, and Director of Technology to meet instructional goals in the classroom that cannot be met with <i>Edmodo</i> in a teacher controlled and monitored environment.
	I grant permission for my child's name, photograph, schoolwork, participation in extracurricular activities and/or accomplishments to be published in the <b>school yearbook</b> .
	I grant permission for my child's name, photograph, schoolwork, participation in extracurricular activities and/or accomplishments to be published in <b>print media</b> , such as school and community newspapers. I understand that information appearing in print is often archived online and may be accessible via the Internet.
	I grant permission for my child's name, photograph, schoolwork, participation in extracurricular activities and/or accomplishments to be published in <b>broadcast media</b> (audio and video production), including television and radio announcements.
	I grant permission for my child's name, photograph, schoolwork or participation in extracurricular activities and/or accomplishments to be published on the <b>Internet</b> , including school and district websites, school-sponsored social networking websites ( <i>Edmodo</i> , Facebook, Twitter, etc.) and other online media outlets.
	I grant permission for my child to bring a <b>personal technology device</b> to school to be used for instructional purposes only as directed and supervised by the teacher. I understand that: (a) the choice to bring personal technology devices to school is both mine as parent/legal guardian and my child's; (b) the use of personal technology devices in the classroom is solely at the discretion of the school Principal and teacher; (c) the school district's wireless network must be used for all wireless network connectivity throughout the district and my child will be provided configuration settings for this network to be entered into the personal device; (d) my child will be expected to follow the <b>Telecommunications Devices and Use of Personal Technology Devices at School (Bring Your Own Device Policy)</b> and all other sections of the Student Acceptable Use Policy when using this device; (e) failure to do so will result in my child's loss of the privilege to bring personal technology devices to school and may result in further disciplinary or legal action; and (f) the Adair County School District is not financially responsible or liable in any way for any charges related to the personally owned device including the cost for any software or applications the student may choose to purchase for the device, repair or replacement of the device if damaged or stolen, data plans, usage, overage charges, charges for texting and multimedia packages, downloads or other purchases related to the device.
	I grant permission for my child's <b>personal telecommunication device</b> (cell phone, smartphone, including iPhone, Blackberry, etc.) to be configured with the network settings (instead of utilizing 3G or 4G cellular Internet connectivity) for wireless connectivity for instructional use of this device at school. Compared to 3G/4G connectivity, the school district's network provides a more secure, safe, stable, and much faster network connection and will prevent data charges that are incurred by the owner of the personal device during time in which the device is used at school.

As a **parent/legal guardian**, I hereby release the Adair County School District and all of its personnel and volunteers of any liability as a result of the permissions granted for technology access, releasing information to the media, and of my child's violation of the *Student Acceptable Use Policy*.

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Adair County School District  
2016-2017  
Student Technology Survey**

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Please complete this survey and return to your child's school along with the Student Acceptable Use Policy Agreement Form.**

Please check  the appropriate response. The Adair County School District is collecting this information to meet annual state reporting requirements and to plan for future technology use in our schools.

1. Do you have a computer at home? Yes No
2. If so, how long have you had this computer? Less Than 5 Years More Than 5 Years
3. If you have a computer at home, does your child use the computer for instructional purposes and to complete homework assignments? Yes No
4. Do you have access to the Internet at home? Yes No
5. If so, what type of Internet access? Dial Up Cable Modem DSL Satellite Other
6. Do you have e-mail access at home? Yes No
7. If so, please provide your home e-mail address:

\_\_\_\_\_

\_\_\_\_\_

8. Do you have access to the following devices at home that your child may use for instructional purposes? Check  all that apply.

- iPad e-Reader (Kindle, Nook, etc.) Smart Phone (iPhone, Blackberry, Android, etc.)  
Handheld Wireless (iPod Touch, etc.) Laptop Computer

**Thank you for providing this information.**

# 2016-2017

## School Calendar



July '16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	PL	PL	22	23
24	P	P	P	P	29	30
31						

August '16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	O	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October '16						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	x	x	x	x	x	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	x	x	9	10	11	12
13	14	15	16	17	18	19
20	21	22	x	H	x	26
27	28	29	30	31		

December '16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	x	x	x	x	H	24
25	x	x	x	x	x	31

January '17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	x	21	22	23	24	25
26	27	28				

March '17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	x	21	22	23	24	25
26	27	28	29	30	31	

April '17						
Su	M	Tu	W	Th	F	Sa
						1
2	x	x	x	x	x	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May '17						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	C	20
21	22	23	24	25	26	27
28	29	30	31			

June '17						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Aug 10	Opening Day for staff
Aug 11	First Day of School
Sep 05	No School - Labor Day Holiday
Oct 10-14	No School - Fall Break
Nov 07	No School - Parent Teacher Conf.
Nov 08	No School - Election Day
Nov 23-25	No School - Thanksgiving Break
Dec 19-Jan 2	No School - Christmas Break
Jan 16	No School - MLK Jr. Holiday
Feb 20	No School - President's Day
Mar 20	No School - Parent Teacher Conf.
Apr 3-7	No School - Spring Break
May 18	Last Day of School
May 19	Closing Day for staff

P =	Professional Development -Flexible
PL =	Planning Days - Flexible
O =	Opening Day
X =	No School
H =	Holiday
C =	Closing Day
M =	Make-up Day
Yellow =	Early Release Fridays

172 Instructional Days
142 Regular Days 30 Early Release Fridays
4 Professional Development Days
4 Flexible Planning Days
4 Holidays
1 Opening Day
1 Closing Day
Total - 186 Contract Days

AC Board approved 02/18/16

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## ***A Message from the Superintendent***

***The Adair County Board of Education has adopted a uniform code of conduct to promote a positive school climate for all participants in the educational process. The Board requires high standards of personal conduct from each student to promote respect for the rights of others and to provide a safe and orderly learning environment that is conducive to learning. The Board also requires compliance with district and school policy and procedure, as well as state and federal regulations and laws.***

***The primary objective 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 behavioral standards in a fair consistent manner. Compliance with the standards is necessary to provide:***

- Students and parents/guardians with a clear set of regulations pertaining to proper school discipline conducive to the orderly operation of schools;***
- Uniform guidelines for administering corrective measures for infractions of the Code of Conduct;***
- Due process procedures;***
- A safe and positive environment for students, district employees and visitors;***
- Opportunities for students to achieve at high academic levels in a productive learning environment;***
- Assistance for students who are at risk of failure, engage in disruptive behavior, or have poor attendance; and***
- Protection of school and personal property.***

***We encourage each student and parent/guardian to take the time to read and understand the contents of our policy. We feel confident that by working together the learning environment will be one of mutual respect and promote high academic achievement.***

***Alan W. Reed, Superintendent  
Adair County Board of Education  
1204 Greensburg Street  
Columbia, KY 42728  
(270) 384-2476***



**Adair County School Directory  
School Personnel**

<b>ALL SCHOOLS Student Daily School Schedule Start/End Times Regular School Day</b>		<b>ALL SCHOOLS Student Daily School Schedule Start/End Times Early Release Fridays School Day</b>	
<b>7:45 a.m. to 2:45 p.m.</b>		<b>7:45 a.m. to 1:00 p.m.</b>	
<b>School Phone/Fax Number</b>	<b>Principal/Assistant Principal</b>	<b>Counselor(s)</b>	<b>Family/Youth Services Centers/Phone Number</b>
Adair County High & Indian Academy 526 Indian Drive Columbia, KY 42728 384-2751/384-6900 (Fax)	Troy Young – Principal Travis Gay – Assistant Principal	Leslie Melton Ann Young	Jamie White – Director - 384-6050 Sherry Cooper – Assistant Director
Adair County Middle 322 General John Adair Drive Columbia, KY 42728 384-5308/384-2168 (Fax)	Alma Rich – Principal Donna Young – Assistant Prin.	Cindy Wells	Jamie White – Director - 384-6050 Sherry Cooper - Assistant Director
Adair County Elementary 870 Indian Drive Columbia, KY 42728 384-0077/384-0079 (Fax)	Steve Burton–Principal Sommer Brown – Assistant Prin.	Alissa Barnes	Debbie Cowan – Director - 384-9112 Angelia Smith - Assistant Director
Adair County Primary Center 158 Col. Casey Drive Columbia, KY 42728 384-3367/384-6668 (Fax)	Patty Jones – Principal Laura Murrell – Assistant Prin.	Kim Barnett	Paula Garrison – Director - 384-9752 Angelia Smith - Assistant Director

**DISTRICT PERSONNEL**  
**District Website: [www.adair.kyschools.us](http://www.adair.kyschools.us)**  
**Adair County Board of Education**  
**1204 Greensburg Street**  
**Columbia, KY 42728**

<b>Personnel</b>	<b>Position</b>	<b>Phone/Fax Number</b>
Alan W. Reed	Superintendent	384-2476/384-5841 (Fax)
Phyllis Curry	Instructional Dean	384-2476/384-5841 (Fax)
David Jones	Transportation Director	384-2476/384-5841 (Fax)
Robbie Harmon	Dean of Students	384-2476/384-5841 (Fax)
John Shelly	Title 1 Coordinator	384-2476/384-5841 (Fax)
Rena Smith	Finance Director	384-2476/384-5841 (Fax)
Carol Roy	School Food Service Director	384-2476/384-5841 (Fax)
Anita Goode	Special Education/Early Childhood Coordinator	384-2476/384-5841 (Fax)
Steve Turner	Race to the top Coordinator Migrant & Federal Programs Coordinator Student Insurance & Claims Employee Workers Compensation Insurance & Claims	384-2476/384-5841 (Fax)
David Jones	Director of Maintenance	384-2476/384-5841 (Fax)
Carla Perkins	Technology Director	384-3679/384-2889 (Fax)
Candi Flatt	Gifted/Talented Coordinator	384-3367 ext. 164/384-6668 (Fax)
Amy Irvin, RN	School Health Coordinator	384-2476/384-5841(Fax)
Kevin Atwood	School Resource Officer	School Office 384-2751 City Police Department 384-4119

**Student Code of Acceptable Behavior and Discipline Advisory Review Committee**

Alan W. Reed, Superintendent Adair County Schools Jeff Hoover, Adair County School Board Attorney Robbie Harmon, Dean of Students Phyllis Curry, Instructional Dean John Shelly, Title I Coordinator David Jones, Transportation Director/Maintenance Director Carol Roy, School Food Services Director Anita Goode, Special Education/Preschool Coordinator	Troy Young, Principal - Adair County High & Indian Academy Alma Rich, Principal - Adair County Middle Patty Jones, Principal – Adair County Primary Center Steve Burton, Principal - Adair County Elementary Leslie Melton/Ann Young, Counselors - Adair County High Cindy Wells, Counselor - Adair County Middle Kim Barnett, Counselor - Adair County Primary Center Alissa Barnes, Counselor - Adair County Elementary Debbie Cowan, Family Resource Center Coordinator - Adair County Elementary
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# ADAIR COUNTY SCHOOLS

## VISION STATEMENT: *Just Lead*

### MISSION STATEMENT:

Our mission is to prepare all students with the self-discipline and academic proficiency necessary to be contributing citizens in an ever-changing society.

## *We Believe*

- Students are our highest priority.
- Every student, parent and employee shall be accountable for their role.
- Students shall have equal access to all available academic opportunities.
- The entire community should be integral partners in the educational process.
- All individuals shall be treated with dignity, courtesy and respect.

### **TO PROMOTE STUDENT ACHIEVEMENT WE WILL STRIVE TO:**

- Provide facilities, equipment, supplies and materials to support student learning.
- Provide a safe, secure and healthy learning and working environment.
- Identify and communicate the essential standards for each subject and grade level.
- Ensure that all students and schools make progress toward academic excellence.
- Motivate students to excel in order to maximize their learning.
- Provide instruction and programs to meet the individual needs of students.
- Train teachers, support staff and administrators to do their jobs effectively.
- Reduce any achievement gaps.
- Enable accelerated learners to progress at maximum rate.
- Celebrate student attendance and success.
- Address the counseling needs of students.
- Prioritize the District and school budgets to meet the needs of students.
- Provide adequate numbers of highly qualified faculty and staff.
- Provide nutritional education and opportunities for improved physical fitness.
- Increase business participation.
- Provide opportunities for students to apply academic skills in real world situations.
- Ensure the active engagement of our community.
- Provide parent education and involve parents in their children's education.
- Seek, support and encourage open and honest communication to build trust.
- Involve those affected by decisions in the decision-making process.
- Evaluate and improve the quality and effectiveness of our educational programs.
- Create a climate encouraging and supporting creativity and innovation.
- Promote the effective use of technology by students and employees.

### **NONDISCRIMINATION POLICY**

The Adair County Board of Education does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, genetic information, political affiliation, veteran status, age or disability in its activities, services and programs and provides equal access to its facilities to the Boy Scouts and other designated youth groups as required by federal law.

Individuals who have questions concerning compliance with this requirement should contact Mr. Alan Reed, Superintendent, David Jones, Title IX/Equity Coordinator or Mary Ann McQuaide, 504 Coordinator at the Adair County Board of Education, 1204 Greensburg Street, Columbia, KY 42728, (270) 384-2476.

### **DUE PROCESS (09.431)**

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right of the following due process procedures:

1. The pupil shall be given oral or written notice of the charge(s) against him.
2. If the pupil denies the charge(s), he shall be given an explanation of the evidence against him.
3. The pupil shall be given an opportunity to present his own version of the facts concerning the charge(s).

### **STUDENTS WITH DISABILITIES**

In cases that involve a student with disabilities, procedures mandated by federal and state law shall be followed.

## **CODE OF CONDUCT DEVELOPMENT/ANNUAL REVIEW PROCESS**

Administrative personnel in accordance with the Adair County Board of Education policies, rules and regulations, developed this Code of Conduct handbook. Teachers, parents, students and the community were consulted and involved in drafting the original manual. Local administrative staff and legal counsel will review the Code of Conduct annually.

**\*The original revised version of the Code of Student Acceptable Behavior and Discipline manual was adopted August 1985 and is reviewed annually by the Board.**

## **DISSEMINATION**

The student discipline code will be disseminated to school employees and parents in the district.

## **ORIENTATION**

Each building principal is responsible for conducting an annual orientation of the Student Code of Acceptable Behavior and Discipline for students, parents and staff.

## **IMPORTANT NOTICE TO PARENTS AND STUDENTS**

All Adair County Schools are operating under school site-based decision-making council governance. School councils may develop policies in addition to those listed in this manual. **Parents and students are to review each school's student handbook for supplementary policies and procedures.**

**\*School officials will make a good faith effort to notify parents/guardians when issues arise that affect their child, but it is the legal obligation of the parent to keep student data current and correct so contact can be made.**

**The Adair County Board policies and procedures are now available on the Adair County School District Website at [www.adair.k12.ky.us](http://www.adair.k12.ky.us) .**

## **WHERE AND WHEN THE CODE OF PUPIL CONDUCT WILL APPLY**

This Code of Pupil Conduct applies to ALL students in the Adair County School District while at school, while on their way to and from school, while on the bus or other district vehicle and while they are participating in or attending school-sponsored/school related trips and activities on or off school campus. The Code of Conduct also applies to student behavior occurring off school grounds that affects the safety and well-being of students or staff and directly affects the school's ability to ensure a safe learning environment for all students/staff.

Pupils are under the authority of the principal, teacher, bus driver and other school staff at all times, from the time they leave home to come to school until they arrive home that afternoon or until they are properly released during the school day to their parents or guardians (KRS 161.180) or when they are in attendance of any school function before or after school hours, on or off school property when under the supervision of school personnel.

Any person who enters school property is under the authority of the school during such time as he/she remains on school property and shall abide by all rules and regulations as set by the state, board, or school officials. **This code establishes minimum behavior standards.** The rules in this Code of Pupil Conduct Manual are the foundation of school authority, but school authority/actions are not limited to those stated herein. **School officials are required by law to report criminal activities to law enforcement. School officials will make a good faith effort to notify parents/guardians when issues arise that affect their student, but it is the legal obligation of the parent to keep student data current and correct so contact can be made.**

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.

## **IMPLEMENTATION**

The superintendent or his designee is responsible for the code's implementation and application throughout the district. The principal is responsible for administration and implementation of this code with his/her school in a uniform and fair manner without partiality or discrimination. Teachers and other school personnel are responsible for following and administering the guidelines of this Code of Pupil Conduct.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this code and provide school rules and discipline procedures in the school handbook. For additional policies specific to your child's school, please refer to your child's school student handbook, which is an addendum to the District Code of Conduct.

## **SCHOOLS SAFETY/EMERGENCY MANAGEMENT GUIDELINES**

Students, parents, staff members and the community have a vital role in keeping schools safe. Anyone with information or knowledge of emergency situations and safety concerns that require immediate attention (weapons, drugs, and violence, and threats of violence etc.) are to report to law enforcement immediately. Other concerns, including harassment, discrimination, bullying are to be reported directly to your child's school principal, assistant principal, counselor, teacher or other staff member.

Adair County School District staff members recognize the responsibility in providing a safe and orderly school environment where students can learn. Being prepared for emergencies is one aspect of such an environment. The safety and security of our students is a primary goal of our schools.

The Adair County School System has in place an emergency management guide. The emergency management guide is designed to help school personnel, students, and community members know what to do when faced with emergency situations. The emergency management guide is available for review in each school office.

In order to prepare and be prepared for the safety of our students, staff and visitors various drills are held during the school year, including but not limited to building lockdown, severe weather, and earthquake. The following page provides the procedures that are followed to address or practice various emergency situations.

In addition to the emergency management guidelines, the school district has one **School Resource Officer, Mr. Kevin Atwood** who is assigned to the Adair County Schools. The School Resource Officer is employed through the Columbia City Police Department. He is a sworn law enforcement officer with all the powers and duties of any other law enforcement officer. The School Resource Officer is an important part of the school safety team and when available will respond during an emergency situation. Five school nurses are also employed by the district and available to respond during emergency situations.

While it is impossible to foresee all potential emergency situations, we continually prepare to best respond to emergency situations. School safety is a shared partnership between school, parents, community and emergency services/support agencies. Schools are prepared to care for your children in critical situations. We will keep and care for your children as long as necessary. We have staff members who are first-aid/CPR certified to administer necessary medical care until medical services arrive.

If you hear of school emergencies, follow these procedures:

1. **TURN ON YOUR LOCAL RADIO STATION (WAIN 93.5/WHVE 92.7).** We will provide accurate and updated information as it is available.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines that must be used to respond to the emergency.
3. **DURING AN EMERGENCY DO NOT DRIVE TO THE SCHOOLS,** streets and access to the schools may be congested. Emergency and disaster personnel must be able to get to the schools.
4. If the emergency necessitates relocation of staff and students, follow these instructions:
  - A. Stay tuned to **WAIN 93.5** and **WHVE 92.7** radio stations for updated, accurate reports and information provided by the school district about when and where to pick up your child.
  - B. In most emergencies, your children will remain and be cared for at the school they attend. If for any reason your child's school must be evacuated during school hours, your child will be taken to and cared for at an alternate site. Information regarding this location and further instructions will be relayed to parents by local radio stations **WAIN 93.5** and **WHVE 92.7**.
  - C. No student will be dismissed from school unless a parent (or individual designated by parent) comes and signs out the student.
  - D. **During a potential emergency,** school staff will advise parents to consider the risk to themselves and their child of not following safety precautions. However, once emergency procedures are implemented for students, staff, and others at the emergency site, everyone will be expected to follow the emergency procedures. The safety of all persons at the site will be the first priority and focus of the principal and school staff. Disruption of the emergency procedure implementation that endangers the safety of students, staff and others will not be permitted.

**School Messenger Notification System** - The Adair County School District uses **School Messenger**, a mass notification system that provides quick mass notification to parents by phone, text, and/or e-mail of school closings, emergencies and other information. Please understand that in times of emergencies phone and internet service may not be available. **In order for phone contact to be possible, keep your household phone numbers, e-mail and address up-to-date by notifying your child's school when changes occur.**

# Universal Emergency Procedures

Universal Emergency Procedures are a set of standard, clear directives that may be implemented across a variety of emergency situations. When an emergency begins, the Principal, as Incident Commander, will decide which Universal Emergency Procedure to implement, based on the situation.

There are seven basic procedures which can be utilized in responding to various emergencies:

- 1 - Evacuation 2 - Reverse Evacuation 3 - Severe Weather Safe Area  
4 - Shelter in Place 5 - Lockdown 6 - Lockout 7 - Drop, Cover and Hold

<p><b>1. Evacuation - When conditions outside are safer than inside.</b></p> <p><b>When announcement is made or alarm sounded:</b></p> <ul style="list-style-type: none"> <li>➤ Take the closest and safest designated route to the assembly area (use secondary route, if primary route is blocked or hazardous).</li> <li>➤ Do not stop for personal items.</li> <li>➤ Assist persons with disabilities.</li> <li>➤ Teachers are to take their student class roster to each location; take attendance, report missing, injured and non-assigned students immediately to the principal.</li> <li>➤ Keep students in a group, wait for further instructions.</li> <li>➤ Remain in assembly area until the "all clear" is given.</li> </ul>	<p><b>2. Reverse Evacuation - When conditions inside are safer than outside.</b></p> <p><b>When the announcement is made:</b></p> <ul style="list-style-type: none"> <li>➤ Move students and staff inside as quickly as possible.</li> <li>➤ Assist persons with disabilities.</li> <li>➤ Report to classroom.</li> <li>➤ Check for injuries.</li> <li>➤ Teachers are to take their student class roster to each location; take attendance, report missing, injured and non-assigned students immediately to the principal.</li> <li>➤ Keep students in a group, wait for further instructions.</li> <li>➤ Remain in classroom until the "all clear" is given.</li> </ul>
<p><b>3. Severe Weather Safe Area - Used in severe weather emergencies.</b></p> <p><b>When announcement is made or alarm sounded:</b></p> <ul style="list-style-type: none"> <li>➤ Take the closest, safest route to designated shelter safe areas (use secondary route if primary route is blocked or dangerous).</li> <li>➤ Do not stop for personal items.</li> <li>➤ Notify all persons outside and in portable classrooms to report to designated shelter safe areas in the main building.</li> <li>➤ Assist persons with disabilities.</li> <li>➤ Close all doors.</li> <li>➤ Teachers are to take their student class roster to each location; take attendance, report missing, injured and non-assigned students immediately to the principal.</li> <li>➤ Keep students in a group, wait for further instructions.</li> <li>➤ Remain in the safe area until the "all clear" is given.</li> </ul>	<p><b>4. Shelter in Place - Used in incidents such as external gas or chemical release incidents.</b></p> <p><b>When the announcement is made:</b></p> <ul style="list-style-type: none"> <li>➤ Immediately clear students from the halls and direct to them to the nearest available classroom or other designated shelter location.</li> <li>➤ Notify all persons outside to return to building shelter areas.</li> <li>➤ Assist persons with disabilities.</li> <li>➤ If directed by the principal, use tape or wet cloths to seal window and door gaps during an external gas or chemical release.</li> <li>➤ Teachers are to take their student class roster to each location; take attendance, report missing, injured and non-assigned students immediately to the principal.</li> <li>➤ Do not allow anyone to leave the classroom or shelter area.</li> <li>➤ Stay away from all doors and windows.</li> <li>➤ Keep students in a group, wait for further instructions.</li> <li>➤ Remain in shelter until the "all clear" is given.</li> </ul>
<p><b>5. Lockdown - to protect building occupants from potential dangers in or outside the building.</b></p> <p><b>When the announcement is made:</b></p> <ul style="list-style-type: none"> <li>➤ Immediately clear students from the hallways to the nearest available classroom or other secure lockdown area.</li> <li>➤ Direct persons outside back to the building or to other safe area.</li> <li>➤ Assist persons with disabilities.</li> <li>➤ Lock exterior and interior doors and <b>cover all doors and windows of classroom.</b></li> <li>➤ Shut off lights and seat students next to interior walls (if gunshots or an explosion is heard, get everyone on the floor).</li> <li>➤ Teachers are to take their student class roster to each location; take attendance, report missing, injured and non-assigned students immediately to the principal.</li> <li>➤ Keep students quiet and away from doors and windows.</li> <li>➤ Maintain a calm environment through calm leadership.</li> <li>➤ Reassure students that steps are being taken to address the situation.</li> <li>➤ Wait for further instructions.</li> <li>➤ Remain in lockdown until the "all clear" is given.</li> </ul>	<p><b>6. Lockout - to protect building occupants from potential dangers outside the building.</b></p> <p><b>When the announcement is made:</b></p> <ul style="list-style-type: none"> <li>➤ Exterior doors and classroom doors will be locked, but classes will remain in session.</li> <li>➤ Direct persons outside to return to the building; all activities will be confined to the building during lockout.</li> <li>➤ Clear all students from the hallways and direct to their assigned class.</li> <li>➤ Student activities are to be limited to the classroom setting; meal service and group activities will continue as normal, unless directed otherwise by the principal.</li> <li>➤ Teachers are to take their class roster to each location; take attendance, report missing or non-assigned students immediately to the principal.</li> <li>➤ All staff is to be on heightened security alert and immediately report any suspicious activities or incidents to the principal.</li> <li>➤ Entry and exiting of the building will be monitored and approved by the principal/designee.</li> <li>➤ Remain in lockout until the "all clear" is given.</li> </ul>
<p><b>7. Drop, Cover and Hold - during an earthquake or other imminent danger to building or immediate surroundings.</b></p> <p><b>When the command "Drop, Cover and Hold" is made:</b></p> <ul style="list-style-type: none"> <li>➤ <b>DROP</b> to the floor.</li> <li>➤ <b>Take COVER</b> under a nearby sturdy desk or table and protect your eyes by leaning your face against your arms.</li> <li>➤ <b>HOLD</b> onto the table or desk legs until the shaking stops.</li> <li>➤ <b>If outside</b> crouch low to the ground, cover your face and head with your arms and stay away from power lines, poles and other objects.</li> <li>➤ <b>If in a room with no desks or furniture</b> crouch against an inside wall or inside corner and cover head with hands and arms, stay away from outside walls, windows, glass or falling objects.</li> <li>➤ Assist persons with disabilities.</li> <li>➤ Teachers are to take their student class roster to each location; take attendance, report missing, injured and non-assigned students immediately to the principal.</li> <li>➤ Remain in position until the "all clear" is given.</li> </ul>	
<p><b>"All Clear" Announcement - Notification that conditions are deemed safe to discontinue the emergency response procedure in place. Staff continues emergency procedure until the principal cancels the emergency response through an "all clear" or gives other directives.</b></p>	

## **EQUAL EDUCATIONAL OPPORTUNITIES (09.13)**

### **DISCRIMINATION PROHIBITED**

No pupil shall be discriminated against because of age, color, disability<sup>1</sup>, race, national origin, religion, sex, or veteran status.

### **STUDENTS WITH DISABILITIES**

The District shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

The District shall operate its programs in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

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

### **RELIGIOUS ACTIVITIES**

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

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

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

## **RELEASE OF STUDENTS**

No student shall be released to any individual other than the student's parent/guardian or other individual as authorized in writing by the parent/guardian. All parents/guardians or parent/guardian designee(s) wishing to pick up his/her child shall report to the school office to sign out the child.

## **CLOSED SCHOOL CAMPUS**

Students shall remain on the school campus at which they are enrolled and in assigned areas during the school day. Permission for a student to leave the school campus may be given only by the Principal or designee.

## **SCHOOL DISMISSAL**

No student shall be dismissed early from school without permission from the principal/designee. Any student who leaves the school grounds without permission from the principal/designee will be subject to disciplinary action.

## **VISITORS TO THE SCHOOLS (10.5)**

### **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 Principal's office upon entering the school and identify themselves, as well as declare their purposes for visiting.

### **REGISTRANTS**

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

#### **A registrant is defined as:**

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
  - a. A sex crime; or
  - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

A registrant who is the parent/legal guardian must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up the child who is injured or ill.
2. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
3. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options shall include, but are not be limited to the following:

- Requiring the registrant to provide additional information when needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination. Requests to be on school grounds will only be considered from registrants who are the parent or legal guardian of a student enrolled in a District school.

## **OUTSIDERS**

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.

## **VISITORS TO BE ACCOMPANIED**

Visitors to the schools shall be accompanied from the office by school personnel.

## **CONDUCT**

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

## **USE OF TOBACCO PROHIBITED**

The use of any tobacco product is prohibited twenty-four (24) hours a day, seven (7) days a week in any building and on any property owned or operated by the Board. This will apply to indoor and outdoor facilities, inside Board owned vehicles, stadiums/athletic fields and during school-sponsored trips and activities. Activities occurring before, during and after school hours, on weekends and during vacation periods are included in this prohibition.

## **ACCOMMODATION**

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

## **ADAIR COUNTY SCHOOLS ENERGY GUIDELINES FOR STUDENTS**

**General Energy Guidelines** - Each student is expected to use energy and resources wisely. Please don't waste resources!

**Individual Computers** - At the end of the class day:

- All student classroom computers will be turned off before leaving that classroom.
- All student classroom computer monitors and speakers will be turned off before leaving that classroom.

## **CIVILITY (10.21)**

### **BOARD INTENT**

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case. While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

### **PREPARATION OF EMPLOYEES**

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

### **BEHAVIOR STANDARDS**

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

### **EMPLOYEE OPTIONS**

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. Hang up on a caller;
2. End a meeting;
3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

**Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.**

## **SUPERVISION OF STUDENTS (09.221)**

Students will be under the supervision of a qualified adult.

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities.

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. Persons designated to accompany students shall be at least twenty-one (21) years old. At the beginning of each school year, the principal may present to the Superintendent a preauthorization request in writing that includes the names of specific classified staff members and the school sponsored or school endorsed trips or event that the staff is requested to accompany students during the school year.

A non-faculty coach or a non-faculty assistant may accompany students on athletic trips as provided in statute.

### **ACCESS TO SCHOOL PROPERTY DURING THE SCHOOL DAY**

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



## **STUDENT REGISTRANTS**

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

## **SCHOOL VOLUNTEERS**

A criminal records check must be completed as part of the volunteer application process. Placement of **volunteers is at the discretion of the building principal/program coordinator and all volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff.** Volunteer CRC's do not have to be updated annually, if the volunteer remains an active yearly volunteer, however if there is a twelve month break in volunteer service a new CRC must be completed.

As per 03.11 Hiring Policy, volunteer status shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to be a volunteer. Volunteer status shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

CRC's for employment and any mentoring program must be completed at the central office.

## **VOLUNTEERS 03.6**

### **DEFINITION**

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

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

### **SUPERVISION**

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

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

### **RECORDS CHECK**

The District shall conduct a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The District may arrange to pay any cost required for the records check, but may use donations from any source, including volunteers, for this purpose.

Pursuant to KRS 160.380, the Superintendent/designee also may require volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

Volunteers that wish to be considered to assist with random events outside the school setting, such as field trips and who are not responsible for supervising children at these events must complete and pay the cost of the state criminal records check.

### **PLACEMENT OF VOLUNTEERS**

Placement of volunteers shall be the responsibility of the building principal who shall base placement decisions on data regarding staff needs.

Volunteers shall not supervise, correct or make decisions regarding students or other personnel.

No volunteer shall be placed unless a need has been identified and approved by the building principal.

### **WORK-BASED SITE SUPERVISORS**

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

## **ORIENTATION**

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

## **FIELD TRIPS**

Parent/guardians wishing to accompany their child(ren) on school trips or other events outside the school setting must satisfactorily complete a criminal records check (CRC). Parent criminal record checks are to be completed at the school of student enrollment. If a parent/guardian has children enrolled in more than one school in the district, one CRC form must be completed and the parent is to take a copy of the Kentucky State Police CRC Report to the other schools that their children attend. Each school will make a copy of the CRC record and keep on file.

The processing of CRC's can take up to six to eight weeks, therefore parent/guardians who wish to have an approved CRC on file for yearly field trips or other events are asked to complete the CRC at the beginning of the school year.

Once completed, parent CRC's will be kept on file for the years the child is enrolled. When a child moves or advances to another school within the district, the parent/guardian CRC record will be forwarded to the next school. Parents that have already completed a CRC are to check with their child's current school to ensure that a copy is on file.

## **SCHOOL FOOD SERVICE PROGRAM**

The Adair County Schools serve nutritious meals at breakfast and lunch that provide students with the nutrients they need to grow and learn. School meal menus consist of foods and portions that meet guidelines established by the United States Department of Agriculture. These guidelines must be followed in order to receive state and federal funds to operate the program. **Parents of students with special dietary needs should contact the School Food Service Director, Carol Roy at 384-2476 to discuss dietary accommodations.**

### **All students will receive Free Breakfast and Lunch Meals.**

Students will not be allowed to charge **ANY** items. Payment must be received at Point of Sale for extra items or they will be asked to return the item to the kitchen.

## **COMMUNITY ELIGIBILITY PROVISION (CEP) PROGRAM**

### Community Eligibility Program

The new Community Eligibility Provision (CEP) will allow school districts to offer both breakfast and lunch at no charge to all students while eliminating the traditional school meal application process. CEP benefits students by it increasing the participation in the school nutrition programs by offering breakfast and lunch at no charge to all students. It also eliminates the need for districts to qualify students for free and reduced-price meals.

### Income Verification Forms

Although this year's school lunch program will not require a school meal application form the district still must have family income information. Income information is used to help determine eligibility for many state and federally funded programs such as Title I and Family Resource Center funding. All information from the Income Verification Forms will be held with confidentiality and this information will not be shared with anyone other than necessary district personnel.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-8520

#### **NOTIFICATION OF PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (students 18 years old or older or those emancipated) 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 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 as 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 to be used with students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the **District Code of Acceptable Behavior and Discipline (Code of Conduct)**.

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:

<p><b>Family Policy Compliance Officer U. S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901</b></p>
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## **STUDENT RECORDS (09.14)**

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

### **PROCEDURE TO BE ESTABLISHED**

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

### **DISCLOSURE OF RECORDS**

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

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

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

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

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

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

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

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

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

- **DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES**

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

### **DUTY TO REPORT**

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

#### **DIRECTORY INFORMATION**

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

**The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.**

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

#### **SURVEYS OF PROTECTED INFORMATION**

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

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

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

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

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

#### **STUDENTS WITH DISABILITIES**

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

#### **JUVENILE COURT RECORDS**

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

#### **RECORDS OF MISSING CHILDREN**

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

#### **COURT ORDER/SUBPOENA**

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

### **RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED, SEPARATED OR SINGLE PARENTS (09.12311)**

The board shall release student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished by the following procedure:

Unless the school has been informed and given evidence of state law or court order concerning the status of the student:

1. Each parent shall have equal access to any information concerning the student.
2. Each parent shall have the right to release of the student under their care.

### **RELEASE OF STUDENT INFORMATION TO THE MEDIA**

\*See the Adair County School District, Electronic Communications Network Acceptable Use Policy at the end of this manual for guidelines concerning permission and release of student information to the media.

### **RELEASING STUDENT INFORMATION TO MILITARY/HIGHER EDUCATION**

According to Section 9528 of the federal No Child Left Behind Act of 2001, all high schools receiving federal aid must provide students' names, addresses and telephone numbers to any military recruiter or higher education provider who requests them.

In the context of this law, "higher education" refers not only to colleges and universities, but also to auto repair, computer and hairdressing schools. This requirement applies regardless of the board's policy on release of directory information.

**\*If a parent/guardian or eighteen (18) year old student does not want this information released, notification must be made by either filling out a Denial of Permission to Release Student Information form available in the school office of student enrollment or providing a written statement refusing the release of student information to the office of school enrollment. This can be filed at the beginning of the school year or at any time that the student or parent/guardian wants this information to start being withheld.**

### **GRADING (08.221AP)**

Teachers shall maintain detailed, systematic records of the achievement of each student. Special education teachers are to collaborate with the regular classroom teacher to report the student's progress.

#### **ELEMENTARY (K-5)**

Students will receive a progress report four (4) times a year on a regular nine (9) week schedule. Progress reports will be sent home at the midpoint of each nine week grading period.

All K-5 report cards will be standards-based and will reflect mastery of standards as set forth by the state of Kentucky. Middle and High School grading scales will be numerical and letter grades.

#### **MIDDLE (6-8)**

ACMS Site Base Council will determine the grading criteria for classes taught less than a full year.

Student grade reports will be issued every nine (9) weeks.

All students will be provided an interim grade report at the mid-point of the nine (9) week grading period (in core subject areas).

If, at the end of the first semester, a student is failing more than one class, the teacher will contact parents to discuss the unsatisfactory progress of their child.

Other grading procedures are included in the school's student handbook.

#### **SECONDARY (9-12)**

All students will be provided an interim grade report at the mid-point of the nine (9) week grading period

Student grade reports will be issued every nine (9) weeks.

The Adair Youth Development Center grade reports are issued every fourteen (14) weeks.

## **GRADING SCALES**

### **Grades K-5 - Standards Based**

4	Exceeds Standards
3	On grade level
2	Below grade level
1	Well below grade level

### **Grades 6-8**

A - 90-100	Excellent
B - 80-89	Above Average
C - 70-79	Average
D - 60-69	Poor
F - 59 & below	Failing
I - Incomplete	

### **Grades 9-12**

A - 90-100	Excellent
B - 82-89	Above Average
C - 73-81	Average
D - 65-72	Poor
F - 64 & Below	Failing
I - Incomplete	

An incomplete grade is to be changed to a passing or failing grade within two (2) weeks following a grading period.

Other grading procedures are included in the school's student handbook.

Daily grades for students in grades 6-12 will be available in Infinite Campus bi-weekly (**extenuating circumstances may alter the data input timeline**).

## **PROMOTION AND RETENTION (08.22AP)**

### **PRIMARY K-3**

*Continuous progress:* Students progress through the primary school program at their own rate without comparison to the rate of others or consideration of the number of years in school.

Council or school policy shall determine assignment of primary school students to classes, skill levels and programs within the school. Promotion from the primary program shall be in compliance with applicable administrative regulations. A school team, which includes the parent of an identified child, will consider and recommend the appropriate early or delayed exit for any student in the primary program. Such review will take place at least thirty (30) days before such decision takes effect (Per 704 KAR:4040).

\*After consultation with parents, teachers and counselor(s) the final decision as to student skill level assignment shall be determined by the Principal as set forth in KRS 158.140.

### **INTERMEDIATE 4-5**

Students in fourth and fifth grade progress through standards-based courses that require mastery of the content. Promotion to middle school is dependent upon the student making adequate progress on grade level standards.

### **MIDDLE SCHOOL 6-8**

Students will not advance to the next grade level if they fail math or reading, however students who fail one other subject area will be promoted to the next grade level. \*At all grade levels, after consultation with parents, teachers and counselor(s) the final decision as to student promotion or retention shall be determined by the Principal as set forth in KRS 158.140.

### **SECONDARY 9-12**

Students shall be assigned and take state tests according to the following guidelines:

**Freshman** – first year in high school

**Sophomore** – second year in high school

**Junior** – third year in high school

**Senior** – fourth year in high school

High school students advance through the grade levels regardless of credits and are not retained due to lack of meeting graduation credit requirements until their senior year. Seniors shall be retained if they have not earned enough credits in the required subject areas to meet graduation requirements.

To be on track to graduate a freshmen (1st year student) must have earned at least six credits, a sophomore (2nd year student) must have earned at least 13 credits, and a junior (3rd year student) must have earned at least 19 credits.

\*Summer school credit guidelines are listed in the Adair County High Student Handbook. Summer school is only an option when funding is available.

\*At all grade levels, after consultation with parents, teachers and counselor(s) the final decision as to student promotion or retention shall be determined by the Principal as set forth in KRS 158.140.

### **CAREER PATHWAYS**

Adair County High School students shall identify a career pathway and plan the appropriate high school courses to achieve this career pathway prior to graduation. Each student will work with staff at ACHS to plan enough classes to become preparatory in a state established career pathway or industry certifiable area. If a student chooses to change pathways this may only be done after a conversation with a counselor and/or administrator. If a change is determined to be in the best interest of the student **and** another pathway is attainable, a new career pathway shall be established and planned accordingly.

### **SKIPPING GRADES/DEMOTION**

Students shall not be allowed to skip a grade or complete more than one grade per year or be demoted during the school year without prior approval of the principal.

### **EARLY GRADUATION CERTIFICATE (08.113)**

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of an Early Graduation Scholarship Certificate. Students planning to complete wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

### **TRANSFERS AND WITHDRAWALS (09.111)**

#### **TEACHER TO ASCERTAIN REASON**

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

#### **REPORT TO DPP**

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

#### **CHANGE OF RESIDENCE**

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

#### **MISSING CHILDREN**

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

#### **FOLLOW-UP BY DISTRICT PERSONNEL**

Within three (3) months of the date of a student's withdrawal from school, District personnel designated by the Superintendent shall contact each student eighteen (18) or over who has withdrawn from school to encourage reenrollment in a regular, alternative, or GED preparation program. If the student does not reenroll at that time, personnel shall make at least one (1) more attempt toward reenrollment of the student before the beginning of the next school year.

### **ATTENDANCE**

All students are expected to attend school regularly and to be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

### **ABSENCES AND EXCUSES (09.123)**

Students are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.

#### **TRUANCY (KRS 159.150)**

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



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

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

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year. All days missed due to suspension are recorded and counted as unexcused absences under state truancy laws.

**EXCUSED ABSENCES:**

The following absences shall be considered excused:

1. Illness or injury of the student.
  - Six (6) days per year will be excused when a note signed by the parent/guardian is turned into the school office that states the date of the absence and list the reason as student illness or injury.
  - A written medical statement from a doctor, dentist or other recognized medical professional including the student's name, date and time of the medical appointment and an authorized signature will be accepted for student appointments that cannot be made after school hours.
  - When a student must miss five (5) or more consecutive school days due to illness, injury or surgery, the parent/guardian shall contact the Principal or Counselor to request an application for home/hospital instruction to be completed by the student's physician (the application is also available on the Adair County School District website at <http://www.adair.kyschools.us>).
2. Death of a family member or close friend or a life threatening illness or injury in the student's immediate family including parent/guardian, grandparent, brother or sister.
3. Lice – limited to one (1) day per school year. If the student is sent home, s/he will be excused for the remainder of that day only.
4. One (1) day of excused absence per school year is permitted by Kentucky statute for attendance at the Kentucky State Fair (must provide admission ticket as proof of attendance).
5. Driver's test for permit or license – two (2) one-half (½) days allowed per school year.
6. Two college visitation or armed forces examination days for seniors (prior approval required from a counselor).
7. Religious holidays and practices (prior approval required from the Principal/designee).
8. Court summons verified by a summons or subpoena.
9. Failure of bus transportation by the District. (Missing the bus is not excused).
10. Documented military leave.
11. One (1) day prior to departure of parent/guardian called to active military duty.
12. One (1) day upon the return of parent/guardian from active military duty.
13. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
14. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities (EHO), as determined by the Principal. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.
15. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.
16. Students are considered present at school when participating in school sponsored educational trips/activities and organized 4-H activities in which the student is accompanied by or under the supervision of a county extension agent or designated 4-H club leader. Students are responsible for any school work missed while participating in these activities.

### **WRITTEN STATEMENTS REQUIRED FOR EVERY ABSENCE/TARDY**

It is the responsibility of the parent/guardian to submit to the school office within five (5) school days following every student absence or tardy, a written statement including the student's name, date of absence/tardy, reason for absence/tardy and an authorized signature. Statements from a physician or dentist and six (6) parent notes (days) per year are accepted for absences or tardies that fall within the guidelines set forth in this policy. If a written statement verifying a valid reason for each absence or tardy is not received within five (5) school days after the student returns to school, the school/district reserves the right to decline the excuse and will result in the absence or tardy being unexcused. Suspension and expulsion days are considered unexcused absences.

### **NOTIFICATION OF UNEXCUSED ABSENCES**

After a student has four (4) days of unexcused absences or tardies per year, the Principal or designee of the school will send a notice that includes the student's attendance record and informs the parent/guardian of the student that if unexcused absences or tardies continue, the student will be referred to the Director of Pupil Personnel. This notice will ask parents /guardians to call and set up a conference with the school principal or counselor to discuss causes and strategies for improving their child's attendance. Documentation of meetings, home visits, phone calls, and other student intervention strategies is to be kept by school and district personnel. **Progress reports, report cards and access to student data via Infinite Campus Parent Portal provide parents/guardians with a record of their student's attendance on an ongoing basis.**

### **FINAL NOTICE OF UNEXCUSED ABSENCE**

After a student has seven (7) days of unexcused absences or tardies per year, the Director of Pupil Personnel will send a final notice of noncompliance of attendance laws that includes the student's attendance record and informs the parent/guardian of their responsibility for their child's school attendance and the legal consequences of truancy. If the student continues to be absent, without a valid excuse, the Director of Pupil Personnel shall refer the child and/or parent guardian to the county attorney or court designated worker who will initiate court action.

### **MAKE-UP WORK**

Student make-up work policies are included in each school's handbook. It is the student's responsibility to contact assigned teachers regarding work missed due to excused absences or tardies.

### **ADMISSION AND RELEASE ATTENDANCE COMMITTEE**

After a student has been absent six (6) times in a semester course, he/she may be referred to a committee composed of the Principal, Assistant Principal, guidance counselor and teacher(s) involved. This committee will consider the student's absences based on the criteria set forth in this policy and may impose the following penalties:

1. Loss of parking privileges for an amount of time determined by the committee.
2. Loss of privilege to participate in extracurricular activities for an amount of time determined by the committee.

### **REASSIGNMENT OF STUDENTS AGE 18 OR OLDER**

Students enrolled in the District who are eighteen (18) or older and who miss **nine** (9) or more unexcused days in a semester may be reassigned to an alternative program and will face court action for habitual truancy.

**Attendance policies** shall be applicable to all students under twenty-one (21) years of age and who are enrolled in grades K-12.

### **ADDITIONAL ATTENDANCE REQUIREMENTS**

Additional school attendance policies and procedures are included in each school's student handbook.

## **PERSONS OVER COMPULSORY ATTENDANCE AGE (09.1223)**

### **PROHIBITIONS**

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

Students under age twenty-one (21) who have shall be considered to have completed high school and shall not be permitted to enroll in the District. Students who have earned a GED shall be permitted to enroll to work toward completion of graduation requirements.

### **STUDENTS WITH DISABILITIES**

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

## **HOME/HOSPITAL INSTRUCTION 08.1312**

Home/hospital instruction is provided for students who cannot attend school due to a physical, mental, or emotional health condition, which prevents or renders unadvisable attendance at school. Only students who are unable to attend school will be approved for home instruction. Eligibility for home/hospital ceases if a student works or participates in athletic activities.

Parent/guardians are to notify the school principal, guidance counselor or teacher if their child is expected to be out of school for **five (5)** or more consecutive days or has frequent absenteeism due to illness. The principal or counselor will notify the director of pupil personnel when home/hospital instruction is needed. Parents will be provided an application for home/hospital instruction that includes a signed statement of a licensed physician, advanced registered nurse practitioner, psychologist, psychiatrist, public health officer or chiropractor verifying the student's illness and necessity for home/hospital instruction. A home/hospital review committee will review and approve/disapprove the home/hospital instruction application and will notify the parent of the decision. The Home/Hospital Application is online at [www.adair.k12.ky.us](http://www.adair.k12.ky.us).

## **DRIVER'S LICENSE REVOCATION (09.4294)**

Any sixteen (16) or seventeen (17) year old student applying for a driver's license or permit is required to have a completed school Compliance Verification Form. This form is available in the Adair County High counselor's office and must be completed by school personnel and presented to the circuit clerk's office staff before applying for a driver's permit or license. Basically, the form is verifying that a student is compliant with the components of the No Pass/No Drive Law. If the student is not compliant, a form will not be issued.

The No Pass/No Drive Law also requires that sixteen (16) or seventeen (17) years old students who become academically deficient or deficient in attendance be reported to the Transportation Cabinet for driver's license or permit driving privilege revocation.

### **ACADEMIC AND ATTENDANCE DEFICIENCIES GUIDELINES**

Academic and attendance deficiencies for students' age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. Students shall be deemed academically deficient if they **have not** received passing grades in at least **four (4)** of the **six (6)** courses taken in the **preceding semester**. **\*(Students must pass four (4) of the six (6) courses taken each semester to maintain drivers licenses/permits or be eligible to apply for a driving permit.)**
2. Students shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences during a **semester**. **Suspensions are considered unexcused absences and three (3) unexcused tardies equal one (1) unexcused day absent in applying the No Pass/No Drive statute.**
3. Reports of noncompliance will be made after each semester. Students are considered noncompliant until they become compliant or reach age 18. For school purposes, students are usually noncompliant a full **semester** until they have time (the following **semester** or summer school) to improve their grades and/or attendance **and meet the No Pass/No Drive compliance requirements.**

### **REINSTATEMENT OF DRIVING PRIVILEGE**

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement must then apply to the school counselor or assigned designee to have their standing confirmed and reported to the appropriate agency for reinstatement.

## **ADMISSIONS AND ATTENDANCE (09.12)**

### **RESIDENCE DEFINED**

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools.

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

### **HOMELESS CHILDREN AND YOUTH**

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status.

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

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

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

### **IMMIGRANTS**

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

### **Nonresidents**

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.

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

### **TRANSFER OF ADA**

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

### **NON-IMMIGRANT FOREIGN STUDENTS**

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

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

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

### **ENROLLMENT**

The Adair County Board of Education encourages and welcomes new prospective students who may desire to enroll in the Adair County School District. The legal guardian and/or custodian, or any agency or department acting on the behalf of a prospective student wishing to enroll in any Adair County School shall provide the following information prior to the prospective student being accepted for enrollment into the Adair County school district: List the names and addresses of all schools, public or private, attended within the three (3) preceding years and in addition list any other schools of enrollment that incidents of expulsions/suspensions/convictions or pending charges of school discipline and/or law violations specified in this policy occurred.

### **EXPELLED/CONVICTED STUDENTS OR STUDENTS FACING PENDING CHARGES**

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

1. If a student has been expelled from school; or

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

Assault shall mean any physical assault, including sexual assault.

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

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District be provided all official school discipline and/or juvenile court records pertaining to violations listed in item two (2) above and shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission.

Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

The guardian, custodian, agency or department responsible for a prospective student has a duty to provide the requested information, and failure by the guardian, custodian, agency or department to provide this information on behalf of any prospective student, without good cause, may result, within the discretion of the Superintendent and school officials, in the prospective student being denied enrollment in the Adair County school district until such information is provided. Responsible parties that withhold or provide false student information may be held legally liable for repercussions occurring from withheld or false student information.

#### **ADAIR COUNTY SCHOOL DISTRICT 09.11AP** **STUDENT ENROLLMENT PROCEDURE**

Students entering the Adair County School District will complete an Intent of Enrollment form at the school of grade level of the student. Placement will be based on the student's grade level or educational needs (availability of special programs/services needed by the student).

#### **ATTENDANCE REQUIREMENTS 09.122**

##### **COMPULSORY ATTENDANCE**

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and sixteen (16), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

##### **EXEMPTIONS FROM COMPULSORY ATTENDANCE**

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.

##### **PHYSICIAN'S STATEMENT REQUIRED**

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

##### **EXCEPTIONS TO PRESENCE AT SCHOOL**

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

1. Students shall be counted in attendance when they are receiving home/hospital, institutional, or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.
3. Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.
7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

#### **PART-TIME STUDENTS 09.1221**

The Board will consider a shortened school day only for preschool and kindergarten students and for students with an individual education plan or 504 plan that supports a shortened day.

#### **PART-TIME STATUS**

Only those students in their fifth year of high school may be eligible for part-time status, contingent upon approval by the Principal.

Students may attend only those classes necessary to complete graduation requirements unless otherwise approved by the Principal.

A part-time student shall abide by all District/school behavioral and attendance requirements.

#### **ENTRANCE AGE 09.121**

#### **PRESCHOOL**

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled or as exceptional, and who is three (3) or four (4) years of age, or who may become five (5) years of age after October 1 of the current year, shall be eligible for a free and appropriate preschool education and related services.

Children at risk of educational failure who are four (4) by October 1 may enter preschool. All other four (4) year old children shall be served to the extent placements are available. Beginning in 2017, children at risk of educational failure who are four (4) by August 1 may enter preschool.

#### **PRIMARY SCHOOL**

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

The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student who is at least five (5) years of age, but less than six (6) years of age on or before October 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.

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

- A child who becomes five (5) by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who becomes six (6) by August 1 shall attend public school unless s/he qualifies for an exemption as provided by law.
- A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.

#### **PETITION PROCESS**

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

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

## **PROOF OF AGE**

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

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

## **ENTRANCE AGE**

### **EARLY PRIMARY ENROLLMENT CRITERIA (09.121AP)**

#### **PRIMARY SCHOOL ENTRANCE AGE**

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

District guidelines will be used to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student who is at least five (5) years of age, but less than six (6) years of age on or before October 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.<sup>5</sup>

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

- A child who becomes five (5) by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who becomes six (6) by August 1 shall attend public school unless s/he qualifies for an exemption as provided by law.
- A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.

#### **EARLY PRIMARY ENTRY PETITION PROCESS**

Effective with the 2012-2013 school year, parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition from a parent for early entry, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school.

The District has established the guidelines below to determine a student's readiness for early entry. These guidelines include developmentally appropriate measures, which include state-approved screening instruments used to determine a student's level of developmental, academic and social readiness.

#### **EARLY ENTRANCE PRIMARY ONE (P1) PROGRAM (KINDERGARTEN) READINESS GUIDELINES**

Students who turn five (5) years of age between October 2nd and December 31st will be eligible to enroll in the Early Entrance Primary One (P1) program, provided:

(1) cost is paid by the student's guardian (to equalize costs, full-day SEEK formula funding is assessed based on the year of student enrollment); (2) criteria established by the Board are met; and (3) application for early entrance testing must be made in writing to the superintendent, prior to June 15 of the proposed entry school year.

Successful completion of Early Entrance Primary One (P1) kindergarten is the prerequisite into Primary Two (P2) first grade.

#### **CRITERIA FOR EARLY PRIMARY ONE (P1) KINDERGARTEN PROGRAM ENTRANCE**

Criteria for early entrance include:

1. A BRIGANCE Readiness Screening result that meets or exceeds the kindergarten readiness level;
2. A score at or above the 95th percentile on Developmental Indicators for the Assessment of Learning (DIAL-III);
3. Consideration may include availability of space and funding;
4. Committee determination (principal, counselor, kindergarten teacher and psychologist); and
5. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.

#### **EARLY ENTRANCE PRIMARY TWO (P2) PROGRAM (FIRST GRADE) READINESS GUIDELINES**

Students who turn six (6) years of age between October 2nd and December 31st who have not participated in the Early Entrance Primary One (P1) Program will be eligible to enroll in the Early Entrance Primary Two (P2) Program, provided:

(1) cost is paid by the student's guardian (to equalize costs, full-day SEEK formula funding is assessed based on the year of student enrollment); (2) criteria established by the Board are met; (3) candidates have successfully completed a Kindergarten program; and (4) application for early entrance testing must be made, in writing to the superintendent, prior to June 15 of the proposed entry school year.

## **CRITERIA FOR EARLY PRIMARY TWO (P2) FIRST GRADE PROGRAM ENTRANCE**

Criteria for early entrance include:

1. Meets or exceeds kindergarten exit criteria;
2. Perform at or above grade expected norms on early literacy and early math assessments;
3. Perform at or above grade expected norms on Measures of Academic Progress (MAP) assessments;
4. Scores on standardized intelligence test, behavior rating scales, and standardized achievement test at or above the 95th percentile;
5. Consideration may include availability of space and funding;
6. Committee determination (principal, counselor, P2 first grade teacher and psychologist); and
7. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.

### **PROOF OF AGE**

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

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

### **HEALTH RECORDS**

Before enrolling in any District, the new student must present a current Kentucky immunization certificate (properly signed and dated by a physician), a physical examination form (performed no earlier than twelve months prior to the date of enrollment), and a vision examination performed by an optometrist or ophthalmologist.

### **HEALTHY KIDS CLINIC**

The Healthy Kids Clinics are a partnership of Cumberland Family Medical and provide nurses, a nurse practitioner, and other medical/dental services for our students and staff. We encourage you to complete the HKC registration forms so that your child can benefit from the services that are offered by the HKC. Any information shared with the HKC staff will be done under the guidance & regulations of FERPA.

### **HEALTH CARE EXMINATIONS 09.211**

All pupils shall undergo preventative health care, dental, and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms required by state regulation.

### **IMMUNIZATIONS**

The immunization certificate form required by 704 KAR 4:020 shall be on file within two (2) weeks of a student's enrollment in school.

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

### **SCHOOL ENROLLMENT REQUIREMENTS** **IMMUNIZATION/BIRTH CERTIFICATES/ PHYSICALS**

#### **Immunizations**

In accordance with the Kentucky Cabinet for Health Services, KRS 241.034/902 KAR 2:060, Section 2, immunizations are required for attendance at day-care centers, certified family child-care homes, other licensed facilities that care for children, preschool programs, and schools. State law requires students to have an up-to-date Kentucky Immunization Certificate, EPID-230 showing all age appropriate vaccines on file within two weeks of enrollment. The certificate must be signed by any properly licensed medical or osteopathic physician, nurse practitioner, or local health department provider; and must show dates all vaccines were administered.

Please refer to: <http://chfs.ky.gov/dph/epi/School+and+Childcare.htm> for specific information on immunization requirements.

#### **Immunizations vaccines and doses are as follows:**

- Haemophilus influenzae type b conjugate (Hib) - Children (under five years of age) attending preschool programs are required to have Hib vaccine. Note: Completed 4 dose series with one dose 15 months of age or later OR at least one dose after 15 months of age.



- Measles, Mumps, Rubella (MMR) - One dose (1) of MMR on or after the first birthday, AND a second dose of MMR containing vaccine is required for all students and Preschool or Head Start children who have reached their 4th birthday.
- Hepatitis B -Three (3) doses of Hepatitis B vaccine are required for:
  - Students in Preschool, Head Start, Kindergarten through 6th grade and students whose birth date is 10/1/92 or later.
- Diphtheria, Tetanus, Pertussis (DTP, DTaP, Td, Tdap) - The minimum requirements are four (4) doses with one (1) dose on or after the 4th birthday and a minimum of six (6) months between the last two (2) doses. For 6th grade entry, age 11 or 12 years old, one dose of Tdap is required.
- Polio (OPV/IPV) -The minimum requirements are three (3) doses with one (1) dose on or after the 4th birthday, and a minimum of four (4) weeks apart, but preferably six (6) months, between the last two (2) doses.
- Varicella (Chickenpox) - One dose, given on or after age 12 months is required and a second dose is required for all students and Preschool or Head Start children who have reached their 4th birthday unless a physician states that the child has had chickenpox disease.
- Pneumococcal (PCV) Vaccine- four (4) doses required with one (1) dose on or after 12 months of age.
- Meningococcal (MCV) Vaccine- one (1) dose required at 6th grade entry, students 11 years of age.

### **OTHER ENROLLMENT REQUIREMENTS**

**Custody**, if applicable, it is the parent-guardian responsibility to keep the school informed of custody stipulations by providing the school office with current and complete legal documents before the first day of school, and as changes occur each school year.

### **PRESCHOOL ENROLLMENT REQUIREMENTS**

1. A **Certified Birth Certificate** is required as proof of age and legal name (a hospital certificate is not a valid birth certificate). Birth certificate applications are available on line at: <http://chfs.ky.gov/dph/vital/birthcert.htm>.
2. A **Social Security Card**
3. A **Kentucky Immunization Certificate**, EPID-230 shall be on file within two (2) weeks of a student's enrollment in school.
4. A **Preventative Health Care Physical Examination** (KRS 156.160/704 KAR 4:020) is required within twelve months prior to or 20 days following initial enrollment to public school, public preschool or Head Start (exam to be completed by physician/ARNP/PA/EPSTD).
5. A **Vision Examination** (KRS 156.160/704 KAR 4:020) is required to be completed by a optometrist or ophthalmologist no later than January 1 of the first year of enrollment for all children 3, 4, 5, or 6 years of age entering a KY public school, public preschool or Head Start for the first time.
6. **Program eligibility** information to include one of the following:
  - A completed application for the National School Lunch Program (at-risk eligibility); or
  - Admission and Release Committee records documenting eligibility for special education through an identified disability

### **PRIMARY SCHOOL - KINDERGARTEN**

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

The District has established guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student, who is at least five (5) years of age, but less than six (6) years of age on or before October 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.

### **KINDERGARTEN REQUIREMENTS**

1. A **Certified Birth Certificate** is required as proof of age and legal name (a hospital certificate is not a valid birth certificate). Birth certificate applications are available on line at: <http://chfs.ky.gov/dph/vital/birthcert.htm>.
2. A **Social Security Card**
3. A **Kentucky Immunization Certificate**, EPID-230 shall be on file within two (2) weeks of a student's enrollment in school.
4. A **Preventative Health Care Physical Examination** (704 KAR 4:020) is required within twelve months prior to or 20 days following initial public school kindergarten enrollment (exam to be completed by physician/ARNP/PA/EPSTD).  
\*A physical completed for preschool/Head Start enrollment will suffice for the kindergarten physical exam.

5. A **Vision Examination** (KRS 156.160/704 KAR 4:020) is required to be completed by a optometrist or ophthalmologist no later than January 1 of the first year of enrollment for all children 3, 4, 5, or 6 years of age entering a KY public school, public preschool or Head Start for the first time.
6. A **Dental Screening/Examination** (KRS 156.160) is required no later than January 1 of the first year that a 5 or 6 year-old child is enrolled in a KY public school (KRS 156.160). This dental screening or examination can be completed by a *dentist, dental hygienist, physician, registered nurse, advance registered nurse practitioner, or physician assistant*. A child shall be referred to a licensed dentist if a dental screening or examination is performed by anyone other than a licensed dentist identifies the possibility of dental disease.

### **STUDENTS ENTERING 6<sup>TH</sup> GRADE**

1. Within two (2) weeks of sixth grade entry an up-to-date **Kentucky Immunization Certification** (Form EPID 230) showing all age appropriate vaccines and health related requirements is to be on file at the school.

#### **Students entering sixth grade, age eleven (11) or twelve (12) years or older a child shall have received:**

- One (1) dose of Tdap;
  - Four (4) doses of polio virus vaccine (IPV) or trivalent oral poliovirus vaccine (OPV) or combinations of the two vaccines;
  - Three (3) doses of Hepatitis B (HepB); or two doses of HepB approved by the FDA to be used for an alternative schedule for adolescents eleven through fifteen years of age;
  - Two (2) doses of measles, mumps and rubella vaccine (MMR);
  - Two (2) doses of varicella, unless a healthcare provider states that the child has had a diagnosis of typical varicella disease or verification of a history of varicella disease by a healthcare provider or a diagnosis or herpes zoster disease or verification of a history of herpes zoster disease by a healthcare provider; and
  - One (1) dose of MCV or MPSV (meningococcal vaccine).
2. A **second Preventative Health Care Physical Examination (704 KAR 4:020)** is required within twelve months prior to, or 20 days following initial enrollment in 6<sup>th</sup> grade (exam to be completed by physician, ARNP/PA/EPSTD). The first examination was given upon initial enrollment in Kentucky Schools.

### **STUDENTS PARTICIPATING IN SPORTS**

1. **The Kentucky High School Athletic Association Medical Examination** is required to be completed and on file with the school annually before tryouts, practice or participation in a sport (exam to be completed by a physician, physician's assistant, advanced registered nurse practitioner or chiropractor).
2. **Student must meet all other immunization/preventative health requirements.**

### **FIRST TIME ENROLLEES IN KENTUCKY SCHOOLS**

1. A **Certified Birth Certificate** is required as proof of age and legal name (a hospital certificate is not a valid birth certificate). Birth certificate applications are available on line at: <http://chfs.ky.gov/dph/vital/birthcert.htm>.
2. A **Social Security Card**
3. A current **Kentucky Immunization Certification** (Form EPID 230) is required to be on file within two (2) weeks of enrollment showing all age appropriate vaccines.
4. A **Preventative Health Care Physical Examination (704 KAR 4:020)** is required dated within twelve months prior to, or 20 days following initial enrollment in a Kentucky public school (exam to be completed by physician/ARNP/PA/EPSTD). Exam must be on the ***KY Preventative Health Care Form***.
5. A **Vision Examination** (KRS 156.160/704 KAR 4:020) is required to be completed by a optometrist or ophthalmologist no later than January 1 of the first year of enrollment for all children 3, 4, 5, or 6 years of age entering a KY public school, public preschool or Head Start for the first time.
6. A **Dental Screening/Examination** (KRS 156.160) is required no later than January 1 of the first year that a 5 or 6 year-old child is enrolled in a KY public school (KRS 156.160). This dental screening or examination can be completed by a dentist, dental hygienist, physician, registered nurse, advance registered nurse practitioner, or physician assistant. A child shall be referred to a licensed dentist if a dental screening or examination is performed by anyone other than a licensed dentist identifies the possibility of dental disease.

**All student examinations/screenings shall be reported on the Kentucky state forms.** Unless otherwise stated, all enrollment/immunization documents are required at time of enrollment. Failure to comply with enrollment/immunization requirements may result in legal action or student suspension. Immunizations and other health requirements shall be kept current as required by Kentucky law and Board Policy 09.211.

Parents will be issued written notice, if their child is not in compliance with immunization and other required preventive health screenings. The parent/guardian will then have 20 school days to present the required documentation (valid immunization certificate, birth certificate, eye exam or physical). **Failure to comply with enrollment/immunization requirements may result in legal action or student suspension.**

**The Health Care Preventative Exam Forms, Immunization Certificates, Dental Exams and Eye Exam Forms are found on the Kentucky Department of Education website online at:** <http://education.ky.gov/districts/SHS/Pages/Health-Forms.aspx>

## **STUDENT FEES (09.15)**

### **BOARD APPROVAL REQUIRED**

Fees for rental or purchase of instructional resources may be charged. All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution.

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

### **INABILITY TO PAY**

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

### **WAIVER OF FEES**

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced price meals. At the beginning of the school year or at the time of enrollment, all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.<sup>2</sup>

## **STUDENT SAFETY (MARCHING BAND PARTICIPANTS) (09.22AP)**

Given the strenuous physical requirements and outdoor practices/contests of the Marching Band Program, in accordance with student safety beginning with the 2009-2010 School Year the Adair County Marching Band Program will follow the guidelines of the KHSAA Athletic Association (<http://www.khsaa.org/>) as it relates to outdoor practices and contests in severe weather conditions (cold, heat and lightning) and the medical athletic medical exam requirements.

Marching Band participants must complete and pass an athletic medical examination each year before trying out, practicing or participating in Marching Band activities. Adherence to KHSAA weather related activity guidelines and ensuring completion of yearly athletic physicals will be the responsibility of the band director under the supervision of the Principal.

A copy of band student physicals should be kept by the band director and be easily accessible in case of emergency.

## **EMERGENCY MEDICAL TREATMENT (09.224)**

### **FIRST AID TO BE PROVIDED**

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

### **FIRST-AID AREA**

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

In accordance with KRS 158.850, the District shall train and have available employees to administer glucagon or diazepam rectal gel to students as required by law.

### **INFORMATION NEEDED**

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils. Every effort will be made to notify parents in the event of an accident.

### **EMERGENCY PROCEDURES**

Each principal shall develop a procedure for handling medical emergencies.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

### **REPORTING**

Every accident on school property or at school-sponsored events shall be reported immediately to the person in charge, to the principal, and to the Superintendent. School officials will make a good faith effort to notify parents/guardians when

issues arise that affect their student, but it is the legal obligation of the parent to keep student data current and correct so contact can be made.

### **STUDENT MEDICATION (09.2241)**

Acetaminophen (Tylenol) and Ibuprofen (Advil) **may** be provided by the school but shall only be given to a student after written parent/guardian permission is obtained. Each parent/guardian shall have the opportunity to give such permission at the time of enrollment each school year.

#### **MEDICATION BROUGHT FROM HOME**

Provided the following conditions are met and once a completed authorization form from the parent/guardian on file, pupils may take prescription and/or non-prescription medications which are brought from home:

- Medication shall be brought to school in the original non-prescription or prescription container.
- The parent/guardian shall complete and sign a written authorization form for the administration of all medication.
- Information listed on the container shall include the student's name, date dispensed, the name and prescribed dosage of the medication, directions including frequency, duration and route of administration, prescriber's name, and pharmacy name, address, and phone number,
- Students taking medication while at school or at a school-related activity must register and leave their medicine with the principal's office/school nurse office unless the student has been authorized by the school Principal to carry medications due to a pressing medical need.

#### **SELF-ADMINISTRATION**

Under developed procedures , a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and physician files a completed authorization form each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication.

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.

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

### **CONTAGIOUS DISEASES**

Parents/legal guardians, or other persons or agencies responsible for a student enrolled in the Adair County Schools shall notify the Principal if the student has any medical condition which is defined by the Cabinet for Human Resources as threatening the safety of students and others. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student.

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school for the time period in accordance with generally accepted medical standards.

### **MENINGOCOCCAL DISEASE (COMMONLY KNOWN AS MENINGITIS)**

As part of the information our schools provide to you concerning student and school health issues, Adair County School District is making you aware of a potentially fatal bacterial infection that strikes teenagers and college students at a higher rate than other age groups. This information will give you the facts about the disease and help you take precautions to prevent your child from becoming ill with meningococcal disease.

Meningococcal disease, commonly known as meningitis, can be misdiagnosed as something less serious because early symptoms are similar to those of influenza or other common viral illnesses. Symptoms include high fever, headache, nausea and stiff neck.

The disease can come on quickly and may cause death or permanent disability (brain damage, organ failure, loss of hearing and limb amputation) within hours of the first symptoms. Although the disease is rare, it can be prevented through vaccination.

Meningococcal disease is spread by air droplets and direct contact with secretions from infected persons, through coughing without covering the mouth and kissing. Teenagers and college students can reduce the risk of contracting the disease through immunization and by not sharing personal items such as food utensils, water bottles and drinking glasses.

A safe and effective vaccine is available to protect against four of the five strains of bacteria that cause meningococcal disease. Although teens and college students are at greater risk for contracting the disease, up to 83 percent of the cases in this age group may be prevented through immunization.

For those teenagers who have not been previously vaccinated, the U.S. Centers for Disease Control and Prevention (CDC) recommends immunization at high school entry and for all incoming college freshmen who will live in dormitories (only one shot required). Until vaccine supplies increase, the CDC recommends deferring immunization for 11 and 12 year olds.

For more information about meningococcal disease, you should consult their child's physician, school nurse or local health department staff. Information also is available online from these health-related organizations: American Academy of Family Physicians, [www.aafp.org](http://www.aafp.org), American Academy of Pediatrics, [www.aap.org](http://www.aap.org), Centers for Disease Control and Prevention, [www.cdc.gov](http://www.cdc.gov), Meningitis Foundation of America, [www.musa.org](http://www.musa.org), National Association of School Nurses, [www.nasn.org](http://www.nasn.org), National Foundation for Infectious Diseases, [www.nfid.org](http://www.nfid.org) National Meningitis Association, [www.nmaus.org](http://www.nmaus.org)

In addition, the Kentucky Department of Education provides links to this information and the above Web addresses from its web site at [www.education.ky.gov](http://www.education.ky.gov).

### **SCREENING FOR LICE (PEDICULOSIS INFESTATION)**

Students shall be screened for lice during periods when occurrences of lice infestations of students are prevalent. Screening may also occur at any time deemed necessary by the principal or school nurse.

When head lice are found on a student, the student shall be sent home with the necessary information on how to eradicate the infestation. The parent shall be notified that the infected student is not to return to school until he/she has received necessary treatment and is free of lice.

Upon returning to school the student will be checked by the principal, a teacher, or a nurse to ensure that the student is free of lice. If lice are found on the student's head, he/she shall again be sent home as an unexcused absence. After the third successive unexcused absence, the student becomes a truant from school and due process proceedings for truancy may be filed.

### **DRESS AND APPEARANCE POLICY (09.427)**

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. If a school/council chooses to develop a dress code to enhance the educational environment, it shall be consistent with Board standards set out in the District's Code of Acceptable Behavior and Discipline.

### **ADAIR COUNTY SCHOOL DISTRICT DISTRICT-WIDE DRESS AND APPEARANCE POLICY (09.427)**

A clean, neat and appropriate code of appearance, dress and hygiene is established to promote a safe conducive learning environment for all students. The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of others is prohibited.

Specifically, the Board establishes the following standards of dress:

#### **GENERAL**

- All students are expected to be clean, neat and have appropriate dress, appearance and hygiene daily.
- No clothing, accessories or visible tattoos are allowed that display vulgar or suggestive scenes, symbols, or messages pertaining to alcohol, drugs, tobacco, sex, gender, ethnicity, violence, fighting, wrestling, skulls, crossbones, weapons, gang or illegal activity of any kind.
- No holes, torn, ripped or ragged articles of clothing that expose skin more than 4" from the top of the knee.
- No pajamas or pajama like attire, unless worn as part of a school sponsored event.
- Appropriate undergarments are to be worn and no clothing is allowed that reveals underclothing or is excessively baggy or skimpy that could reveal undergarments.
- No form fitting or spandex type clothing without appropriate coverings.

#### **PANTS / SLACKS / JEANS / SKIRTS/DRESSES**

- The hemline and slits of shorts, skirts, dresses and culottes shall be no shorter than four (4") inches above the knee for grades K-5 and two (2") inches above the knee for grades 6-12.
- All pants, skirts or shorts must be worn at the waist and fit properly without sagging, or revealing of the back, belly or undergarments. If pants, skirts or shorts are not fitted properly at the waist, a belt must be worn.

- No holes, torn, ripped or ragged articles of clothing that expose skin more than 4" from the top of the knee.
- No garments, including low riders that expose undergarments, backs or bellies.
- Pant legs are not to drag excessively on the floor.

### **SHIRTS / SWEATERS / SWEATSHIRTS / BLOUSES**

- Shirts and blouses must fit properly, not be low cut and not be longer than fingertip length when standing, unless tucked in.
- No strapless or spaghetti-strap tops are to be worn without an acceptable over shirt.
- Hoods are not to be worn over the head in the building.
- No nude, sheer or see through fabrics.  
No garments are to be worn that expose cleavage/chests, backs or bellies.

### **JACKETS / COATS OUTERWEAR**

- Trench coats or coats longer than knee length shall not be worn to school.

### **FOOTWEAR**

- Shoes are to be worn at all times and are to be tied or buckled, if designed to do so.
- No house shoes or shoes with retractable roller blades.

### **HAIR/HEADWEAR**

- No hats, caps, scarves, bandanas, sweatbands, toggies, hoods, or headdresses may be worn in school, unless they are worn for health, safety or religious reasons (prior approval of the Principal is required).
- Unnatural hair colorings including blue, orange, green, pink, red, purple or other combinations of these colors will be prohibited if they become a distraction to the educational process.
- Hair must be out of eyes and not cover the face.

### **JEWELRY / MAKEUP / ACCESSORIES/ BELTS ETC.**

- Jewelry and other forms of ornamentation may be worn as long as they do not cause a distraction, promote violence, vulgarity, gang or illegal activities or pose a safety or health threat.
- No chains or any other articles that may be used as a weapon or are a safety issue including heavy bike chains, chains on wallets and belt loops, leather collars, dog collars, or spiked items.
- No tinted glasses or sunglasses shall be worn inside the school building without a medical statement on file with the school principal.
- Facial, tongue and visible body piercings, will be prohibited if they become a distraction to the educational process.
- No ear gauges, plugs or flesh tunnels.
- No "wild eye" contacts.
- No extreme or theatrical make-up.

\*Any other garment, accessory or appearance that is found to be disruptive to the educational process or poses a safety issue will be addressed by the Principal.

Principals shall enforce and will make final decisions regarding the dress code in their schools. They shall confer with students whose appearance does not conform to these rules.

Repeated violations of the personal appearance code may result in suspension from school and/or referral of the student to the Board.

Exceptions to the dress and appearance standards due to religious beliefs, medical or physical necessity, or special school sponsored events are to be preapproved by the principal.

Additional guidelines of student dress and appearance may be implemented by each school's Site Base Decision Making Council and made available in each school's student handbook.

## **EXTENDED SCHOOL/SUPPLEMENTAL EDUCATIONAL SERVICES 08.133**

### **PLAN FOR DIAGNOSING**

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

### **EXTENDED SCHOOL SERVICES**

The Board shall provide extended school consistent with students' intervention or individual learning plans, requirements of 704 KAR 3:390, and local plans and procedures.

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

The extended school services program shall serve students who are:

1. At-risk of failing to graduate and need additional assistance.
2. At-risk of being retained or dropping out and need additional assistance.
3. Low-performing and need remediation.
4. Having difficulty in one (1) or more content areas and need prevention services.

The Superintendent shall develop procedures to verify and document student eligibility for extended school services, implement appropriate services, and provide for an appeal process for parents who disagree with the selection or non-selection of their child for extended school services.

### **TITLE I - PARENT INVOLVEMENT POLICY (08.13451)**

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents of students participating in the Title I program. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand. This policy shall be made available to the local community and updated annually to meet the changing needs of parents and the school.

#### **EXPECTATIONS FOR PARENT INVOLVEMENT**

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

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

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

#### **SUPPORT FOR PROGRAM**

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

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

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

The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this policy, if necessary.

6. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.
7. All schools are highly encourage to appoint a parent liaison.

### **SCHOOL POLICY**

Each school shall submit to the Superintendent and Board, for review and comment, its Title I school parent involvement policy, which must meet all legal requirements, including a school-parent compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to, parents of participating students. A copy of each school's parent involvement policy and accompanying checklist shall be kept on file in the Central Office.

### **PROCEDURE FOR ENSURING PROMPT RESOLUTION OF COMPLAINTS OF VIOLATIONS OF ADMINISTRATION OF THE PROGRAM FOR TITLE I, PART A (08.1345)** **NCLB Section 9304**

NCLB requires all school districts to adopt a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A in the administration of the program. The procedures for the Adair County School System are as follows:

1. The complaint must be in writing and addressed to the district Title I Coordinator. The complaint must contain the following:
  - (a) The name of the complainant and contact information;
  - (b) The nature of the complaint (the specific violation of the administration of the Title I, Part A program).
2. The Title I Coordinator must maintain a complaint log. The log must include the following:
  - (a) The name of the complainant;
  - (b) The receipt date of the complaint;
  - (c) The log-in number assigned to the complaint for tracking purposes;
  - (d) The name of the staff to which the complaint will be referred (if applicable).
  - (e) The date of the response to the complaint.
3. The Title I Coordinator must respond to the complaint within thirty (30) working days of the complaint.
4. The Title I Coordinator must maintain a copy of the complaint, log, and response on file in the district office.
5. After the complainant has received a response from the Title I Coordinator, the complainant has 30 days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with (704 KAR 3:365).

### **RIGHTS AND RESPONSIBILITIES**

The United States Constitution provides for the protection and safeguard of the rights of all citizens. Along with rights, comes the responsibility of students and other participants in the educational process to exercise self-discipline and care to afford equal rights to all, and to ensure that their actions do not infringe upon the rights of others. Furthermore, all participants have the right and responsibility to know and understand the basic code of conduct and behavior expected of them. The following outlines the basic rights, responsibilities and expectations of participants in the educational system.

#### **STUDENTS HAVE THE RIGHT TO:**

1. an appropriate free public education, which maintains high educational standards and provides opportunities to meet individual needs;
2. a safe and orderly learning environment;
3. be treated with courtesy and respect by peers and school staff;
4. participate in school activities without discrimination and be respected as a worthy individual regardless of race, creed, national origin, religion, economic status, political affiliation, gender, disability or age;
5. timely notification of information, regulations, policies and penalties which pertain to the student;
6. receive academic grades based on academic performance;
7. be provided information about academic requirements, grading and ongoing progress in each class;
8. have school records accurately and confidentially maintained;
9. make up missed work based on District and school policies;
10. inspect, review, and transfer their educational records (with their parent/guardian(s) written consent), if the student is under 18 years of age;
12. consult meaningfully with school personnel;
13. membership and opportunity to seek office in student organizations in which the student meets guidelines;
14. present complaints or grievances personally or through selected representatives and receive timely response from school officials regarding such matters;



15. safety from physical harm, harassment, bullying and verbal or written abuse; and,
16. have grievances heard and addressed with a timely response and procedural due process when any charge or accusation has been made against them.

**STUDENTS HAVE THE RESPONSIBILITY TO:**

1. attend school every day on time, unless absent for a valid excusable reason;
2. take correspondence from school staff to parent/guardian and turn in correspondence from parent/guardian to school staff;
3. be on time, prepared and actively engage in the classes and educational opportunities offered in order to reach his/her academic and personal potential;
4. become familiar and adhere to District and school policies at school and school sponsored events;
5. respect the rights and property of others;
6. follow the District dress code and proper hygiene;
7. seek explanation and understanding of school policy/procedures in a positive non-argumentative manner;
8. avoid profanity, insults, violence, threats, bullying and harassing conduct;
9. behave in a safe and responsible manner not to endanger self or others;
10. ask teachers or school staff for help with concerns or problems;
11. inform school personnel immediately of threats, harassment, bullying, violence, weapons, dangerous instruments, drugs or other safety concerns;
12. properly care for the equipment and physical facilities of the school;
13. respect and cooperate with teachers, school administrators, school staff and other students;
14. maintain proper conduct and make contribution to the best of his/her abilities in all school programs or activities;
15. follow procedures with regard to the release of personal records;
16. respect the human dignity and worth of all individuals and respect their personal property;
17. exercise courtesy and reason at all times, accept just punishment, avoid unreasonable appeals, and refrain from making false accusations;.
18. earn grades fairly without cheating or plagiarism; and,
19. follow the Acceptable Use Policy regarding all electronic communications networks and equipment.

**PARENT/GUARDIANS HAVE THE RIGHT TO:**

1. a free appropriate public education for their child;
2. send their child to a safe and orderly school learning environment where education is valued and high academic standards are maintained;
3. participate in school activities without discrimination and be respected as a worthy individual regardless of race, creed, national origin, religion, economic status, political affiliation, gender, disability or age;
4. be treated with courtesy and respect by school staff;
5. expect that behavioral and other issues concerning their child will be dealt with fairly, firmly and quickly;
6. be provided timely information, regulations, policies and penalties which pertain to their child;
7. academic progress of their child on an ongoing timely basis;
8. participate in meaningful parent/teacher conferences;
9. access their student's academic progress and other pertinent information which may be contained in the student's personal records; and,
10. address questions or grievances to the proper school authority and to receive a reply in a reasonable time period.

**PARENT/GUARDIANS HAVE THE RESPONSIBILITY TO:**

1. instill respect for the value of education and promote high academic expectations for their child;
2. support the efforts of school personnel and be an active partner in their child's education;
3. ensure that their child attends school regularly and on time;
4. notify the school when their child is absent and follow the attendance policy in presenting written documentation to the school for each absence or tardy;
5. familiarize themselves and their child(ren) with school programs and policies;
6. stay informed of their child's progress, review, discuss, sign and return academic reports;
7. promote their child's responsibility and respect for self, peers, school staff, and the property of the school and others;
8. keep student's data current (address, phone numbers, emergency contacts, pickup list, and medical info);
9. inform school staff at enrollment of any charges against your child of expulsion or pending allegations involving alcohol, drugs, weapons and/or sexual abuse;
10. notify the school if their child has a contagious medical condition or other conditions or circumstances that affects their normal school participation;
11. support good sportsmanship in co-curricular and extra-curricular school activities;
12. understand that unnecessary school interruptions are detrimental to the education of their child and other students;
13. check with the proper school officials regarding the facts of any situation that they have questions;

14. demonstrate respect for teachers, administrators and school personnel;
15. inform the school counselor/principal of any illness that will require their child to miss five or more consecutive school days so that homebound instruction and/or other special provisions can be provided;
16. attend scheduled parent-teacher conferences and request a conference when needed;
17. make sure your child has time, space, materials and help with homework;
18. be prompt in picking up your child from school or other school related activities or promptly notify the school or personnel in charge, if an emergency prohibits you from doing so; and,
19. be present when the school bus delivers your child home.

**TEACHERS HAVE THE RIGHT TO:**

1. be treated with courtesy and respect by students, parents, school staff, administrators and the community;
2. be valued as a team member and have the support of their fellow teachers, parents, school staff, administrators and the Board;
3. work in a positive climate with high educational standards and expectations for students, parents, teachers, staff, administrators and the Board;
4. have adequate facilities, equipment, supplies and resources to perform their job;
5. expect all student assignments to be completed as requested;
6. have all students listen and make a substantial effort to learn, including the completion of homework assignments;
7. safety from physical harm, harassment, bullying and verbal or written abuse;
8. provide input to committees responsible for drafting school policies;
9. have evaluation of job performance on a regular basis;
10. opportunities for job relevant training and resources to stay abreast and improve performance;
11. take action necessary in emergencies to protect persons and personal and school property; and,
12. have grievances heard and addressed with a timely response and procedural due process when any charge or accusation has been made against them.

**TEACHERS HAVE THE RESPONSIBILITY TO:**

1. maintain a positive, professional attitude of courtesy and respect toward all students, parents, administrators, teachers, staff, visitors, the Board of Education and the community;
2. promote a safe, orderly environment conducive to learning, work, good behavior, mutual respect and consideration of the rights of all students, staff, visitors and the community;
3. meet duties and responsibilities of their job description and uphold professional and ethical standards;
4. be familiar, adhere, administer and enforce school/district policies and state and federal laws;
5. report to work, class and other assignments prepared and timely;
6. maintain accurate records and complete reports and assignments timely;
7. take and record student attendance each class period and report any missing students immediately;
8. properly supervise and respond promptly, fairly and consistently in applying student discipline, school rules, board policy and the Code of Conduct, when necessary ask for support of administrators;
9. guard against making remarks to other pupils concerning a student's shortcoming;
10. administer student disciplinary measures in a manner that is not humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his/her peer group;
11. plan and present educational content, experiences, activities and use evaluation practices that meet state and local curriculum standards;
12. participate in ongoing staff development opportunities and seek resources and trainings to grow professionally, improve job performance and student academic achievement;
13. plan and provide instructional activities and strategies that meet Board and state curriculum standards;
14. perform assigned school related and extra-curricular activities;
15. provide students at the beginning of a course or at enrollment with an overview of subject content, course expectations and grading guidelines;
16. at the beginning of the school year and at enrollment provide orientation of class, school and district rules, regulations, policies, handbooks and programs pertaining to students;
17. grade and return student assignments in a reasonable time and maintain accurate academic and attendance records.
18. make timely academic progress reports to students and parents;
19. accept each child as a worthy human being capable of meeting their highest academic and personal potential and becoming a productive and contributing citizen;
20. follow protocol to protect self, students and personal and school property;
21. recommend for retention students who fail to meet the basic standards for such class;
22. inform parents of students' successes or problems in learning and behavior; reply promptly and courteously to questions and suggestions from parents and administrators;
23. communicate with parents often and when needed schedule conferences with students, parents and others to discuss instruction, discipline and other matters;
24. properly care for the equipment and physical facilities of the school;

25. provide fair, consistent and prompt resolution of grievances;
26. be professional in actions, speech, hygiene and dress;
27. support parent group activities such as P.T.O. and other school-community activities that enhance the welfare of students and the teaching profession;
28. attend meetings mandated by the principal or other District administrators and seek participation in meetings/programs to improve job and student performance;
29. Adhere to the *Professional Code of Ethics for Kentucky School Certified Personnel*;
30. have grievances heard and addressed with a timely response and procedural due process when any charge or accusation has been made against them;
31. afford students Constitutional rights and due process; and,
32. adhere to the *Professional Code of Ethics for Kentucky School Certified Personnel*.

**PRINCIPAL/DESIGNATED ADMINISTRATORS HAVE THE RIGHT TO:**

1. be treated with courtesy and respect by students, parents, school staff, administrators and the community;
2. be valued as a team member and have the support of their fellow teachers, parents, school staff, administrators and the Board in carrying out the educational programs and policies established by the Adair County School System and each school's SBDM Council;
3. work in a positive climate with high educational standards and expectations for students, parents, teachers, staff, administrators and the Board;
4. have adequate staffing, facilities, work space, equipment, supplies and resources to perform their job and to meet program needs;
5. provide input for the establishment of procedures and regulations at the school and District level;
6. safety from physical harm, harassment, bullying and verbal or written abuse;
7. have evaluation of job performance on a regular basis;
8. opportunities for job relevant training and resources to stay abreast and improve performance;
9. take action necessary in emergencies, to protect persons and personal and school property;
10. have grievances heard and addressed with a timely response and procedural due process when any charge or accusation has been made against them; and,
11. apply discipline, suspend and/or recommend the expulsion of any student whose conduct disrupts the educational process.

**PRINCIPAL/DESIGNATED ADMINISTRATORS HAVE THE RESPONSIBILITY TO:**

1. maintain a positive, professional attitude of courtesy and respect toward all students, parents, administrators, teachers, staff, visitors, the Board of Education and community;
2. promote a safe, orderly environment conducive to learning, work, good behavior, mutual respect and consideration of the rights of all students, staff, visitors and the community;
3. meet duties and responsibilities of their job description and uphold professional and ethical standards;
4. be familiar, adhere, administer and enforce school/district policies and state and federal laws;
5. report to work, class and other assignments prepared and timely;
6. maintain accurate records and complete reports and assignments in a timely manner;
7. properly supervise and respond promptly, fairly and consistently in applying student discipline, employee oversight, school rules, board policy, state/federal laws and the Code of Student Conduct;
8. guard against making remarks to other pupils concerning a student's shortcoming;
9. administer student disciplinary measures in a manner that is not humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his/her peer group;
10. perform assigned school related and extra-curricular activities;
11. accept each child as a worthy human being capable of meeting their highest academic and personal potential and becoming a productive and contributing citizen;
12. follow protocol to protect self, students and personal and school property;
13. attend mandated meetings and seek voluntary participation in meetings/programs to improve job and student performance;
14. be professional in actions, speech, hygiene and dress;
15. support parent group activities such as P.T.O. and other school-community activities that enhance the welfare of students and the teaching profession;
16. properly care for the equipment and physical facilities of the school;
17. provide help and monitor teachers in planning instructional activities that meet Board and state curriculum standards;
18. implement, monitor and evaluate all aspects of the educational programs and assigned personnel to improve learning and comply with local policies, regulations, and procedures and state and national laws;
19. direct school staff in developing, implementing, monitoring, evaluating and maintaining timely communication of the Student Code of Acceptable Behavior and Discipline handbook, employee manual and other school rules to students, parents, staff and community;

20. at the beginning of the school year and at enrollment, provide or direct the orientation of school and district rules, regulations, policies, handbooks and programs pertaining to students;
21. communicate with students, parents, staff and the community the overall school objectives and programs;
22. supervise and evaluate assigned personnel ongoing, impartially, fairly, timely, consistently and provide constructive counseling and help to improve job performance;
23. manage the maintenance of safe, clean and neat school buildings, equipment and grounds;
24. communicate with parents and students often, and discuss with individual parents their child's achievements, concerns or problems;
25. suspend and/or recommend the expulsion of any student whose behavior necessitate such action;
28. provide help to teachers and staff in addressing serious student disciplinary violations;
30. address and provide fair, consistent and prompt resolution of grievances;
31. afford students, parents and staff Constitutional rights and due process; and,
32. adhere to the *Professional Code of Ethics for Kentucky School Certified Personnel*.

### **STUDENT GRIEVANCES POLICY (09.4281)**

#### **GENERAL**

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

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

#### **PROCEDURES**

Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

#### **EXCEPTIONS**

Harassment/Discrimination allegations shall be governed by Policy 09.42811.

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

### **STUDENT GRIEVANCE PROCEDURES (09.428)**

Students wishing to initiate a harassment/discrimination, bullying, hazing and/or retaliation complaint should use procedure 09.422/09.42811.

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

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

#### **CONDITIONS**

1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two (2) representatives.

4. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

#### **TIME LIMITS**

1. Students or their parents must file their grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the grievance initiation form shall be school days.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

#### **PRINCIPAL'S/SCHOOL COUNCIL'S INVOLVEMENT**

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

#### **SUPERINTENDENT'S/DESIGNEE'S INVOLVEMENT**

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

#### **BOARD OF EDUCATION'S INVOLVEMENT**

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

#### **USE OF PHYSICAL RESTRAINT (09.2212)**

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

If the ARC (Admissions and Release Committee) or Section 504 Team anticipates that a student may need to be restrained on a frequent basis, the District shall consider whether special restraint training is needed for one (1) or more of the employees who regularly work with the student.

#### **POLICE OFFICERS IN THE SCHOOL (09.4361)**

School officials shall cooperate with law enforcement agencies in cases involving student (i.e., serving of subpoenas, juvenile petitions or warrants, or taking students into custody.) As soon as possible, school officials shall endeavor to notify parents of students who are arrested.

When students are arrested at school, the principal/designee shall make a written record of the identity of the officer making arrest, the nature of the offense charged, the name of the issuing authority of any arrest warrant, and the place of custody.

### **CRIMES OFF SCHOOL PROPERTY**

In the interest of the student's welfare, the following requirements shall be followed when police officers ask to question or remove a student from the school whom they suspect of committing a crime off school property:

1. Parent/guardians shall be notified by school officials as soon as possible.
2. If the parent/guardians come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order or juvenile petition or arrange to interview the student off the school grounds.
3. The student shall be informed by the police of his/her rights.
4. Parental notification/permission shall not be required if the student is alleged victim of abuse by the parents.

### **CRIMES ON SCHOOL PROPERTY**

Except in cases of emergencies involving threats to health and safety as determined by the superintendent, when the district calls law enforcement officials to question students concerning crimes committed on school property, the principal shall make an effort to notify their parent(s).

### **DRUG DOGS**

The superintendent may authorize members of federal, state or local law enforcement to conduct random drug dog searches on Board property.

### **SEARCH AND SEIZURE (09.436)**

#### **REASONABLE SUSPICION**

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person shall be conducted only with the express authority of the Principal/designee.

#### **AUTHORIZED PERSONNEL**

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

#### **WITNESS/PERSONAL SEARCHES**

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. In addition, no search of a pupil shall be conducted in the presence of other students. These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

#### **STRIP SEARCHES**

No strip searches of students shall be permitted.

#### **FAILURE TO COOPERATE**

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

#### **REGULAR INSPECTION**

School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the District are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

#### **ILLEGAL ITEMS**

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

## **OTHER DISRUPTIVE ITEMS**

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

## **DISPOSITION OF ITEMS**

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

### **BEHAVIOR MODIFICATION In-School Suspension (ISS)**

The In-School Suspension Programs (ISS) provide a motivational, yet structured environment that will facilitate both academic and behavioral development. The programs attempt to provide a setting for students who, for one reason or another, are not functioning within the regular classroom academically and/or behaviorally at an acceptable level. The emphasis will be on continued learning while under the supervision of the In-School Suspension teacher.

The In-School Suspension settings strive to work with students who are experiencing difficulty following rules and guidelines. The programs provide an opportunity to address behavioral issues without removing the student from the school setting.

## **GUIDELINES FOR IN-SCHOOL SUSPENSION PROGRAMS**

1. Students may be placed in the In-School Suspension Program by the principal or assistant principal. Referrals for ISS are to be given to the principal or assistant principal who will determine the initial minimum number of days to be spent in ISS.
2. Students will be dismissed from ISS by the principal/assistant principal in collaboration with the ISS teacher.
3. For any one offense a student will be assigned one (1) to five (5) days. Students cannot choose to be suspended in lieu of ISS.
4. Students assigned to ISS are expected to report directly to the ISS classroom at the beginning of the school day, unless directed otherwise by the principal/assistant principal. Tardies may result in additional day(s) in ISS or out-of-school suspension.
5. All materials (books, paper, pencils, pens, protractors, compasses, calculators, etc.) must be brought to ISS. No student will be permitted to return to their locker for the gathering of necessities. Failure to comply may result in an additional day in ISS.
6. Any form of misbehavior or misconduct will not be tolerated. Such action will result in an additional day(s) in ISS or other disciplinary measures.
7. Conversation without the approval of the ISS teacher is absolutely forbidden, failure to abide may result in additional ISS days or other disciplinary actions.
8. Sleeping or lying over the desk is not allowed. This behavior will automatically result in an additional day in ISS or other discipline measures.
9. No letter writing is allowed unless it is a classroom assignment.
10. No early dismissal will be granted to a student in ISS except in an emergency situation.
11. The use of any kind of electronic device (CD/mp3 players, iPods, radios, cell phones, etc) is not allowed in the ISS room.
12. Restroom breaks are scheduled throughout the day and water fountains are available for use with permission of the ISS teacher.
13. An absence for any reason will not excuse assigned time in ISS.
14. Failure to comply with any of the ISS guidelines could result in the student being sent home. If a student is sent home, or leaves the ISS room without permission, that day will not count toward fulfilling the assigned suspension and the student will be re-assigned another day.
15. Dress codes and all other student handbook rules apply.
16. Students placed in ISS for disciplinary reasons are not to be on school grounds before the arrival time of their busses and must leave the school grounds immediately at the end of the school day.
17. Students must work toward completion of courses of study that have been provided by the ISS teacher and their regular classroom teachers before they may return to their classes.
18. A student who doesn't show good faith in trying to correct his/her behavior or academic problems, or violates rules, regulations, and the intent of the ISS Program may be recommended for further disciplinary action.

## **ASSIGNMENT PROCEDURES**

1. The assignments will reflect the materials being presented and activities being conducted in the regular classrooms, so that the student will not fall behind.
2. The principal/assistant principal or designee is responsible for seeing that each teacher is notified, as well as the student's parent(s)/guardian. Notification to the parent(s)/guardian must be made verbally or in writing.
3. Each student's completed assignments will be returned to the regular classroom teacher.
4. One possible assignment may be to write a composition on the reason for being assigned to ISS.
5. Other ISS guidelines are set by each individual school offering an In-School Suspension Program.

## **SATURDAY AND AFTER-SCHOOL DETENTION**

Saturday and After-School Detention Programs supervised by certified staff will be offered as a disciplinary measure at the discretion of each school. When offered, student(s) will be scheduled for After-School and/or Saturday Detention by the principal/assistant principal. Excusable absences from detention will be as follows: death of immediate family (wife, husband, mother, father, brother, sister, grandparents, grandparent-in-law, sister-in-law, brother-in-law, aunt, uncle, niece and nephew), or student illness requiring a doctor's statement listing illness.

If a student is absent for one of the above reasons, the student will be reassigned another day in After-School or Saturday Detention. If a student is absent for the second assigned After-School or Saturday Detention without an excusable absence, suspension days or other disciplinary measures will be taken.

## **ALTERNATIVE EDUCATION (09.4341)**

### **DEFINITION**

Alternative Education Program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.<sup>1</sup>

### **Purpose**

- The purpose of the Board's Alternative Education Program is to provide:
- Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
- A curriculum that is aligned with the Kentucky Core Academic Standards and the learning goals in each student's Individual Learning Plan (ILP).
- Successful student transition to the regular school assignment, when possible, or to post-secondary status.
- A meaningful alternative to suspension and/or expulsion of a student.
- As required by Kentucky Administrative Regulation:
- The District's Alternative Education Program shall include training to build capacity of staff and administrators to deliver high-quality services and programming.
- The Board shall review this policy and accompanying procedure(s) annually.<sup>2</sup>

### **ELIGIBILITY CRITERIA**

Alternative education placements may be utilized for students at:

- All grade levels

Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site.

An ILP shall exist for a student in grade six (6) and above as required by regulation prior to placement in a District Alternative Education Program. Criteria for involuntary assignment by District personnel in the Alternative Education Program may include one (1) or more of the following:

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.
- Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
- Documentation that that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
- The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
- The student has been identified as being at risk of academic failure and/or dropping out of school.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
- The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student referenced in 702 KAR 19:002.

A student's parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.



## **NOTIFICATION**

The Principal or other designated administrator shall notify the parent of their child's assignment to the Alternative Education Program. The information shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

The duration of the alternative assignment shall be as provided in applicable Board policy, code of conduct, or other alternative program standards adopted by the District or as decided by the team and approved by the Superintendent/designee.

## **ILPA TEAM**

The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students in grades six through twelve (6-12) assigned to an alternative school or program. The team may consist of the lead administrator/designee of the student's current school/program, the lead administrator/designee of the alternative school/program, counselors, teachers and other staff as appropriate.

The Superintendent/designee shall chair the team and invite the parents, and as appropriate, the student to participate.

After consideration of input of the team, the counselor or the designated administrator shall prepare or revise the ILPA to address, as appropriate, academic and behavioral needs, criteria for re-entry into the traditional program and review of student progress.

Exceptions: Such decisions for individual students with disabilities under the IDEA shall be made when required through the Admissions and Release Committee process and changes in service delivery required under the IDEA shall be made to the student's IEP.

- Such decisions for students identified under Section 504 shall be made through the team process as required under federal law and corresponding District policies and procedures.

## **EXTRACURRICULAR PARTICIPATION**

Students assigned to alternative schools or programs shall be eligible to access extracurricular activities including, but not limited to sports activities, as allowed under applicable Board policy, code of conduct, SBDM policy, KHSAA rules or other alternative program standards adopted by the District.

## **CONTINUING SUPPORT**

Opportunities shall be provided for students to continue regular school work as appropriate under the supervision of alternate education program staff. Students participating in an alternative program shall continue to be able to access tutoring, intervention, counseling, and other resources and services already available in the District as determined through the development of the ILPA.

## **TRANSITION**

Students may transition to a regular classroom setting in accordance with any criteria for re-entry established by the ILPA Team and in accordance with the following process:

- The lead Alternative Education Program administrator/designee shall invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition. If the parent/legal guardian or adult student do not attend, written notification shall be provided to explain the proposed re-entry.
  - For IDEA or Section 504 students, the IEP or Section 504 team shall determine placement of students as required by law.
- Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.
- Should the transition not be successful for the student, reassignment to the **Alternative Education Program** may be considered, and the ILPA Team may be reconvened accordingly.

## **COLLABORATION WITH OUTSIDE AGENCIES**

The coordinator or lead administrator of the Alternative Education Program shall establish a process to collaborate with outside agencies involved with involuntary placements, including courts or other social service agencies to address student transitions between programs. Release of protected information about students involved in the program shall be in compliance with the Family Educational Rights and Privacy Act (FERPA). **NOTE: THIS POLICY DOES NOT APPLY TO A TEMPORARY/SHORT-TERM INTERVENTION.**

## **INDIAN ACADEMY**

The Indian Academy located in the Adair County High School provides an alternative educational setting established to meet the needs of diverse learners, including at-risk students with academic, behavioral and/or attendance problems. Student referrals will follow procedures set forth in the Adair County High and Indian Academy Handbook. The Indian Academy serves 7-12 grade students (special exceptions are made for younger students).

The Indian Academy's goals are to assist all students in developing skills necessary to succeed in academics, social skills, verbalizing feelings appropriately, dealing with conflicts in a positive way, and to promote a successful transition from school to higher education or work.

Reasons for student referral includes:

- Credit recovery
- Problems functioning in a large educational environment
- Poor attendance
- Academic problems
- Discipline problems
- Drug abuse
- Court order

## **NOTIFICATION**

The principal or his/her designee shall notify the parent by letter or phone of his/her child's assignment in the Indian Academy alternative education program. An initial meeting with the principal or his/her designee, parent and student will be attempted before placement into the Indian Academy alternative education program.

At the placement meeting parents/students will be told the reason for the assignment, expected behavior of the student, length of assignment and notification that the assignment may be extended or shortened depending upon the attitude and cooperation of the student. At the beginning of the school year or at the time of enrollment, enrolling students and their parent/guardian will be provided a copy of the Indian Academy guidelines and will sign acknowledging receipt and agreement to comply with the guidelines.

## **DISRUPTING THE EDUCATIONAL PROCESS (09.426)**

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

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

## **OTHER CLAIMS**

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

## **SAFE AND ORDERLY LEARNING ENVIRONMENT**

### **(Reports of Intimidation, Harassment, Discrimination, Bullying and Hazing HB91)**

The Adair County School District and its staff promote a safe orderly learning environment free of intimidation, harassment, discrimination, bullying, hazing, threat of verbal or physical violence and other unacceptable behavior.

Any student that believes that he/she has been the victim of these or any other unacceptable behavior is to report the incident(s) immediately to school staff. Reporting can be made verbally or by filling out a **Harassment, Discrimination, Intimidation, Bullying or Hazing Reporting Form** available in each school office or on the district web site (please review Policy 09.422 and 09.42811 in this handbook). Employees who have knowledge of alleged or observed student harassment, discrimination, bullying, hazing, **or other unacceptable behavior including felony offenses** shall immediately notify their Principal, immediate supervisor, or the Superintendent, who will begin an investigation. Inappropriate behavior is addressed through guidelines in the Code, school discipline guidelines and the Adair County District Guidelines for Implementation of HB 91 (KRS 158.156) procedures available on the Adair County District Website.

### **KRS 525.080 (under HB 91) Harassing Communications.**

(1) A person is guilty of harassing communications when, with intent to intimidate, harass, annoy, or alarm another person, he or she:

(a) Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;

(b) Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or

(c) Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

(2) Harassing communications is a Class B misdemeanor.

**This offense may be applicable when a student (in a school setting, at a school-sponsored event, or using an electronic account provided by the school) communicates with or about another student or school employee, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a way that a reasonable person would agree causes the recipient to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.**

### **STUDENT DISCIPLINARY PROCESSES 09.43**

#### **SCHOOL-RELATED ACTIVITIES**

The authority of the District in matters of student behavior is not limited to school buildings and grounds or to times when the pupil is on his/her way to or from school, but extends to any activity which is school-related or school-sponsored.

#### **TREATMENT OF PUPILS**

Student disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his/her peer group. Teachers should guard against making remarks to other pupils concerning a student's shortcomings.

Unless an administrator or the Board acts under authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to students or staff. In cases where such actions are necessary, the following provisions shall apply:

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.
3. The student and/or parent/guardian may appeal actions taken to the Superintendent or to the Circuit Court with appropriate jurisdiction.

#### **SERIOUS PROBLEMS**

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student.

#### **COUNCIL RESPONSIBILITY**

Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children. In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

#### **CHILDREN AND YOUTH WITH DISABILITIES**

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

### **EMPLOYEE REPORTS OF CRIMINAL ACTIVITY (09.2211)**

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

**KRS 158.154** - When **the principal** has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the

use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the **Principal** shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the **Principal**.

**KRS 158.155** - An **administrator, teacher, or other employee** shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State police, by telephone or otherwise, if:

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

**KRS 158** - Any **employee** of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

**KRS 620.030** - Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

#### **CRIMINAL VIOLATION REPORTS TO LAW ENFORCEMENT**

School officials are required to report incidents of law violations to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

- assault resulting in serious physical injury,
- a sexual offense,
- kidnapping,
- assault involving the use of a weapon,
- possession of a firearm,
- possession of a controlled substance,
- damage to school property.

In addition to violations of this code, students may also be charged with criminal violations.

#### **HARASSMENT/DISCRIMINATION (09.42811)**

##### **DEFINITION**

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

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

##### **PROHIBITION**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.) District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

##### **DISCIPLINARY ACTION**

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

## **GUIDELINES**

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.

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

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than five (5) school days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
2. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
  - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
  - such other measures as determined by the Superintendent/designee.Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.
4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

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

## **NOTIFICATIONS**

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

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

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

## **Prohibited Conduct**

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

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

## **CONFIDENTIALITY**

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

## **APPEAL**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

## **RETALIATION PROHIBITED**

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

## **FALSE COMPLAINTS**

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

## **OTHER CLAIMS**

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

## **BULLYING/HAZING (09.422)**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

## **ACTIONS NOT TOLERATED**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> 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**

KRS158.148 Definition of "bullying" -- discipline guidelines and model policy -- Local code of acceptable behavior and discipline -- Required contents of code. (Effective July 15, 2016)

(1) (a) As used in this section, "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: 1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or 2. That disrupts the education process.

(b) This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

## **REPORTS**

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

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District.

Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

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

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

In certain cases, employees must do the following:

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

#### **OTHER CLAIMS**

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

#### **NOTICE TO INDIVIDUALS COMPLAINING OF HARASSMENT, DISCRIMINATION, BULLYING, HAZING AND/OR RETALIATION (PROCEDURE 09.422/09.42811)**

The District prohibits all forms of improper conduct including sexual harassment, discrimination, bullying, hazing and retaliation. Along with this notice, review the applicable District Harassment/Discrimination, and Bullying/Hazing Policies (03.162, 03.262, 09.422 and 09.42811). Please be aware of the following provisions:

The District's Title IX/Equity Coordinator is **David Jones**. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact this person as follows:

<b>Address:</b>	Adair County Board of Education 1204 Greensburg Street Columbia, KY 42728
<b>Phone:</b>	270) 384-2476

The District will investigate the allegations of harassment, discrimination, bullying, hazing or retaliation that you bring to its attention. The investigation will be conducted by a District administrator or other individual with specific training and/or experience in this area. If you have any questions for the District's investigator, you may contact him/her at the address listed above.

During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness(es); and (c) exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment, discrimination, bullying, hazing and retaliation a collaborative dialogue may be a useful tool in insuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment, discrimination, bullying, hazing and retaliation.

District employees and students who are alleged perpetrators of harassment, discrimination, bullying, hazing or retaliation misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remediate any harassment, discrimination, bullying, hazing or retaliation that may have occurred, please feel free to contact the Title IX/Equity Coordinator or the individual assigned to investigate a complaint.

If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board of Education.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX/Equity Coordinator and/or a District administrator.

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation against an individual who has reported improper conduct by faculty, staff or students, including sexual harassment, discrimination, bullying or hazing is strictly forbidden. If you believe that any of those parties is retaliating against

you in any way, please notify the Title IX/Equity Coordinator and/or a District administrator immediately. If you are not satisfied with the District's response, you have the right to file a complaint with the Office of Civil Rights at the following address: Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107

### **BUS CONDUCT (06.34)**

#### **PRINCIPAL RESPONSIBLE**

The Principal shall oversee the department of students who ride on the school bus and who walk to and from the school.

#### **REPORTING OF VIOLATIONS**

Bus drivers shall promptly report any violation of District policy or school rules to the Principal.

#### **DISCHARGE OF PUPILS FROM BUS**

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.<sup>1</sup>

#### **WITHHOLDING OF RIDING PRIVILEGES**

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.

#### **RESTITUTION OF DAMAGES**

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

#### **STUDENTS WITH SPECIAL NEEDS**

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

### **BUS SAFETY RULES/REGULATIONS FOR PUPILS**

The right of a pupil to ride a school bus is conditioned on his/her good behavior and observance of the following rules and regulations. Any pupil who violates any of these regulations shall be reported to the school principal.

1. Good pupil conduct on the school bus is required in order that the driver may devote the major part of his/her time and attention to maneuvering the school bus through traffic.
2. Pupils riding the school bus are under the direct supervision of the bus driver, and the driver shall direct the pupil in matters of conduct and safety.
3. Pupils shall obey the driver cheerfully and promptly.
4. Pupils shall be on time; the bus cannot wait for those who are not on time.
5. Pupils shall occupy the space designated for them by the driver.
6. Pupil shall observe the following:
  - a. Never stand in the road while waiting for the bus.
  - b. Clean their feet before entering the bus.
  - c. Avoid spitting on the floor of the bus.
  - d. Not throw waste paper or other rubbish on the floor of the bus
  - e. Not start for school when sick or when any member of their family has a contagious disease.
  - f. Avoid unnecessary conversation with the driver.
  - g. Abstain from the use of tobacco, drugs, alcohol and other illegal substances.
  - h. Abstain from use of profane or indecent language.
  - i. At all times keep arms and head inside the bus windows.
  - j. Get on or off the bus or change seats in the bus only when it is not in motion.
  - k. Not leave the bus without the driver's consent, except at home or school.
  - l. Respect any person whom they pass on the routes. Do not yell or make remarks to persons along the streets or roads.
  - m. Report to the driver at once any damage to the bus.
  - n. Walk on the left side of the road facing the traffic.



7. Pupils who must cross the road before entering or after leaving the bus should pass in front of the bus and not behind it.
8. Pupils should not be permitted under any circumstance to bring anything on the bus that might frighten someone or distract the driver's attention. These would include the following: live, dead, stuffed or preserved animals, fowls, fish, snakes, insects, or similar things. Any such items required for a class must be in a covered container.
9. Pupils shall not bring knives, firearms or explosives on the school bus at any time.
10. Pupils shall not eat or drink on the bus at any time.
11. Pupils shall not be permitted to bring any items on the bus that might block the center aisle, entrance door, emergency window, step well, or any of the windows, or that would be dangerous in case of collision, or would present a fire hazard, or that would take up pupil seating space. This should include such items as Christmas trees, boxes, furniture, soft drink cases, traveling bags and similar items.
11. Footballs, basketballs, volleyballs, baseballs, and softballs or other such items must be kept in the possession of the owner at all times and not be tossed about inside the bus. Owners will be held responsible for items brought on the bus.
12. A pupil shall ride the school bus to which he/she is assigned to and from school each day, and shall get on and off the bus at the same stop each day unless written permission to the contrary is granted by the principal of the school which the pupil attends. Permission notes from parents, teachers, and others are not to be accepted by the drivers.
14. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the principal and after due warning has been given the pupil, the principal shall then forbid such disobedient pupils the privilege of riding any school bus until permission to ride again has been given by the Board of Education. Written notice of the principal's action shall be sent to the parents and a copy sent to the Board of Education, but such notices need not precede action by the principal.
15. Any complaints of drivers, pupils, or parents not specified in the above regulations shall be reported promptly to the principal, director of transportation or superintendent.
16. If a pupil's conduct on the bus is such that it endangers the lives and morals of the other people on the bus and makes it unsafe for the bus to continue on its route, and when requested by the driver to desist from such conduct and the pupil does not comply, it shall be the duty of the driver to order the pupil to leave the bus, and if this order is refused, to eject the pupil from the bus or send for assistance, whichever the circumstances dictate. Ejecting the pupil from the bus shall be done only in the most extreme circumstances. When ejection from the bus is required, the driver shall notify the principal of the school where the child attends, the district superintendent or some other authority of the action taken as soon as possible to do so.
17. Bus drivers have the authority to suspend student bus riding privileges for one day, more days may be added after the bus driver consults with the school principal.

#### **HAZARDS IN AND ON BUS (06.342)**

##### **PROHIBITED ITEMS**

Passengers shall not bring an object on the school bus that may block the bus aisles or exits.

A driver shall not knowingly permit any of the following to be transported on the bus:

1. Firearms or weapons, either operative or ceremonial;
2. Fireworks or other explosive materials of any type;
3. Live animals, except for an animal that is to enable a person to safely utilize the bus transportation as documented by adequate medical evidence or a student's Individual Education or 504 Plan, and that is not a risk to other bus riders;
4. Preserved specimens that would likely frighten a pupil or cause a commotion on the bus; or
5. Glass objects or helium balloon

#### **TELECOMMUNICATION DEVICES (09.4261)**

##### **POSSESSION AND USE**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law, and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
  - a. Poses a threat to academic integrity, such as cheating,
  - b. 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.

Devices are not to be activated unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise.

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

2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Student shall comply with any additional rules developed by the school as published in the student handbook concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

#### **NOTICE OF POLICY**

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

#### **TOBACCO (09.4232)**

The use or possession of any tobacco product is prohibited twenty-four (24) hours a day, seven (7) days a week in any building and on any property owned or operated by the Board. Students shall not be permitted to use or possess any tobacco product on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, stadiums/athletic fields, and during school-sponsored trips and activities. Activities occurring before, during and after school hours, on weekends and during vacation periods are included in this prohibition. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

#### **USE OF ALCOHOL, DRUGS AND OTHER PROHIBITED SUBSTANCES (09.423)**

All violations of school rules and regulations or state and federal laws will be vigorously enforced by school officials. 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.

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free awareness prevention program for all students which shall include notice to students and parents of pertinent Board-provided information, education, assistance, and support for students affected by chemical dependency or other alcohol and drug abuse related problems, along with the following guidelines:

#### **DEFINITION I**

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

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

Prohibited substances include:

All prescription drugs obtained without authorization, and

1. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

#### **PROCEDURES FOR HANDLING VIOLATIONS OF DEFINITION I**

**FIRST OFFENSE** - The student may be suspended from school and may be referred to counseling. A conference will be held with the student, parents, guardian, Principal and/or Superintendent before the student may return to school. The SRO will be involved in investigation and possible charges may follow.

**SECOND OFFENSE** – The student will be reassigned to alternative school for remainder of school year or other disciplinary action approved by the Board. The SRO will be involved in investigation and possible charges may follow.

#### **Definition II**

The definition of substance abuse in the District includes:

- Purchase, use, possession, attempts to possess, or being under the influence of illegal drugs, prohibited substances, intoxicant or alcohol, on school property or while engaged in or attending a school activity.
- Being present upon school grounds within a reasonable time after having consumed or used a controlled or prohibited substance, marijuana, illegal drugs, or intoxicants, including alcohol.

- The use or possession of drug paraphernalia on school property while engaged in or attending a school activity. Drug paraphernalia means all equipment, products, and materials of any kind including the constituent parts thereof that are either designed for use or which are intended by the student for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body marijuana or a controlled substance.

**PROCEDURES FOR HANDLING VIOLATION OF DEFINITION II**

**FIRST OFFENSE** – Reassignment to alternative school for remainder of the school year or other disciplinary action approved by the Board.

**DEFINITION III**

The definition for involvement with the distribution of controlled or illegal substances in the District includes:

Distributing, selling, or attempting to sell marijuana, any controlled substance, illegal drugs, intoxicants, including alcohol, limitation controlled substances, prescription drugs, or drug paraphernalia on school property while engaged in or attending any school activity.

**PROCEDURES FOR HANDLING VIOLATION OF DEFINITION III**

The student may be suspended from school or face other disciplinary action.

**DEFINITION IV**

The definition for involvement with the distribution of simulated (look-alike) drugs in the District includes:

The possession, selling or transfer of any substance other than a controlled substance with the representation or creation of an impression that the substances which is possessed, sold or transferred is a controlled substance.

**OPERATION OF PROGRAM**

The program shall be implemented by the Principal (or his/her designee) who will interpret the district’s policy to students, and make recommendations for the appropriate form of assistance.

Students, along with their families, shall be encouraged to contact staff persons, the Principal and counselor/Coordinator, regarding problems with alcohol and other drugs, with the assurance that such contacts will be handled confidentially.

Students who refer themselves to the a Counselor/Coordinator and who are making satisfactory progress in following his/her recommendations are not liable to formal suspension from school, athletics, or extracurricular activities for violations under Definition I prior to self-referral.

**REFERRAL**

Students may be referred to a Counselor/Coordinator by school staff, other student, parents, or community agencies (i.e., clergy, law enforcement, etc.). Staff members shall refer any student who (a) exhibits a definite and repeated pattern of decline in their school performance, which may be alcohol or drug-related, and/or (b) manifests any signs, symptoms, or indications of a chemical problem.

Any student judged by the Principal to be a possible danger to himself/herself or others may be excluded from school until professional evaluation is obtained. In cases of extended absence, assignments will be provided, homebound instruction initiated or the student shall be given a referral to Intensive Outpatient treatment.

**OPTIONS**

At all times it shall be the prerogative of the student and families to accept referral to the Counselor/Coordinator or to outside assistance, or to reject it. Regardless of whether a student accepts or rejects assistance, it shall be his/her responsibility to maintain satisfactory or acceptable levels of performance and conduct, or face such legitimate disciplinary action as may be corrective and warranted.

If a student accepts referral and/or treatment, that fact will be regarded as it would for any illness, with respect to benefits and privileges.

No records of a student’s participation in the program will become part of his/her permanent record. The fact of a student’s participation in the program including conversations he/she may have with staff members will be held strictly confidential, as required by federal confidentiality regulation.

Where either students or parents do not wish to cooperate in making needed assistance available, the student’s status in school may have to be re-evaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.

It shall be the responsibility of each Principal and/or his/her designee to develop procedures consistent with this policy, and to provide the necessary orientation and training of staff persons. The Principal and the Counselor/Coordinator will periodically evaluate the progress of the program and its effectiveness.

## **ASSAULT AND THREATS OF VIOLENCE (09.425)**

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

### **PUPILS**

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

### **SCHOOL PERSONNEL**

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

### **REMOVAL OF STUDENTS**

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

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

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

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

The principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

### **REPORT TO LAW ENFORCEMENT AGENCY**

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

### **NOTIFICATION**

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

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

## **WEAPONS (05.48)**

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

### **WEAPONS PROHIBITED**

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. 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 firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

### **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.
- Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

## **FEDERAL REQUIREMENTS REGARDING STUDENTS**

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device<sup>1</sup> to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.<sup>2</sup>

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.

## **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 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 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. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife other than an ordinary pocket knife or hunting knife;
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

## **ENFORCEMENT**

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

### **CORPORAL PUNISHMENT (09.433)**

The Board authorizes the use of corporal punishment as a disciplinary measure, under guidelines set out in this policy.

## **EXCUSED ON REQUEST**

At the parent's written request, a student shall be excused from corporal punishment. When parents request that it not be used with their child, other appropriate punishment, including suspension, shall be administered in lieu of corporal punishment.

## **REQUIRED RECORDS**

Each use of corporal punishment shall be documented by a written record that includes the student's name and age; the name and the gender of person administering the punishment; and the name and gender of the witness.

The written record shall also include a complete description of the circumstances requiring this punishment, including the misbehaviors for which the punishment was administered and the severity of the punishment recorded by the number of strikes administered. The certified employee who administers the punishment, as well as the official witness, shall provide written verification of this information.

Each school shall maintain all corporal punishment records that may be required by law.

## **STUDENTS WITH DISABILITIES**

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

## **SUSPENSION (09.434)**

### **WHO MAY SUSPEND**

In accordance with KRS 158.150, the Superintendent, Principal, Assistant Principal, or Head Teacher may suspend a pupil up to a maximum of ten (10) days per incident.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

### **PRIOR DUE PROCESS REQUIRED**

A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431)<sup>1</sup>, unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

### **IMMINENT DANGER**

In the case of imminent danger, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

### **WRITTEN REPORT REQUIRED**

The Principal, assistant Principal, or Head Teacher shall report any suspension in writing immediately to the Superintendent. A written report which shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement be sent to the parent of the pupil being suspended.

### **STUDENTS WITH DISABILITIES**

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

## **EXPULSION (09.435)**

### **BOARD MAY EXPEL**

The Board may expel any pupil from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

### **HEARING AND RECORDS REQUIRED**

Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.<sup>1</sup> The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.

### **BOARD DECISION FINAL**

The Board's decision shall be final.

### **STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)

### **TRANSFER OF RECORDS**

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.

## GENERAL DISCIPLINE PROCEDURES FOR CLASSROOM TEACHERS

Good discipline consists of originality, common sense, and good judgment using acceptable techniques that deter inappropriate behavior.

**Assertive Discipline:** Assertive discipline is a procedural approach whereby student expectations and possible consequences are clearly defined. As a technique, assertive discipline would or could incorporate all of the following procedures.

- A. The following are acceptable in-class discipline procedures:
  - 1. Verbal correction
  - 2. Parent conferences or contacts
  - 3. Reasonable additional work
  - 4. Isolation and/or separation with supervision
  - 5. Reasonable physical activity
  - 6. Restitution for inappropriate behavior
- B. In addition to the above, the following are acceptable administrative-initiated procedures:
  - 1. In-School Alternative Education, In-School Behavior Modification, After School Detention or Saturday Detention
  - 2. Suspension -- out-of-school
  - 3. Referral to agencies
  - 4. Referral for possible expulsion (Board action)
  - 5. Referral to police or court system and/or their referral agencies
- C. The following are unacceptable discipline procedures:
  - 1. Excessive repetitive writing (ex. - sentences)
  - 2. Publicly demeaning a student (ex. - family references, negative self-image statements)
  - 3. Punishment that requires repeating inappropriate behavior (ex. making paper wads, airplanes)
  - 4. Excessive extra academic work assignments
  - 5. Excessive physical exertion

\*Excessive is that degree of punishment based on good, reasonable professional judgment that exceeds an individual student's academic or physical limitations.

## STUDENT BEHAVIORAL/DISCIPLINE ACTIONS

### BEHAVIORAL VIOLATIONS GRADES P-12

POSSIBLE DISCIPLINARY ACTS THAT MAYBE USED INDIVIDUALLY OR IN COMBINATION	In-school Discipline	Teacher or Principal Imposed	Parent/Guardian Conference	Loss of Privileges (including extra-curricular activities)	In-School Behavior Modification/Suspension	Saturday/After School Detention	Short Term Suspension – (1-5 Days)	Long Term Suspension – (5-10 Days)	Referral to School Program(s)	Referral to Alternative School/Dropout Prevention	Referral to Tobacco Education/Drug Education	Referral for Expulsion	Referral to Social Services or Other Outside Agency	Referral to Law Enforcement	Referral to CDW/Court
	<b>BEHAVIORAL VIOLATIONS</b>														
Absenteeism/Tuancy (excessive unexcused absences or tardies)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Abuse (verbal, written and or sexual)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Alcohol/Drugs (possession, selling, distribution, use, drug paraphernalia and, abuse of other substances or look alike substances)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Arson	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Assault or Physical Abuse	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Bomb Threat/Terroristic threatening (verbal, bomb, chemical, biological, nuclear)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Bullying, intimidation, threatening and/or hazing	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Bus violations	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Cheating on exams, academic work, athletic or other school activities	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Class rule(s) violation	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Disrespect toward school personnel, students, visitors and/or others	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Disruptive/Disorderly/Defiant Behavior (deliberate disorderly behavior impeding the educational process)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Dress Code Violation	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Driver Policy Violations	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Electronic Device misuse (computers, internet, programs, applications, e-mail, other electronic communication)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Failure to attend Saturday/after school detention, in-school suspension or other assigned discipline	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Failure to complete educational assignments or follow directions	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Failure to comply with state mandated enrollment requirements (immunization, exams, physicals, birth certificate)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Fire Alarm - falsely activating	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Fighting – student to student, student to staff, student to others	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Fireworks/Ammunition possession, sale	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■



Forgery/falsification of documents or signatures	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Gambling	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Gang Activity	■	■	■	■	■	■	■	■	■	■				
Habitual policy violations-repeated misbehaviors/suspensions	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Harassment/Discrimination	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Inappropriate display of affection, physical contact or sexual behavior	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Leaving school grounds or school activities without permission	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Locker violation	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Lying/Misrepresentation	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Non-School Violation – Offenses outside of school or school activities that affects the safety or well being of students or staff	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Obscene/pornographic material, possessing, accessing, or transmitting	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Prescription or over-the-counter medication sharing, distribution or selling	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Plagiarism	■	■	■	■	■	■	■	■	■	■	■	■	■	
Profanity, vulgar or abusive language or gestures	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Selling or purchasing of non-approved candy, food, beverages, or other products on the bus or school grounds	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Sexual abuse, assault or misconduct	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Sign-in/out class or school procedure violation	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Skipping Class or excessive unexcused tardies to class	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Telecommunications Device Violations (cell phones, paging devices, laser lights, etc.)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Theft, burglary, extortion or possession of stolen property	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Tobacco products possession or use	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Unauthorized items (bringing iPod, radio, cd, dvd, tape player, toys etc. without permission)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Unlawful Assembly	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Vandalism - Less than \$100	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Vandalism - More than \$100	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Wanton Endangerment	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Weapon – Deadly Weapon or Instrument	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Weapon, Dangerous Instrument or Look-alike (possession, use, or involvement)	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Willful destruction or damage of property or grounds	■	■	■	■	■	■	■	■	■	■	■	■	■	■
<b>Corporal Punishment is only applicable if approved by each school's Site Based Decision Making Council</b>														
<ul style="list-style-type: none"> <li>• The rules in this Code of Pupil Conduct Manual are the foundation of school authority, but school authority/actions are not limited to those stated herein.</li> <li>• School officials are required by law to report criminal activities to law enforcement.</li> <li>• Other disciplinary options will be considered before loss of physical activity periods are used as a disciplinary consequence. Disciplinary consequences may be continued from one school year to the next.</li> </ul>														

**INFINITE CAMPUS PARENT PORTAL**  
**ACCEPTABLE USE POLICY**

The Adair County School District utilizes Infinite Campus, a web-based student demographic and information system for the management of student data. The Infinite Campus Parent Portal allows parents/guardians of our currently enrolled students to monitor their child(ren)'s school information and progress, by viewing attendance, grades, assignments, class schedules, disciplinary issues, and other student demographics online in a confidential and secure setting. Report cards may be viewed and printed. E-mail hyperlinks within the Infinite Campus Parent Portal provides you with the means to easily contact the appropriate staff (teachers and administrators) at your child's school to gather additional information or address specific issues that might arise. Important announcements, events, and notices will be posted within the Infinite Campus Parent Portal. Student information is available in real time for parents to view as soon as it is posted by school staff. The Adair County School District reserves the right to add to or remove any of the above-mentioned features from the Infinite Campus Parent Portal. This powerful database and communication tool provides a means for school staff and parents to keep students on track for success in school.

The Adair County School District will provide all parents/guardians of currently enrolled students the opportunity to free access to the Infinite Campus Parent Portal. Only parents of students enrolled in the Adair County School District with legal rights to their child(ren)'s student records may receive an Infinite Campus Parent Portal account. The Adair County School District reserves the right to deny or cease access to the Parent Portal due to violation of the Infinite Campus Parent Portal Acceptable Use Policy, court orders, or any other legal proceedings that limit the availability of private educational data.

**Purpose**

The Adair County School District provides access to the Infinite Campus Parent Portal to increase and further enhance communication between the school district and parents/guardians. More immediate access to your child(ren)'s student records will provide us with the means to work together to better address the instructional needs of our students and your child(ren).

**Use of the Infinite Campus Parent Portal**

Access to the Infinite Campus Parent Portal on the Adair County School District's network is a privilege, not a right. Users of the Infinite Campus Parent Portal must adhere to the following guidelines:

1. To gain access to the Infinite Campus Parent Portal, all parents/guardians must complete the Adair County School District's Infinite Campus Parent Portal Access Request Form and bring the form to their child(ren)'s school office with a photo ID. This will prevent unauthorized person's from gaining access to student information.
2. All request forms must include a valid e-mail, which is required for communications between home and school regarding the Infinite Campus Parent Portal.
3. Users will be notified via e-mail when their accounts are set up and ready for use. Instructions will be provided within that e-mail.
4. Users will not share his/her username and/or password with anyone, not even their own child(ren). If at any time you believe that another person has gained access to your account, please change your password immediately.
5. Users will not attempt to access data or another account for which they have no legal right to access.
6. Users will act in a responsible, legal, and ethical manner.
7. Users will not attempt to harm or destroy data that is stored in Infinite Campus or other school or district resources.
8. Users will not utilize the Infinite Campus Parent Portal for any illegal activity, including the violation of data privacy laws. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
9. Users who identify a security problem with the Infinite Campus Parent Portal must notify the district's technology department immediately without demonstrating the problem to anyone else. All technical issues must be submitted online via the link that is provided on the Adair County School District's website at <http://www.adair.kyschools.us>.
10. Users who identify a potential problem with the accuracy of the data contained within the Infinite Campus Parent Portal must report this to the school by contacting the school via the link contained on the Adair County School District's website at <http://www.adair.kyschools.us>.
11. Users must not set their computer to automatically log in to the Infinite Campus Parent Portal because this will allow anyone who uses your computer to gain access to your child(ren)'s student records.
12. Users identified as a security risk to the Infinite Campus Parent Portal or the Adair County School District's network will be denied access to the parent portal.
13. Only parents/guardians of currently enrolled students are eligible to receive an Infinite Campus Parent Portal account.

### **Infinite Campus Parent Portal Security Features**

1. Three unsuccessful login attempts will disable the user's Infinite Campus Parent Portal account. Users may click on a link within the Infinite Campus Parent Portal to reset their passwords. If that does not work, users may contact the Adair County School District's technology department online via the link found on the school district's website, <http://www.adair.kyschools.us/ic>.
2. Users will automatically be logged off, if the Infinite Campus Parent Portal remains open and inactive for a period of time.
3. All attempts at logging into the Infinite Campus Parent Portal are logged and monitored for security purposes.

### **Technical Issues with the Parent Portal**

Maintenance of the Infinite Campus Parent Portal system will require the system to be shut down at various times. When possible, notification regarding the unavailability of the Infinite Campus Parent Portal will be posted well in advance as an announcement on the Infinite Campus Parent Portal system. The Adair County School District is not responsible or liable for any technical issues related to your personal computer. Technical issues related to the Infinite Campus Parent Portal should be submitted directly to the Adair County School District's Technology Department online via the link found on the school district's website, <http://www.adair.kyschools.us/ic>.

### **System Requirements**

The Adair County School District is not responsible for providing personal computers to parents/guardians for accessing the Infinite Campus Parent Portal. It is the responsibility of the parent/guardian to provide and maintain his/her personal computer for accessing this resource.

The minimum and recommended system requirements will be listed on the parent portal application form.

The Internet connection speed should be a minimum of 56K dial-up modem and a faster connection, such as DSL, Satellite, or Cable Modem is recommended.

The recommended monitor resolution for the Infinite Campus Parent Portal is 800 X 600 or greater.

The required Java plug-in is a FREE download from <http://www.java.com>. Adobe Reader is a FREE download from <http://www.adobe.com>.

An up-to-date anti-virus software program installed on the personal computer that is utilized for accessing the Infinite Campus Parent Portal is highly recommended.

### **Infinite Campus Parent Portal Data Availability and Interpretation**

The data posted on the Infinite Campus Parent Portal may vary based upon the school your child(ren) attends. All student data is available for viewing in real-time—immediately after it is posted by school staff. A general timeline for posting of student information is as follows:

1. Grades are posted within two weeks from the date of the assignment. Some larger assignments take longer to grade and other unforeseen circumstances may require additional time for posting grades. Questions regarding your child(ren)'s grades should be submitted to the classroom teacher.
2. Attendance data, including absences and tardies are posted daily. Questions regarding your child(ren)'s attendance or tardies should be submitted to the school attendance clerk.
3. Personal data, such as contact information is typically updated within one week of student registration, with the exception of peak times, such as the beginning of the school year. The high volume of changes to be made during student registration may delay updates up to three weeks. Questions regarding your child(ren)'s personal data should be addressed with the school's office staff.

### **Requests for Infinite Campus Parent Portal Access**

Infinite Campus Parent Portal access requests are accepted at the beginning of the school year or anytime throughout the year when changes are made to parent/guardian information or at the time that new students enroll in the Adair County School District. Parents/guardians of currently enrolled students must complete the Adair County School District's Infinite Campus Parent Portal Access Request Form and **return it in person to your child(ren)'s school office**, along with a photo ID. Only one form is required per parent/guardian for all child(ren) that are enrolled in the Adair County School District. These forms are available at your child's school office or may be downloaded from the Adair County School District's website at <http://www.adair.kyschools.us>. Parents/guardians will be notified via e-mail when their accounts are set up and ready for use. Account information and instructions for accessing the Infinite Campus Parent Portal will be posted on the Adair County School District's website (<http://www.adair.kyschools.us>), available for pick-up at your child(ren)'s school, and e-mailed with account notification.

\*Parent Portal Access forms will be made available at the beginning of the school year and can be requested from your child's school anytime throughout the school year

## **Student Acceptable Use Policy**

In compliance with 1998 Senate Bill 230, KRS 156.675, 701 KAR 5:120, and the Children's Internet Protection Act (CIPA), the Adair County School District has developed procedures and guidelines for acceptable use of the Internet, electronic mail, and local technology resources (including hardware, software, phone systems, and the electronic communications network) which is outlined in this Acceptable Use Policy. These procedures coincide with Local School Board Policy 08.2323.

The Adair County School District is pleased to provide its students with access to state-of-the-art technology resources and an electronic communications network that permits the receipt and transfer of information in the form of data, voice, and video for educational purposes. Technology resources include, but are not limited to, the Internet, e-mail, instructional software and online programs, the district's internal wireless and wired network, computers, and a wide variety of technology tools that are available for educational use. Access to these resources will enhance instruction and provide enriched learning opportunities for our students.

All students will be provided instruction in Internet Safety, including appropriate online behavior, interacting with other individuals on social networking websites and chat rooms, and cyber-bullying awareness and response. All students will be taught how to use and care for any technology resource that they are provided access to at school.

Parental consent is required for student access to the technology resources and network, including Internet and e-mail that is provided by the Adair County School District, unless the student has proof that he/she is 18 years old or older. All students and their parent representative are required to sign an agreement form prior to student access to the Adair County School District's technology resources and network.

Students will be closely monitored by staff while accessing the district's technology resources and network, including Internet and e-mail. Failure to adhere to the procedures and guidelines that are set forth in this policy will result in the loss of access to the technology resources and network and/or other disciplinary or legal action.

The Adair County School District utilizes a proxy server, which provides for monitoring of Internet websites visited and for controlling the websites that are accessible within our network. The proxy server allows the Director of Technology or designee to block inappropriate Internet websites and to view logs of Internet websites visited. Logs of Internet activity will be reviewed on a regular basis to detect any access of inappropriate websites. It is the responsibility of the Director of Technology or designee to review logs.

Inappropriate Internet use will be reported to the student's Principal for appropriate disciplinary action, which will include the minimum consequences outlined in this document with the possibility of additional consequences as determined by the Principal.

### **Rules of Etiquette**

All students are expected to abide by the following rules of etiquette while utilizing the technology resources and/or network that is provided for their educational use by the Adair County School District.

The following rules of etiquette apply to all district-owned technology resources and to all personal devices that are permitted to access the district's network.

### **Technology and Network Resources**

Do **NOT** use the Adair County School District's technology and network resources:

- For personal communication that is not school related.
- To install any software onto computers or file servers without permission from your teacher.
- To access, alter, or copy another person's files or folders without their permission to do so.
- To harm or destroy another person's files or folders.
- To disrupt the use of technology resources or network by others.
- To create or share computer viruses.
- To attempt to access any computer or network for which you are unauthorized.

Vandalism or damage to the Adair County School District's technology and network resources will result in disciplinary action. The student's parent/legal guardian may be required to reimburse the Adair County Board of Education for the repair or replacement of any district-owned technology resource that is lost, stolen, damaged, or vandalized by the student.

### **Network Login, Password, and Folder**

**All students must be provided instruction regarding Internet Safety as described on Page 1 and must return the Student Acceptable Use Policy Agreement Form signed by the student and parent/legal guardian (if student is not**

**yet 18 years old) prior to being granted a network account necessary for access to the Adair County School District's technology resources and network.**

Students in grades 3-12 are provided with their own network account and folder for storing school-related assignments. The student's teacher, Principal, and/or Director of Technology are provided access to the contents of the student's folder. Any document or file that is found in a student folder that is not related to school will be deleted with a copy saved for archival purposes and evidence necessary for disciplinary action. Inappropriate content that is found to be in violation of this Acceptable Use Policy will be reported to the Principal for disciplinary action.

All students that are assigned email accounts are provided access to Microsoft's OneDrive, online storage for school-related documents and resources. This cloud-based storage is secure and accessible at anytime from anywhere from any Internet-connected device. OneDrive accounts will be monitored in the same manner that student folders are monitored (see previous paragraph above).

Each student is responsible for the security of his/her own password and will be held accountable for activity that occurs as a result of the use of his/her password. If the student suspects or knows another person is using his/her password, he/she must report this to a teacher who will request that the student password be changed. Those students who are found to be using a username and password that is not their own will be disciplined accordingly.

The student shall:

- Only use the account username and password that is assigned to him/her for accessing school technology resources.
- NOT share his/her password with another person.
- Change his/her password immediately when it is suspected that another person becomes aware of the password.
- Log off or lock his/her computer anytime he/she is away from his/her desk to prevent unauthorized access to his/her computer or files.

### **Internet**

Wired and/or wireless Internet access is provided throughout the Adair County School District to be used only for instruction, research, and school-related activities.

The student shall inform his/her teacher IMMEDIATELY if he/she encounters any information or person that makes him/her feel uncomfortable or violates the guidelines for acceptable use that are outlined in this policy. This will prevent the student from facing disciplinary action.

The use of third party proxy websites to bypass the Adair County School District's proxy server is prohibited. All Internet access must go directly through the district's proxy server.

The school district's wireless network must be used for all wireless connectivity throughout the district. School and district technology staff will ensure that all wireless devices are configured with the appropriate settings for connection to this network.

Do **NOT** use the Adair County School District's Internet:

- To download any software, shareware, or freeware onto network drives or computers.
- To view websites or download documents that contains offensive, obscene, pornographic or sexually explicit material.
- To establish relationships with others via the Internet unless directed and supervised by the teacher. Do not agree to meet anyone that you have met online.
- To play games online unless games are instructional and assigned by the teacher.
- To download music, videos, or other files from any peer-to-peer network or other websites, unless directed by the teacher.
- To reveal personal information about yourself, such as address, phone number, or social security number.
- To use the Internet to purchase items, conduct any personal business transaction, or to disclose any financial information about yourself or others, such as credit card or bank account numbers.
- To access instant messaging services or chat rooms, with the exception of the Live@edu/Office 365 when permission is granted by the teacher for instructional use.

### **Social Networking**

Social networking websites may only be used by students for instructional or school-related purposes as directed by the classroom teacher. *Edmodo* (<http://www.edmodo.com>) is the only social networking website that is approved to be used by students at school. Special permission may be granted to the teacher for use of other social network websites, if needed to meet instructional goals in the classroom that cannot be met with *Edmodo*.

*Edmodo* provides teachers and students a safe and secure place to connect and collaborate, share content and educational applications, and access homework, grades, class discussions and notifications. Teachers may choose whether or not to utilize *Edmodo* in their classrooms. The teacher will create, maintain, and monitor all *Edmodo* websites. All school-related social networking websites will be monitored by the sponsoring teacher, school Principal, Director of Technology and/or other school and district-level administrators.

The following expectations are set for student use of social networking websites (*Edmodo*).

- Posts to social networking websites may include items such as news, school events, calendar entries, homework assignments, videos, audio, student accomplishments, and items relevant to instruction in our schools and district.
- Posts must be positive or neutral.
- Student work shall not be assessed publicly within the social networking application.
- Student photos, names, videos, and works posted must comply with the guidelines set forth in the “Web Content” section of this Acceptable Use Policy.
- Students must NOT share their username and password to social networking websites with others, with the exception of their teachers and/or parents/legal guardians.
- It is acceptable to utilize social networking websites to communicate with other K-12 academic institutions, colleges, and educational service providers. It is unacceptable to engage with commercial entities, vendors, political affiliations, and other organizations or individuals that are deemed inappropriate.
- The Adair County School District does not accept responsibility or association with comments made by friends, fans, followers, or the equivalent on its social networking websites. We reserve the right to terminate any associations on social networking websites that are deemed inappropriate.

### **Web 2.0 Tools (Blogs, Wikis, Podcasts, and Other Interactive Online Instructional Technology Tools)**

New online interactive instructional tools, such as blogs, wikis, and podcasts (also referred to as Web 2.0 tools) provide an authentic and real-world means for our students to communicate and complete instructional assignments. When utilizing these tools, students must follow all of the guidelines set forth by the teacher and in this policy.

- All Web 2.0 tools that are created, downloaded from other websites, and/or utilized within our schools and district must relate to instruction or school-oriented activities. Web 2.0 Tools that do not meet these criteria are not permissible and will be deleted from the school and/or district technology devices.
- The classroom teacher must review all Web 2.0 tools for appropriateness prior to utilizing them for instruction.
- Any language that is not permitted for school use must NOT be utilized in blogs, wikis, podcasts, and other interactive instructional technology tools.
- Students utilizing Web 2.0 tools, including blogs, wikis, podcasts, and other interactive instructional technology tools must not include personal information about themselves, such as address, phone number, social security number or other identifiable information.
- The creator of Web 2.0 tools (blogs, wikis, podcasts, etc.) is the owner and maintains all rights to those tools.

### **Web Content**

All content that is posted on school or district websites must support, enhance, or promote teaching and learning. Written permission from the parent/legal guardian and the student is required prior to posting any student information, photographs, and class work on school and district websites and other online media outlets.

- Any student work posted online (school and district websites and other online media outlets) must be associated with his/her own name.
- A copyright notice that acknowledges student ownership must be included on all student work that is posted on school and district websites and other online media outlets.
- Personal identifying information, such as address, social security number, and phone number must NOT be posted on school and district websites and other online media outlets.

### **E-mail**

All students in grades 6-12 and any student in grades 3-5 whose teacher requests the use of student email for instructional purposes are provided an e-mail account within the Kentucky Department of Education’s e-mail system. This e-mail account is to be used only for instructional and school-related purposes.

An Outlook Live e-mail account is provided to students by the Adair County School District as part of the Live@edu service from Microsoft. By signing the Student Acceptable Use Policy Agreement Form and checking permission for e-mail on that form, you hereby accept and agree that the student’s rights to use the Outlook Live e-mail service (and other Live@edu services as the Kentucky Department of Education may provide over time) are subject to the terms and conditions set forth in district policy/procedure as provided in this document. The data stored in the Live@edu/Outlook Live e-mail service are managed by the district pursuant to policy 08.2323 and accompanying procedures.

The parent/legal guardian and student understands that the Windows Live ID provided to the student also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before the student can utilize those Microsoft services, he/she must accept the Windows Live Service Agreement and in certain cases, obtain parental consent.

- Do realize that e-mail is not guaranteed to be private. The Director of Technology or designee can and may be required to scan electronic mail.
- Do read your e-mail frequently.
- Do NOT use any e-mail account at school except the live@edu account that is provided for you by the school district. Hotmail, Yahoo, Gmail, e-Pals, and other e-mail accounts are not permitted. E-mail use is limited on school property to the email system that is approved by the Kentucky Department of Education.
- Do NOT allow others to use your e-mail account.
- Do NOT use your school e-mail account for communication that is not school-related.
- Do NOT send or forward chain e-mails, jokes, spam, animations, or links to other non-instructional websites via e-mail. (These sometimes contain viruses and require bandwidth that is needed for instructional applications and administration.)
- Do NOT use profane, obscene, abusive, or other inappropriate language that may be offensive when communicating with others.
- Do NOT use all capital letters in e-mail messages because this is the equivalent of shouting.
- Do NOT transmit any material that is in violation of local, state, or federal law. This includes, but is not limited to copyrighted materials and threatening or obscene messages.
- Do NOT read or transmit another person's files or messages without permission to do so.
- Do NOT include personal information about yourself to others, such as address, phone number, or social security number in e-mail messages. Use the school's information, if necessary.

#### **Copyright & Plagiarism**

- Respect copyright laws of software and other instructional materials, including music and videos.
- Appropriately acknowledge authorship and/or publishers of electronic documents in writing and research assignments (citations, footnotes, bibliographies, etc.).
- Do not copy another person's work and use as your own (plagiarism). Teachers have tools at their discretion that will allow them to detect plagiarism and will discipline accordingly.

#### **Phone Systems**

Phone systems are provided to improve communications and to support the instructional process for the Adair County School District. Phones may be used for school safety issues, parent/teacher communications, classroom projects, student and staff emergencies, and for other purposes as necessary for the daily operations of our schools and district. Students will be allowed to use phones at their school according to each individual school's policy.

#### **Student Information System**

All school districts in Kentucky utilize Infinite Campus, an online student information and demographics system. The Adair County School District and Infinite Campus understands that parental access to student information is a critical link for guiding and supporting students for success at school. Upon reading the Infinite Campus Portal Acceptable Use Policy and completing the Portal Access Request Form, parents/legal guardians are granted access to view their child(ren)'s information. Both documents are available at each school office and are posted on the district's website (<http://www.adair.kyschools.us>).

- Parents/legal guardians may view the grades, attendance, and disciplinary issues of their child(ren).
- Students may view their own grades, attendance, and disciplinary issues.
- Parents/legal guardians and students must not attempt to access or change data for which he/she has no right to.
- Do NOT share the Infinite Campus username and/or password that have been assigned to you.
- Do NOT attempt to harm or destroy the school or district's data that is stored in Infinite Campus.
- Parents/legal guardians and students must notify the school administrator immediately when a problem is discovered with the security and/or the accuracy of data found in Infinite Campus.
- Procedures for reporting technical issues with the Infinite Campus Portal, including forgotten usernames or passwords, are found at Student/Parent Portal link that is found on the district's website (<http://www.adair.kyschools.us>).
- Violation of this policy will result in denied access to the Infinite Campus student information system.

#### **Telecommunication Devices**

Cell phones, smartphones, and other telecommunication devices are permitted to be used by students during school hours for emergency situations that involve imminent physical danger or if a teacher or Principal authorizes the student to do so for instructional purposes.

The Adair County School District provides wireless network connectivity to be used by its staff and students for instructional and school-related purposes. All school district-owned devices must be configured to access the Internet via this network, as required by law.

It is highly recommended that all personally owned telecommunications devices (cell phones, smartphones, etc.) are configured to connect to the district's wireless network, which will provide a more secure, safe, and stable network connection and will prevent data charges that are incurred by the owner of the personal device. The parent/legal guardian and student must provide written permission on the Adair County School District's Student Acceptable Use Policy Form for the school district's wireless network settings to be configured on personally-owned telecommunications devices.

Configuration settings for the wireless network are available at each school that may be entered into personally owned Internet-capable telecommunications devices.

Use of personally owned telecommunications devices (cell phones, smartphones, etc.) at school is a privilege for our students. Any student that is found to be in violation of this policy will lose the privilege to use his/her device at school, according to the Disciplinary Action outlined in the Adair County School District's Student Acceptable Use Policy and may include additional disciplinary action as determined by school and district administration and/or law authorities.

**The Adair County School District is not financially responsible for charges incurred by the student from cell providers for data services, usage, overage charges, downloads, and other purchases on personally owned telecommunications devices.**

The following conditions shall be met.

- Turn off all telecommunications devices (cell phones, smartphones, etc.) before entering the school building and leave them off until exiting the school building unless an emergency situation arises or a teacher or Principal gives permission to use the device to prevent disruption of the educational process.
- When permission is granted by the teacher or Principal for student use of a personal telecommunications device (cell phone, smartphone [Blackberry, iPhone, etc.]), the student shall keep the device in sight of the teacher at all times. Failure to keep the telecommunications device in sight of the teacher at all times when in use by the student will result in disciplinary action including loss of access to use telecommunication devices in the classroom.
- Keep all telecommunications devices (cell phones, smartphones, etc.) out of sight in a secure place (purse, pocket, etc.) when not authorized by a teacher or Principal to use them. The Adair County School District accepts no responsibility for loss, theft, damage, or destruction of these personal devices.
- The use of telecommunications devices (cell phones, smartphones, etc.) shall not disrupt the educational process. Any use that poses a threat to academic integrity or violates the confidentiality or privacy rights of another individual is not permissible.
- Telecommunications devices (cell phones, smartphones, etc.) shall not be used to send text messages, schoolwork, photos, documents or other information that poses a threat to academic integrity, such as cheating.
- Do NOT access the Internet, e-mail, chat, or play games on a telecommunications device (cell phone, smartphone, etc.) unless directed by the teacher or Principal.
- Telecommunications devices (cell phones, smartphones, etc.) shall not be used to send profane, indecent, obscene, or sexually explicit messages via voice, text or e-mail.
- All Internet access at school on school-owned devices must go through the district's proxy server, as required by law.
- Teachers are not permitted to require students to download applications to personally owned devices that are not free to the user.

After school hours, while on school property or while attending school-sponsored or school-related activities, whether on or off school property, students may possess and use cell phones, smartphones, and other telecommunications devices as defined by law.

Refer to the Adair County School District's procedure for Telecommunication Devices (09.4261) for additional information.

**Use of Personal Technology Devices at School (Bring Your Own Device Policy)**

The Adair County School District supports the use of personally owned technology devices by students at school for educational and school-related purposes according to the guidelines written below.

- The School Principal and Teachers may set additional requirements for the use of personally owned student technology devices in their school/classroom.
- The choice to allow students to use personally owned technology devices is solely at the discretion of the Principal and Teacher.
- If the Principal and/or Teacher does not allow personally owned student technology devices in certain classrooms, the device must not be brought to class or kept stored and turned off for the entire class period.



- Failure to abide by the guidelines that are set forth in the *Use of Personal Technology Devices at School (Bring Your Own Device Policy)* will result in the loss of the student's privilege to use personal devices in the classroom/school and may result in the loss of the student's right to bring personal devices into the school.
- Student technology devices may include: laptop and netbook computers, tablet computers (iPads, Microsoft Surface, etc.), e-Readers (Kindle, Nook, etc.), MP3 players (iPod, etc.), and cell phones/smart phones (Refer to *Telecommunications Devices* section of this policy.)
- The Adair County School District does not endorse specific devices for use at school. Please visit the Adair County School District's Technology Department website for specific standards and/or devices that are found to be compatible with the wireless network. However, we cannot guarantee or provide technical support for any personally owned technology device.
- Modifications cannot be made to the Adair County School District's wireless or wired network to accommodate the personally-owned devices of students.
- The Adair County School District's Technology Department will not repair or troubleshoot technical issues with personally owned technology devices.
- The Adair County School District's Technology Department will provide configuration settings for wireless connectivity with instructions for connecting to the school district's wireless network.
- The school district's wireless network is the only approved wireless network for use within the Adair County School District. This network provides a more secure, safe, and stable network connection than cellular data plans (3G, 4G, and E) and will prevent data charges that are incurred by the owner of the personal technology device when 3G, 4G, and E cellular Internet services are used.
- The parent/legal guardian and student are responsible for all charges incurred as a result of use of the personally owned student technology device at school.
- Teachers are not permitted to require students to purchase software or other applications for installation on the personally owned device, but may request that free software and applications are installed on personally owned devices, if needed to complete school assignments.
- The Adair County School District is not financially responsible or liable in any way for any charges related to the personally owned student technology devices including the cost for any software or applications the student may choose to purchase for the device, repair or replacement of the device if damaged or stolen, data plans, usage, overage charges, charges for texting and multimedia packages, downloads or other purchases related to the device.
- The student should exercise responsible behavior in the use and protection of personally owned technology devices at school. A protective case for the device is highly recommended.
- Personally owned student technology devices are allowed in the classroom/school for educational and school-related purposes. Social-networking, gaming, shopping, and other personal uses of technology are not permitted.
- When not in use for educational purposes, the student will store his/her personally owned technology device in a secure location, such as school locker, teacher designated area, or backpack that is kept with the student at all times.
- Personally owned technology devices should be taken home from school each day.
- Students must follow the guidelines set forth in the Adair County School District's Acceptable Use Policy (08.2323), the Telecommunications Device Policy (09.4261), and accompanying procedures that are outlined in this document when utilizing personally owned technology devices on school and district property.
- Use of devices or software to bypass the Adair County School District's Internet filtering device (proxy server) is in violation of the *Student Acceptable Use Policy*.
- The Kentucky Department of Education's standard e-mail system (live@edu) is the only e-mail that is permissible for student use at school.
- All laptop and netbook computers must have anti-virus and malware software installed on them prior to connecting to the wireless network. Free anti-virus and malware software include: Avast, AVG, and Malwarebytes. Software may be purchased from Norton, McAfee and other companies.
- When personally-owned devices are in use by students, the sound must be muted or personal headphones must be used to prevent disruption to others.
- Screensavers and desktop backgrounds on personally-owned devices must not display inappropriate media, including the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang-related symbols. The display of inappropriate content on personally-owned devices at school will result in disciplinary action.

#### **Use of District-Owned Equipment at Home by Students**

Students who use district-owned technology equipment at home, such as laptop computers, must abide by all of the policies set forth in the Adair County School District's Student Acceptable Use Policy while using the equipment. District-owned equipment that is utilized at home by students should only be used for school-related purposes. The student, parent/legal guardian, and school Principal must sign an agreement form. Parents/legal guardians are liable for the care of the equipment that is assigned for student use and are responsible for the cost of repair or replacement of the equipment that is damaged as a result of misuse.

### **Release of Student Information to the Media**

There will be occasions during the school year when students will be recognized, identified, photographed, videotaped, or audiotaped for various school-related activities and accomplishments. School personnel and/or the news media may request to interview or photograph students to showcase student, classroom, or school achievements, including displays of student work for publication in school and community newspapers, school and district websites, online media outlets, yearbooks, school/district presentations, and radio or television announcements. The parent/legal guardian and student must sign the Student Acceptable Use Policy Agreement Form and check the media permissions that are approved for each student prior to the release of any student information to any media outlet including (a) the school yearbook, (b) print media (including school and community newspapers), (c) broadcast media (including radio [audio] and television [video]), and (d) the Internet (including school, district, community, and online media websites). Information appearing in print is often archived online and may also be accessible via the Internet on the newspaper or local media website. The parent/legal guardian or student may choose at any time to disallow the release of student information to the media by submitting a request in writing to the school Principal. Students that are 18 years old or older do not require the signature of the parent/legal guardian.

### **Privacy**

Any information that is accessed, created, sent, received, or stored on the network should not be considered private. Routine network maintenance and monitoring of the use of the district network, including the Internet and e-mail may require the review and inspection of directories, files, or messages. E-mail messages may be sent and network files may be saved accidentally to the wrong destination. The Adair County School District reserves the right for the Director of Technology or designee to access stored records when there is a reasonable cause to suspect wrong-doing or misuse of district network resources, including the Internet and e-mail. The Director of Technology is responsible for investigating all suspicious network activity and/or complaints regarding the inappropriate or illegal use of the district's electronic resources, including but not limited to the network, electronic media, Internet, e-mail, and phone systems. Inappropriate use of these district network resources will be reported to the student's Principal for appropriate disciplinary action. Law enforcement officials will be contacted as deemed necessary.

### **Disciplinary Action**

Students are expected to adhere to the guidelines that are set forth in this policy. Any violation of this policy will result in disciplinary action according to the consequences stated in this policy and will include the loss of access to technology resources and the network, including the Internet and e-mail and may result in other disciplinary or legal action. The same laws, school rules, and codes of conduct that apply to the student's conduct at school will apply to his/her conduct when utilizing the district's technology and network resources, including the Internet, e-mail and phone systems.

The student should notify the teacher and/or Principal of any policy violation or security breach that he/she becomes aware of. All policy violations and security breaches must be documented and reported to the Director of Technology.

**Specific violations with consequences are listed below. These consequences are the minimum disciplinary action that will occur as a result of these violations. At the discretion of the school Principal, additional disciplinary and/or legal action may be taken. Depending on the severity of the violation, law enforcement may be called to investigate and/or all violations. The parent/legal guardian will be notified of all student violations. The school Principal may choose the maximum consequence for the first offense depending on the severity of the violation.**

**Loss of access to technology resources will result in the student being required to complete all technology-based assignments through alternative means, such as paper and pencil to complete comparable assignment or completing the electronic assignment using computers at home. The classroom teacher and/or school Principal will determine the alternative assignment and if the student's grade will be affected.**

Violation	Consequence		
	First Offense	Second Offense	Third Offense
Non-compliance with (a) Technology & Network Resources Policy; (b) Network Login, Password & Folder Policy; and/or (c) Copyright & Plagiarism Policy	Student network account access is placed in highly restrictive Internet group that only allows course work to be completed for 2 weeks. Teachers will be notified that that the student is not permitted to access computers or the network during this time except to complete course work.	Student network account access is placed in highly restrictive Internet group that only allows course work to be completed for 4 weeks. Teachers will be notified that that the student is not permitted to access computers or the network during this time except to complete course work.	Student account disabled. Loss of access to all computer and network resources for the remainder of the school year. All course work must be completed via alternative means of instruction, such as paper and pencil and library books. Teachers will be notified of this disciplinary action.
Non-compliance with Phone Systems Policy	Refer to school Principal for appropriate disciplinary action.	Refer to school Principal for appropriate disciplinary action.	Refer to school Principal for appropriate disciplinary action.
Non-compliance with (a) Internet; (b) Social Networking; and/or (c) Web Content Policy	Student network account access is placed in highly restrictive Internet group that only allows course work to be completed for 2 weeks. Teachers will be notified that that the student is not permitted to access computers or the network during this time except to complete course work.	Student network account access is placed in highly restrictive Internet group that only allows course work to be completed for 4 weeks. Teachers will be notified that that the student is not permitted to access computers or the network during this time except to complete course work.	Student account disabled. Loss of access to all computer and network resources for the remainder of the school year. All course work must be completed via alternative means of instruction, such as paper and pencil and library books. Teachers will be notified of this disciplinary action.
Non-compliance with E-mail Policy	Loss of access to e-mail. User's e-mail account revoked for 2 weeks.	Loss of access to e-mail. User's e-mail account revoked for 4 weeks.	Loss of access to e-mail. User's e-mail account revoked for the remainder of the school year.
Non-compliance with Telecommunications Devices (Cell Phones, Blackberries, etc.) Policy	The telecommunications device (cell phone, smartphone, etc.) will be taken from the student and returned at the end of the day. The student will be told that he cannot bring the device to school with her/him for 2 weeks.	The telecommunications device (cell phone, smartphone, etc.) will be taken from the student and returned at the end of the day. The student will be told that she/he cannot bring the device to school with her/him for 4 weeks.	The telecommunications device (cell phone, smartphone, etc.) will be taken from the student and returned at the end of the day. The student will be told that she/he cannot bring the device to school with her/him for the remainder of the school year.
Non-compliance with Student Information System Policy	Loss of access to the Student Information System (Infinite Campus) for 2 weeks.	Loss of access to the Student Information System (Infinite Campus) for 4 weeks.	Loss of access to the Student Information System (Infinite Campus) for the remainder of the school year.
Non-compliance with the Web 2.0 Tools (Blogs, Wikis, Podcasts, and Other Interactive Online Instructional Technology Tools Policy	Loss of access to the specific interactive learning tool that was misused for 2 weeks. The user may be placed in a highly restrictive Internet group for 2 weeks.	Loss of access to the specific interactive learning tool that was misused for 4 weeks. The user may be placed in a highly restrictive Internet group for 2 weeks.	Loss of access to the specific interactive learning tool that was misused for the remainder of the school year. The user may lose access to all computer and network resources for the remainder of the year.
Non-compliance with the Use of Personal Technology Equipment at School (Bring Your Own Device Policy)	Loss of privilege to utilize personal devices at school for 2 weeks.	Loss of privilege to utilized personal devices at school for 4 weeks.	Loss of privilege to utilize personal devices at school for the remainder of the school year.

### **Individual Learning Plan**

All Kentucky students in grades 6-12 are required to complete an Individual Learning Plan (ILP) utilizing the Career Cruising ILP Tool. Career Cruising is an Internet-based career exploration and planning tool that allows students to explore career and college options and to develop a career plan. Features of the program include: interest and skills assessment; career profiles; multimedia interviews; college and financial aid information; individual learning plan; and resume builder. The Parent ILP Tool allows parents/legal guardians to view the information that is stored in their child(ren)'s ILP, learn more about the careers and schools that their child(ren) is interested in, and communicate with their child's career advisor. To log in to the Parent ILP Tool, go to [www.careercruising.com/ILP](http://www.careercruising.com/ILP) and enter your assigned parent/legal guardian username and password. For more information or to obtain a username and password, please contact the counselor's office at your child's school.

**The Student Acceptable Use Policy Agreement Form will be sent home to parents for signature after the teacher has explained the *Student Acceptable Use Policy* in its entirety to students. This form must be signed and returned to the school prior to student access being granted to any Adair County School District technology resource.**

**ADAIR COUNTY SCHOOL  
PERSONNEL  
TAKE SCHOOL SAFETY SERIOUS**

**If you become aware of any threat to school safety, contact law enforcement immediately by calling 911.**

**Local Law Enforcement Administrative Offices:**

**Kevin Atwood, School Resource Officer  
384-2751 or 384-4119**

**Columbia City Police Department  
384-4119**

**Adair County Sheriff Department  
384-2776**

**Kentucky State Police  
384-4796**

**Emergency situations and safety concerns that require immediate attention (weapons, drugs, violence, and threats of violence etc.) are to be reported to law enforcement immediately. Other concerns including harassment, discrimination, bullying are to be reported directly to your child's school principal, assistant principal, counselor, teacher or other staff member.**

**Students, parents, school personnel and community members can help keep our schools safe by immediately reporting all safety concerns!**