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## **Laurel County Public Schools Annual Notification of FERPA Rights**

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a post-secondary institution) certain rights with respect to the student’s education records. They are:

- 1. The right to inspect and review the student’s education records within forty- five (45) days of the day the District receives a request for access.** Parents or eligible students should submit to the school Principal/designee a written request that identify the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
- 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.** Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him / her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his / her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. STUDENTS 09.14 AP.111 Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4. **The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.** Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

**5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office. U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605.**

### **NOTICE OF RIGHT TO REQUEST TEACHER/Para-Educator QUALIFICATIONS**

Dear Parent or Guardian:

The educators in the Laurel County Public Schools are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district. Our district receives federal funds for Title I programs. You have the right to request information regarding the professional qualifications of your child's teacher(s)/para-educator(s). You may request information regarding the grade level/content certification and licensure of your child's teacher. Other requested information may include: college major and any other graduate certification or degree held by the teacher, the field of discipline of the certification or degree: and the services provided to your child by para-educators and their qualifications.

If you would like to request this information, please contact Denise Griebel, Deputy Superintendent of Laurel County Public Schools at (606) 862-4608 or by email at [denise.griebel@laurel.kyschools.us](mailto:denise.griebel@laurel.kyschools.us). Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education and helping us to do great things for kids!

Sincerely,



**Doug Bennett, Ed. D.  
Superintendent**

# LAUREL COUNTY PUBLIC SCHOOLS

**GUIDING PRINCIPLE:** We care about our students, community and nation. We are driven to do our part to help build a prosperous future filled with opportunity for our students. We believe in doing great things for kids.

## **DISTRICT GOALS:**

### **Learning**

Every Laurel County Student will experience instruction that is learner-centered, beneficial, engaging and focused on developing the students' academic strengths and interests. Each student will receive preparation for a successful life beyond graduation.

### **21<sup>st</sup> Century Skills**

Every Laurel County student will be provided with learning opportunities that develop critical thinking and problem solving skills that focus on a flexible and adaptive mindset essential for lifelong learning. These skills include teamwork building, communication, technology and analysis.

### **Foundational Skills**

Every Laurel County student, regardless of starting level, will demonstrate at least one year of academic progress in Reading and Mathematics.

### **Communication Skills**

Laurel County students will be provided multiple opportunities to demonstrate their learning through a variety of formats including: writing, speaking, visual and performing arts and media-technology.

### **Innovation**

Staff and administration will operate beyond the traditional scope of thinking to develop innovative solutions to drive and accelerate our students' learning and achievement.

## **PURPOSE OF HANDBOOK**

The purpose of the *Laurel County Code of Acceptable Conduct and Behavior* is to summarize and publish the expectations for the appropriate behavior of students. This document has been provided annually since 1985 and is updated and approved each year after review for necessary changes and compliance with current Board policy. The Board policy document is available in the office of the Superintendent and in the office of each school Principal. Every student receives a copy of the *Code of Conduct* upon enrollment annually and parents are requested to submit a signed statement that they have read it. A digital copy of the handbook is available on the District website and extra copies are available at each school and the District Office.

## District Staff

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Phone</u>
Doug Bennett	Superintendent	Central Office Building	606-862-4600
Denise Griebel	Deputy Superintendent	G.C. Garland Building	606-862-4608
Tharon Hurley	Chief Academic Officer	Central Office Building	606-862-4600
Monica Smith	Director of Secondary Education	G.C. Garland building	606-862-4608
Jane Gabbard	Director of Elementary Education	G.C. Garland Building	606-862-4608
Debra Hauser	Director of Pupil Personnel	Central Office Building	606-862-4600
Vickie Nicholson	Director of Special Education/Preschool	G.C. Garland Building	606-862-4608
Barney Paslick	Chief Information Officer	G.C. Garland Building	606-862-4608
Bob Myers	Director of Transportation	Bus Garage	606-862-4768
Randy Leger	District Athletic Director	Central Office Building	606-862-4600

## LAUREL COUNTY PUBLIC SCHOOLS

<b>School</b>	<b>Principal</b>	<b>Phone</b>
Bush Elementary	Lisa Sibert	862-4618
Camp Ground Elementary	Mark Wells	862-4625
Center for Innovation	James Davis	862-5580
Cold Hill Elementary	Jason Faulkner	862-4632
Colony Elementary	Chad Davis	862-4639
Hazel Green Elementary	Brad Mullins	862-4637
Hunter Hills Elementary	Brian Bond	862-4655
Johnson Elementary	Jamie Gilliam	862-4664
Keavy Elementary	Joe Floyd	862-4672
Laurel Day Treatment	Greg Huff	862-6605
London Elementary	Mary Bowling	862-4679
McDaniel Learning Center	Jeremy Kidd	862-4781
North Laurel High	Mike Black	862-4699
North Laurel Middle	Steve Morris	862-4715
South Laurel High	Staff	862-4727
South Laurel Middle	Jeff Reed	862-4745
Sublimity Elementary	Todd Cox	862-4692
Wyan-Pine Grove Elementary	Jeff Durham	862-5400

The Laurel County Board of Education does not discriminate on the basis of gender in the educational programs or activities that it operates, and is required by Title IX of the Educational Amendments of 1972 (P.L. 92-318), not to discriminate in such a manner. Further, the Board of Education does not discriminate on the basis of handicap, in treatment, admission or access to, or employment in, its programs or activities, as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504; nor does the Board of Education discriminate on the basis of race, color, national origin, religion, or creed, or marital status, in the education programs or activities it operates.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

INTRODUCTION: The protective provisions and safeguards of the Constitution of the United States and of the Bill of Rights apply to all students. Certain responsibilities are inherent in all rights. No student or other person involved in the public schools of Laurel County can realize his/her rights unless he/she also exercises the self-discipline and care to afford all others the same rights and does not allow his/her own actions to infringe upon the rights of others. In a social situation, such as the public schools, all participants (students, parents/guardians, teachers, administrators, para-educators and others involved in the educational process) have the right and responsibility to know the basic standards of conduct and behavior, which are expected. The school environment is a community of individuals who live and interact based upon shared rules, rights and responsibilities, expectations and common sense.

### **Student Rights**

- To an education that prepares the student (within the limits of his/her abilities) to reach maximum potential for contributing to the individual's welfare and that of society.
- To receive academic grades based only upon academic performance.
- To request an explanation of the purposes of rules.
- To suggest rules or changes to rules.
- To "due process" in regard to disciplinary action, including the right to hear charges, his/her side, and to appeal decisions honestly believed unjust.
- To expect the school to be a safe environment.
- To protection of person and property to the fullest extent possible by the school.

### **Student Responsibilities**

- To attend school regularly and to take advantage of the opportunities offered by cooperating with those teaching and working at the job of learning and not to interfere with the rights of fellow students to an education.
- To show respect for the educational process by taking advantage of every opportunity to further his/her education.
- To responsibly use their freedom in such a way as not to offend the rights of others with obscene or damaging words or actions and, within the limits of good taste, to avoid the use of language in a discourteous, offensive, or inflammatory manner.
- To make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all, not just one or a few individuals.



- To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals and to participate in all school programs and activities within the limits of capabilities and the established standards without regard to race, creed, or sex.
- To have confidentiality of personal school records.
- Refrain from making false accusations for petty or vicious reasons.
- To refrain from acts or actions which would endanger self or others, including property, and to take necessary action to protect self and possessions.
- To make the best contribution possible with individual abilities, to support the school in all phases of program or activity, and to behave in such a way that participation will be a contribution and not a detriment.
- To follow established procedures in requesting release of personal records to persons not legally entitled to such records without proper consent.
- To report threats and/or behavior that would endanger school personnel/students.

## **PARENTS' AND GUARDIANS' RIGHTS AND RESPONSIBILITIES**

Parents' and Guardians' Rights (Notice: Parent access to student records will terminate at age 18 unless written authorization exists.)

- To send their child to a school with an environment where learning is nurtured and encouraged.
- To expect classroom disruptions to be dealt with fairly, firmly, and quickly.
- To expect the school to maintain high academic standards.
- To review the child's academic progress and other pertinent information which may be contained in the student's personal folder.
- To address grievance(s) concerning their child and to receive a prompt reply for any alleged grievance.
- To expect the school to be a safe environment.
- To request and be provided information on the professional qualifications of their children's teachers.

### Parent/Guardian Responsibilities

- To instill in their child the value of an education and the importance of good attendance.

- To instill in their child sense of responsibility and to inform the child about the disciplinary procedures of the school and emphasize the importance of the same.
- To become familiar with the educational program and assist the child with homework activities.
- To maintain regular communication by regularly visiting the school and being concerned about the child's overall progress.
- To determine the facts of any situation before passing judgment and support the efforts of the school personnel.
- To report threats and/or behavior that would endanger school personnel /students.

## **TEACHER RIGHTS AND RESPONSIBILITIES**

### Teacher Rights

- To expect all students' work to be completed and turned in as assigned.
- To work in a safe educational environment which is conducive to good teaching.
- To have the support of school administrators.
- To participate in the development of an overall school environment conducive to a good learning situation.
- To have process rights as specified by laws and board policies.
- To have the opportunity to develop professionally.
- To be treated with courtesy and respect within the school environment.
- To direct the learning process of their students.
- To have the right to work in a safe environment.

### Teacher Responsibilities

- To help students master the basic skills; develop positive self-concepts, self-confidence in order to respect the worth and dignity of others; clarify their values; and make choices that lead to responsible citizenship.
- To maintain a classroom atmosphere conducive to learning, with mutual respect and trust, and with appropriate discipline.
- To be supportive of the overall goals and objectives of the school system/ school.
- To implement the Board-approved curriculum by developing instructional activities, which meet students' academic needs.
- To be a model of a responsible citizen.

- To maintain on-going professional development and to employ an understanding of human growth and development.
- To reply promptly with respect and courtesy to inquiries and suggestions from parents/guardians and administrators.
- To provide adequate supervision and teaching to students assigned to his/her care.
- To report threats and/or behavior that would endanger school personnel/ students.

## **PRINCIPAL AND ADMINISTRATOR RIGHTS AND RESPONSIBILITIES**

### Principal and Administrator Rights

- To have sufficient staff, facilities, and supplies needed for a safe educational program within available resources.
- To expect and receive adequate support from the Board of Education and administrative superiors in administering school/programs.
- To expect staff members to comply with policies and directions.
- To expect the support of students,' parents and teachers in carrying out the educational program established by the school system.
- To have a complete written and oral description of professional duties and responsibilities.
- To have reasonable rights and be fair in dealing with matters relating to the operation and implementation of program(s) or school activities
- To have the opportunity to develop professionally.
- To have the right to work in a safe environment.

### Principal/ Administrator Responsibilities

- To work closely with superiors to assure the adequacy and wise expenditure of educational funds.
- To keep superiors properly informed so that staff, facilities, and supplies are adequate within available resources.
- To support staff firmly in any conflict or controversy when they are properly carrying out policies of the Board or the local school.
- To meaningfully involve parents and students in a cooperative sharing of the school program and environment.
- To follow job description, board policies and seek guidance when appropriate.

- To give prompt and responsible feedback in a constructive manner.
- To pursue professional development through participation in school district and other in-service endeavors.
- To report threats and/or behavior that would endanger other personnel /students.
- To notify parents they have the right to request information on the professional qualifications of their children’s teachers.
- To provide parents, when requested, information regarding the professional qualifications of their children’s teachers.

## **BEHAVIOR EXPECTATIONS AND RANGE OF DISCIPLINE**

Acceptable Behavior is expected at all times by all students. In the event that something other than acceptable behavior occurs the following practices are in place according to law and district and school rules to address the situation and apply appropriate discipline. Corporal punishment is prohibited in the Laurel County Public Schools by Board Policy.

A district-wide practice of in-school suspension, after-school detention, out-of-school suspension and Saturday school suspension may be administered to students in grades 3 thru 12 who continue with unacceptable behavior. For most severe or continuing rule violation, these students may be assigned to attend the Laurel County Day Treatment Program. Upon enrollment at Day Treatment students are not permitted to attend or participate in school sponsored activities. This includes but is not limited to athletics, dances/proms, driving/parking privileges, academic team, ROTC, Cooperative Education and graduation ceremony.

P-5 elementary schools will determine an appropriate alternate punishment for habitual misbehavior. The age and maturity of the child will be considered when determining discipline action. When a student continues to violate established rules and regulations, stricter measures may be taken.

Pursuant to KRS 160.345 the Site Based Decision Making Council of each school has the authority to increase disciplinary sanctions or establish other sanctions not addressed by the Board of Education.

The range of discipline for misbehavior includes but is not limited to the following:

1. Student/Administrator/Parent Conference
2. Loss of Privileges

3. Counseling Services
4. Intervention Services/Referrals
5. Loss of Bus Privileges/ Driving/Parking Privileges
6. Confiscation
7. After-School Detention
8. In-School Suspension
9. Out of School Suspension
10. Appropriate Educational Setting
11. Day Treatment
12. Expulsion
13. Other Actions as Deemed Appropriate by School Board

## **SUSPENSIONS AND EXPULSIONS**

Students shall not be suspended until after the following due process procedures have been followed:

1. The student has been given oral or written notice of the charges against him/her and the charges have been explained if the pupil denies them.
2. The student has been given an opportunity to present his/her own version of the facts relating to the charges.
3. The principal or assistant principal may suspend a student immediately without taking the two proceeding steps if such action is necessary to protect persons or property, or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined in Number 1 and 2 above shall follow the suspension as soon as possible, but no later than three (3) school days after the beginning date of the suspension.
4. When a student is suspended, written notice must be given to the parent/guardian or person having legal custody of the student, and the Superintendent.
5. The Laurel County Board of Education has the right to place a student at a particular school if, in the opinion of the Board, the safety and welfare of that student or other students in the Laurel County Public Schools is served by that placement. The Laurel County Board of Education may impose conditions of school attendance in lieu of expulsion.
6. The Board of Education may expel a student for misconduct as defined above, but expulsion shall not be taken until the parent/guardian, or person having legal custody of the student has had an opportunity to have a hearing before the Board. The hearing shall be held within 10 school days. The decision of the Board shall be final.

## **APPEARANCE/DRESS CODE**

The purpose of this dress code is to help ensure student safety and to remove any barriers or distractions to the learning process. Schools are educational institutions, and no extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance, or use of wearing apparel, which, in the judgment of school officials, is deemed to create a disruption of school discipline and routine, or creates a safety hazard. Good personal appearance is conducive to a positive learning environment. This dress code promotes proper grooming and hygiene, instills discipline, prevents disruption, conforms to safety guidelines, and teaches respect for authority. Proper dress by students and staff is expected at all times. All individuals are to come to school clean and neatly dressed. Apparel must meet with health and safety codes, be in good repair, and must not interfere with the educational process.

1. No shoes with cleats, spurs, nails, wheels or anything else that may create a safety hazard.
2. No bare feet.
3. Article of clothing, jewelry, body decoration, or hairstyle extreme enough to create distraction or disturb the normal routine of school shall be deemed inappropriate.
4. No halters, spaghetti straps, one-shoulder tops, low cut tops, or bare midriffs.
5. No hats, caps, overcoats or bandannas are allowed unless they are part of an approved educational activity.
6. Shirts must cover the body to the waist and must come to the edge of the shoulder.
7. No articles of clothing with wording, pictures, symbols, or graphics that, either implied or suggested, contain inappropriate language, violence, obscene or sexual connotations, alcohol, narcotics, firearms, or tobacco messages.
8. Trousers/slacks/pants must be belted at the natural waist. Pants shall not be excessively long enough to cause a safety hazard.
9. No undergarments may be exposed.
10. Dark glasses, unless prescribed by a physician, are prohibited inside the building.
11. Any accessory or clothing article, deemed gang related, as determined by the administration, is prohibited.
12. Garments designed for outerwear must be hemmed or cuffed.
13. Tattoos that are vulgar or that display items related to drugs, alcohol, or gang symbols, or that are racially or sexually offensive are to be covered and non- visible at all times.

14. School-level administration shall determine any questionable attire.
15. No student shall wear nose, eyebrow, lip, or tongue rings, studs or piercings that create a distraction or safety hazard.

## **ATHLETICS**

All rules and regulations concerning qualifications for participation in school athletics is addressed in the *Athletic Handbook*. Copies are distributed annually and are available on the district website [www.laurel.kyschools.us](http://www.laurel.kyschools.us). Student athletes and their parents must sign and submit to their school the statement provided in the handbook acknowledging that they have read the handbook and agree to comply with all that is stated therein. Students must submit annually a copy of a physical examination to the head coach of the sport in which the student participates.

## **ATTENDANCE AND ABSENCES**

A local board of education may adopt reasonable policies that require students to comply with compulsory attendance laws, that require truants and habitual truants to make up unexcused absences, and that impose sanctions for noncompliance. However, the following rules and regulations do not take precedence over the truancy laws of the Commonwealth of Kentucky.

### **Kentucky Compulsory Attendance**

KRS:159.010 requires a parent or guardian or any other person residing in the state and having charge of any child who has entered the primary school program or any child between the age of six (6) and sixteen (16) to send the child to school. They shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend.

The Laurel County School System recognizes the direct relationship between attendance and achievement. We firmly believe that attendance is a student-parent responsibility. The progress of a student at school depends greatly on the punctuality and regularity of attendance. All students are expected to attend class every day school is in session. It is desirable that every student should be in the designated area five (5) minutes prior to the beginning of school. Also, each student should be in class on time

In the event of unavoidable absences, students are required to make up all missed work and to provide appropriate excuse as defined below. Students missing excessive days of instruction by continuously

submitting doctor excuses may be subject to investigation by Truancy Officers. (See Absenteeism Limits)

If, due to an illness or an injury, it is believed that a student will be absent from school for five or more days, parents or guardians must make efforts to refer the child for Home/Hospital instruction. Home/Hospital referral forms, to be completed by the attending medical authority, will be provided to the attending physician of the student by the Home Hospital Instruction office.

## **Excessive Absences**

KRS 159.150 defines truancy as follows. Any child 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 attained the age of eighteen (18) years, but has not reached his/her twenty-first (21<sup>st</sup>) birthday, who has been absent from school without valid excuse for three (3) or more days is a truant. Any student who is absent for sixty (60) minutes or less of the regularly scheduled school day is tardy. Any student who has been reported as a truant two (2) or more times (6 unexcused absences) is a habitual truant.

## **Excused Absences**

A student is expected to regularly attend school and to be punctual. If a student receives an excused absence, it shall be the student's responsibility to ask for make-up work from the teacher. The student will have one day to make up work missed for each day of school missed. Students leaving school early shall have their absences excused only for reasons designated in this policy as qualified excused. Information provided on a sign-in, sign-out office form will not be accepted as an excuse. Upon returning to school, a student must present a written excuse to the principal/designee within two (2) school days. All excuses not presented during this time frame will be ruled unexcused. The following information must be on all excuses:

- the student's full name
- date(s) he/she was absent
- the reason for the absence
- the parent's/guardian's signature.

All Laurel County Public Schools will accept parent notes for absences in the event of illness up to two consecutive days for a maximum of 8 notes per year. In the event of an infectious disease, the Principal may determine allowable days. Illness lasting 3 or more consecutive days shall be considered excused if the student has a doctor's statement or hospital slip. Students/Parents under court orders or who have truancy allegations pending with the CDW are not allowed parent notes. Forged parent notes may result in parent notes being disallowed. The principal/designee or Director of Pupil Personnel may make this ruling.



Acceptable reasons for absences include but are not limited to:

1. Student illness accompanied by a parent note submitted within 2 schools days of last day absent.
2. Student illness for three (3) or more consecutive days shall be considered excused if the student has a doctor's statement/hospital slip. In the case of chronic illness one doctor statement will suffice.
3. Medical or dental appointments that cannot be made after school hours. The student must provide verification by a slip from the doctor confirming the date and time of the appointment. **In the event an appointment is early or late in the school day, the entire day may not be excused.**
4. Serious illness in immediate household.
5. Order of a court.
6. Death in the immediate family (limited to 3 days except extenuating circumstances as determined by the Principal.)
7. Natural disaster beyond control of student.
8. Religious holidays and practices.
9. Interviews for college or vocational school. Requires pre-approval by school official and verification of interview.
10. Tests administered by school counselors or college personnel. Requires documentation of attendance.
11. Driver's license or permit (1/2 day for each.)
12. Documented military leave.
13. One (1) day prior to departure of parent/guardian called to active military duty.
14. One (1) day upon the return of parent/guardian from active military duty.
15. Trips qualifying as educational enhancement opportunities, as determined and approved by the Principal. Such opportunities shall be determined by the Principal to be of significant educational value and involve intensive instructional, experiential or performance programs in one or more core curriculum subjects.
16. Illness that occurs at school is determined and documented by school officials.

### **Absenteeism Limits**

- After a student has accumulated three (3) unexcused absences, the Principal/ Attendance Clerk will notify the parent(s) by mail.
- At six (6) unexcused absences, the Principal/Attendance Clerk shall notify the parent(s) and a referral shall be made to the Pupil Personnel Director.

- At nine (9) unexcused absences, the Principal/Attendance Clerk shall notify the parent(s) by MAIL and request the parent(s) schedule a conference at the school no later than three (3) days after the notification. The school will also notify the Pupil Personnel Director at nine (9) unexcused absences.
- Other interventions such as letters, calls, home visits, conferences, and court charges may be attempted in order to find solutions to the absenteeism. Upon request of the parent(s), the principal shall set up the time for conferences.
- The principal shall notify the parent(s) and Director of Pupil Personnel when a student has been absent (12) unexcused classes and/or accumulated days. The Director of Pupil Personnel shall notify the parents by certified mail.
- After a student has accumulated sixteen (16) unexcused classes/days during the year, the Principal/ Attendance clerk shall notify the parent(s) by mail and a request that the parent(s) schedule a conference no later than (3) days after the notification. The school shall also notify the Pupil Personnel Director.

**Excessive Medical Excuses** - Students submitting excessive doctor excuses will be investigated by Truancy Officials, and parents may be required to sign a Release of Medical Information form to assist in the investigation. During the investigation, Truancy Officials will consider the student's attendance history, information obtained from medical professionals, and any attempts made by the parent/ guardian to prevent disruption of the educational process. Truancy Officials will utilize information from the investigation to reconsider any of the days previously excused. Truancy Officials have the authority to conduct such investigations and assign unexcused status to days the child could have been at school.

**Limit on Doctor Excuses** - Students (except those under a court order to attend school) will be allowed twelve (12) absences per year with typical doctor/medical excuses. Any absences over the twelve day limit will require more than a typical doctor/medical excuse. Medical proof such as a diagnostic sheet or statement from a physician will be required before the absence will be considered for excused status. In some cases, parents may be asked to sign a Release of Medical Information Form.

**Court Ordered Students** – Parents of students under a District or Family Court order to attend school, and parents of students who have truancy allegation filed with the CDW, are required to sign a Release of Medical Information Form, cannot submit parent notes, and must submit more than a typical doctor excuse. Detailed diagnostic sheets and/or a

statement from a physician are required. In some instances, attendance staff will contact medical providers to investigate any medical documents that have been submitted to the school.

**Extended Illnesses, Injuries or Accidents** – Home/Hospital Instruction (HHI) is a temporary, short term program designed to provide educational services to children unable to attend school due to medical reasons. If a student is expected to miss 5 or more consecutive days due to illness or injury, the parent must contact the Home/Hospital Instruction Office at 606-862-4608 to request an application be sent to the student’s attending physician. Completion of an application for Home/Hospital services requires approval by the HHI committee and does not guarantee the application qualifies for services. Any parent allowing excessive medical absences without contacting the HHI office is advised that excessive days absent may not be excused.

## **Unexcused Absences**

If a student has an unexcused absence, the grade for that day in any content class will be a zero. Students may not make-up work, exams, tests, quizzes, assignments, etc., which would have been completed for credit in any class for any day in which an absence is unexcused except by waiver of a favorable attendance appeal. (See Appeals Provision Section) The Principal has discretion to allow a student to complete make-up work, exams, tests, quizzes, assignments, etc., during any period of suspension. In the event of a suspension pending a Board expulsion hearing, the Board may exercise the same discretion.

## **Appeals Provision**

In the event that any parent, guardian, custodian, teacher or principal seeks to request an attendance appeal of unexcused absences, the form “ATTENDANCE WAIVER REQUEST” shall be completed and given to the school principal for action. The School/Site Based Attendance Appeals Committee shall meet monthly to hear appeals. **All requests for appeals must be made within the grading period or within two weeks of the end of the grading period.** All parties shall be given written notice of the date, place and time of the Committee meeting and shall be given the opportunity to present evidence in support of their respective positions. Parents shall be informed in writings as to the decision of the Attendance Committee, setting forth the reasons for the decision, within a reasonable time. **In the event, an appeal is granted, the student will be allowed to make up work however, the absence will still be considered unexcused.**

The School/Site Based Appeals Committee shall be appointed by the principal and composed of (minimum membership) principal or designee and two (2) teachers. The School/Site Based Appeals Committee will hear appeals on unexcused absenteeism only.

The committee will only rule on those cases that are appealed. A record, written or tape recorded, shall be made of the hearing. In order to request an appeal for any case not waived, the request shall be made in writing to the Director of Pupil Personnel within five (5) working days after the decision of the School/Site Based Appeals Committee.

The District wide Appeals Committee shall be appointed by the Superintendent and be composed of: the Superintendent or his/her Designee, one principal from the school in which the student is enrolled, three teachers-one high school, one middle school, and one elementary. Each teacher representative shall be appointed for three (3) years. Alternates shall be appointed for each appointee. The Superintendent or his/her designee The Superintendent or his/her designee shall be a permanent member and permanent Chairperson.

The District Wide Appeals Committee will meet once each school month. The Appeals Committee will hear appeals on unexcused absenteeism only. All parties concerned shall be given notice of the date, place and time of said hearing, and shall be limited to review of the record made at the hearing before the School/Site Based Appeals Committee. If the District Wide Appeals Committee deems it potentially helpful to their decision, they may invite a hearing before the School/Site Based Appeals Committee. If the District Wide Appeals Committee deems it potentially helpful to their decision, they may invite hearing further evidence, written or otherwise, giving the adverse party the opportunity to respond. Such decision shall be within the discretion of the District Wide Attendance Appeals Committee. This committee shall not hear appeals based on other criteria however, decisions shall include examination of excused and unexcused absences and past attendance reports of individual students. In instances not specifically included in this document, or covered by School Board Policy in other documents, this committee shall render a decision following, to the best of their ability, the intent of this policy.

No member of either Committee described above should discuss the matter with the parent or teacher involved except during the committee meeting.

The standard for appeal shall be the decision of the Appeals Committee and shall be affirmed by the Board of Education unless it is found to be clearly erroneous. The parent/guardian or teacher/principal may make written statements to the Board of Education within five (5) working days after the decision of the District Wide Attendance Appeals Committee.

## **DISCIPLINE CODE 01. ATTENDANCE**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Tardiness	Failure to be in place of instruction at the assigned time without a valid excuse	Conference to suspension Referral to D.P.P.
B. Class cutting	Failure to report to class without proper permission, knowledge or excuse by the school or the parent	Conference to suspension
C. Truancy	Failure to report to school without prior knowledge and/or brought to school by police	Conference to Referral to D.P.P.
D. Leaving School	Failure to have been granted permission to leave grounds without permission from the Administrative Office.	Conference to suspension

## **BUS RIDING/BEHAVIOR**

Transportation to and from school is a privilege and not a right for every student. To participate in this privilege students must adhere to acceptable behavior. Violation of what is considered acceptable behavior will result in disciplinary action including the potential removal of bus riding privileges. If a student is suspended from one bus, he/she is suspended from all other buses as well. A school bus suspension is not an excused absence from school. Students will be expected to be at school each day of their suspension. Students who are serving a bus suspension will be permitted to ride a bus for educational and reward field trips.

While riding a bus, students are subject to all other district rules as well as those which would apply specifically to incidences while on the bus. Potential violations are included but not limited to the list below.

**DISCIPLINE CODE 05. BUS**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Throwing items on the bus		Conference to Bus Suspension
B. Smoking and use of tobacco, includes use of electronic smoking device.		Conference to Bus Suspension
C. Fighting on bus.		Conference to Bus Suspension
D. Assault on another student or endangering the safety of other students		Conference to Bus Suspension
E. Abusiveness to driver	Verbal	Conference to Bus Suspension
F. Abusiveness to driver	Physical	Conference to Bus Suspension
G. Changing seats while bus is in motion or having arms and/or head out of windows		Conference to Bus Suspension
H. Destruction of school bus.		Conference to Bus Suspension
I. Excessive noise/mischief/inappropriate language and/or gestures.		Conference to Bus Suspension
J. Failure to face forward or remain in seat or assigned seat.		Conference to Bus Suspension

# CONDUCT

Students are expected to maintain respectful behavior toward all adults and classmates at all times. In the event that norms of expected behavior are violated the following consequences apply:

## **DISCIPLINE CODE 11. INAPPROPRIATE PERSONAL PROPERTY**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Food/Beverage	No open containers. No consumption or unauthorized possession of food and beverages in an unauthorized area such as classrooms, buses, auditorium etc.	Conference to suspension with confiscation
B. Clothing	Wearing hats, scarves, head covers, large coats or any inscription inside a school building except when worn because of religious beliefs; when worn in connection with school sponsored programs such as R.O.T.C. graduation exercises, or theatrical productions	Conference to suspension with confiscation
C. Toys	Possess any toys, games etc., without permission of the administration	Conference to suspension with confiscation
D. Drug Look-Alikes	Possession of substances being portrayed as illegal substances	Conference to expulsion
E. Other	Possession of any object that has no purpose to be in school and may distract from teaching and learning	Conference to suspension with confiscation

**DISCIPLINE CODE 12. MISREPRESENTATION**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Altering Notes	Tampering with official passes, notes in any manner, including forging names to any legitimate excuses or related documents	Conference to suspension
B. False Information	Making false statements, written or oral, to any one in authority	Conference to expulsion
C. Cheating/Plagiarism	Violating rules of honesty, such as, copying another student's test, assignment etc.	Conference to expulsion
D. Other	Passing of any false statements, or information, including name to anyone in authority	Conference to expulsion

**DISCIPLINE CODE 13. TOBACCO PRODUCTS**

The Laurel County School Systems is deeply concerned with maintaining an orderly and healthy environment for its students and employees. The following regulations are necessary to establish such an environment.

- I. Students may not use or be in possession of any tobacco product(s) and/or electronic devices anywhere on school grounds. The use of any tobacco product/electronic smoking device is prohibited at all times in any building owned or operated by the Board.
- II. The following disciplinary methods will be used in dealing with Violators:
  - a. First offense (use or possession) – confiscation of the tobacco product(s) and Conference to Suspension.
  - b. Second offense (use or Possession) – confiscation of the tobacco product(s) and Conference to Suspension.



- c. Third offense – confiscation of the tobacco product(s) and Detention to Suspension. Additional violations will result in increased penalties.
- III. School personnel will be on duty to prevent the use of tobacco by students on school grounds. The following is a list of some of these measures.
- a. Students will be dismissed from class only when absolutely necessary.
  - b. Staff and smoke devices will monitor restrooms.
  - c. Bus loading and unloading will be strictly supervised under direction of the principal.
- IV. Athletics: Athletes may not be in possession of, or use tobacco products during practices or games.
- V. This policy includes attendance at all extra – curricular activities such as band, club meetings, awards programs, ball games, field trips, practices (i.e. drama, academic, dance) etc.
- VI. Students under an order of the court who are in possession of, or using tobacco products, are in contempt of the court order and may be referred to the County Attorney.

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Use	Smoking (anything), use or possession of products such as snuff; chewing tobacco or electronic cigarettes, in any school building, on its grounds during the school day, on the school bus or at any official school function	Conference to suspension with confiscation
B. Possession	Having on one's person or personal possession smoking materials or other tobacco products including electronic cigarettes	Conference to suspension with confiscation

**DISCIPLINE CODE 14. DISRUPTION**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Chronic Talking	Repeated talking in classrooms without permission	Conference to Suspension
B. Throwing Objects	Involved in the throwing of any object in any part of the school or school grounds in such a way as to be disruptive and endanger anyone.	Conference to Suspension
C. Horseplay	Engaging in conduct that disrupts the educational process or interferes with teaching, learning and/or the operation of the school. (May include minor instances of hitting/shoving.)	Conference to Suspension
D. Teasing	Engaging in any activity that afflicts mental distress, anguish or agitation to another person.	Conference to Expulsion
E. Refusing to remain in seat	Repeatedly getting out of seat without permission of staff member.	Conference to Suspension
F. Rude Noises	Making any unnecessary noise that disrupts the teaching and learning and/or orderly operation of the school.	Conference to Suspension.
G. Leaving without Permission	Leaving the classroom or assigned area without obtaining prior approval of a staff member.	Conference to Suspension
H. Display of affection	Kissing, hugging, petting.	Conference to Suspension.
I. Disruption of Class/Other	Any action that causes disruption of the school environment.	Conference to Expulsion.

**DISCIPLINE CODE 15. REPEATED AND CONTINUED VIOLATION OF RULES AND REGULATIONS:**

Stricter measure may be taken when a student continue to violate rules and regulations.

**DISCIPLINE CODE 16. DISRESPECT**

Behavior	Definition	Discipline Action Range
A. Walking Away	Leaving while staff member is talking to you	Conference to suspension
B. Talking Back	Responding orally in a rude and disrespectful manner to a staff member	Conference to suspension
C. Other	Responding in any other way that demonstrates a disrespectful manner	Conference to suspension

**DISCIPLINE CODE 17. INSUBORDINATION**

BEHAVIOR	DEFINITION	DISCIPLINE ACTION RANGE
A. Refuses a reasonable request	Failure to comply with a proper and authorized direction or instruction of a staff member.	Conference to suspension
B. Refuses to dress for P.E.	Failure to use the proper attire required in P.E.	Conference to suspension
C. Refuses to work in Class	Failure to do your assigned work in class	Conference to suspension
D. Refuses Suspension or Detention	Failure to report or complete as directed by a staff member	Conference to expulsion
E. Refuses to report to proper authorities	Failure to report to the administrative office as directed by a staff member	Conference to suspension
F. Other	Failure to respond to any other reasonable direction given by a staff member	Conference to suspension

**DISCIPLINE CODE 18. PROFANITY**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Swearing	Saying anything that conveys a grossly offensive, obscene, or sexually suggestive message	Conference to suspension
B. Obscene Gestures	Making any sign that conveys a grossly offensive, obscene or sexually suggestive message	Conference to suspension
C. Derogatory materials	Having any written material or pictures that convey a grossly offensive, obscene, or sexually suggestive message	Conference to expulsion
D. Directed at Certified or Classified personnel	Writing, saying or making gestures that convey a grossly offensive, obscene, or sexually suggestive message	Conference to expulsion

**DISCIPLINE CODE 19. ELECTRONIC COMMUNICATIONS**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Sending, using, accessing, or displaying offensive obscene language, messages, or pictures		Conference to expulsion
B. Harassing, insulting, distracting, or disrupting other computer users		Conference to suspension
C. Damaging computer systems or computer networks including hardware and software		Conference to expulsion

D. Using or trying to gain access to another user's accounts or passwords		Conference to suspension
E. Giving assigned accounts or passwords to other users		Conference to suspension
F. Trespassing or vandalizing data in an unauthorized fileserver, program, folder, directory or file		Conference to expulsion
G. Intentionally wasting, degrading, or disrupting performance of limited resources		Conference to suspension
H. Using electronic communications for any illegal activity		Conference to expulsion
I. Knowingly place on a computer system or computer network any viruses or any destructive type programs		Conference to expulsion
J. Installing or using an authorized personal software or hardware to any computer system or network		Conference to suspension
K. Revealing personal information to or establishing any relationships with unauthorized person(s) or groups on the network		Conference to expulsion

**DISCIPLINE CODE 20. BULLYING/ HAZING:**

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

1. That occurs on school premises, on school sponsored transportation, or at a school sponsored event: or
2. That disrupts the education process,

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

Student and Administrators shall also review Board Policies 09.42, 09.422, 09.425, 09.426, 09.42811, and Kentucky Revised Statues KRS 158.150, KRS 158.148 AND KRS 160.290.

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
Bullying/Hazing	1 <sup>st</sup> Offense	Conference to expulsion
	2 <sup>nd</sup> Offense	In school suspension to expulsion
	3 <sup>rd</sup> Offense	Out of school suspension to expulsion

**DISCIPLINE CODE 21. HARASSMENT**

Student and Administrators shall also review Board Policies 09.42, 09.422, 09.425, 09.426, 09.42811, and Kentucky Revised Statues KRS 158.150, KRS 158.148 AND KRS 160.290.

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Shoving	Willfully pushing anyone with the intent to harass and/or harm them	Conference to expulsion
B. Throwing objects	Willfully throwing anything at someone with the intent to harass and/or harm them	Conference to expulsion
C. Hitting another student	Hitting a student for the purpose of harassment	Conference to expulsion
D. Other	Any action, use, written, verbal, physical, with the intent to harass and/or harm them	Conference to expulsion

## DISCIPLINE CODE 22. FIGHTING

Behavior	Definition	Discipline Action Range
A. Mutual combat-1 <sup>st</sup> Offense	Involves the exchange of mutual physical contact between students by pushing, shoving, or hitting-either with or without injury.	Conference to expulsion
B. Mutual combat 2 <sup>nd</sup> Offense	Involves the exchange of mutual physical contact between students by pushing, shoving, or hitting-either with or without injury.	In school suspension to expulsion
C. Mutual combat 3 <sup>rd</sup> Offense	Involves the exchange of mutual physical contact between students by pushing, shoving, or hitting-either with or without injury	In school suspension to expulsion

## REPORTING BEHAVIOR TO AUTHORITIES

As previously noted in the Code of Conduct, the discipline range in the handbook reflects the discipline range of the Laurel County Public Schools. Certain acts are also considered crimes and must be reported to law enforcement, Court Designated Workers, the Cabinet for Families and Children and/or others. Action or the lack of action by those agencies has no bearing on decisions made by the Laurel County Public Schools.

Employees of the district shall promptly make a report to the local police department, sheriff, or State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand feet of school premises, on a school bus, or at a school – sponsored event, or at a school related function. A principal who has reasonable belief that an act has occurred on school property or at school sponsored function involving assault resulting in serious physical injury, sexual offense, kidnapping, assault involving a weapon, possession of a firearm in violation of the law, or damage to property shall immediately report the act to the local law enforcement agency.

The following law violations require staff to report to proper authorities.

**DISCIPLINE CODE 23. ASSAULT**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Against Student	Battery, unlawful beating. Any physical force or violence unlawfully applied to another student. This can include jostling, tearing clothes, seizing or striking another student.	Out of school suspension to expulsion
B. Against Staff	Battery, unlawful beating. Any physical force or violence unlawfully applied to a staff member. This can include jostling, tearing clothes, seizing or striking.	Out of school suspension to expulsion
C. Other	Battery, unlawful beating. Any physical force or violence unlawfully applied to another person while under the jurisdiction of school authority. This can include jostling, tearing clothes, seizing or striking.	Out of school suspension to expulsion



**DISCIPLINE CODE 24. ALCOHOL**

For possession, use, sale, transmission or being under the influence of alcohol, and/or drugs while at school, on school grounds, or at school-sponsored events on or away from school grounds, the student may be subject to immediate suspension with recommendation of expulsion for the remainder of the school year.

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Use (positive intoxication)	Consumption of any alcoholic beverages in school or coming to school after consumption	Out of school suspension to expulsion
B. Possession	Possessing any alcoholic beverages in school, on school grounds, to and from school, on school bus, or any school function	Out of school suspension to expulsion
C. Sale/Distribution	Distributing or attempting to distribute any alcoholic beverage while under the jurisdiction of school authority	Out of school suspension to expulsion

**DISCIPLINE CODE 25. ARSON**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
Actual	Setting a fire	Out of school suspension to expulsion
Attempt	Attempting to set a fire	Suspension to expulsion

**DISCIPLINE CODE 26. BOMBS**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Threat	Statement that such a device exists in the school	Conference to expulsion
B. Actual	Any device containing combustible material and a fuse	Suspension to expulsion

**DISCIPLINE CODE 27. BURGLARY**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Actual	Unlawful entry into an unoccupied school with the intent of committing a felony, or to steal, or take and carry away the property of another person	Suspension to expulsion
B. Attempted	Unlawfully attempted entry into an unoccupied school	Conference to expulsion

**DISCIPLINE CODE 28. DISORDERLY CONDUCT**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A.	Acting in a manner that is disruptive to the educational environment	Conference to expulsion

**DISCIPLINE CODE 29. DRUG OFFENSE**

Any drug that is not registered in the principal's office may be considered an illegal drug at school. Any medication not prescribed to the individual in possession may be considered an illegal substance. Sanctions apply to the synthetic counterpart of any illegal drug.

**A student may be tested for drugs at school upon reasonable suspicion that the student is under the influence of drugs.**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Use	Use of a narcotic, illegal or controlled drug, anabolic steroids or any illegal substance which when taken internally or smoked, caused a change in a person's behavior	Out of school suspension to expulsion
B. Possession	Possess any illegal substance which when taken internally or smoked, causes a change in a person's behavior	Out of school suspension to expulsion

C. Sale/Distribution	Distribution or attempting to distribute any illegal substance	Out of school suspension to expulsion
D. Overdose	Taking too great a dose of any narcotic, illegal or controlled drug, including alcoholic beverages	Out of school suspension to expulsion
E. Paraphernalia	Possession, distribution or use of any drug related device	Out of school suspension to expulsion
F. Inhalants	Possession, distribution or use of any substance that could be inhaled illegally	Out of school suspension to expulsion
G. Failure to register legitimate prescribed and/or over-the-counter medication	Unintentionally failing to follow outlined procedure for the registration of medication	Conference to expulsion

### **DISCIPLINE CODE 30. EXTORTION**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Actual	Use of "mild" threats or intimidation that obtained money or something of value from another	Out of school suspension to expulsion
B. Attempt	Use of "mild " threats or intimidation in an attempt to obtain money or something of value from another	In school suspension to expulsion

### **DISCIPLINE CODE 31. INITIATING A RIOT**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Actual	Creating a public violence, tumult, or disorder in the school	Out of school suspension to expulsion
B. Attempt	Attempting to create a public violence, tumult or disorder in the school	Out of school suspension to expulsion

**DISCIPLINE CODE 32. ROBBERY**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Actual	Taking from a person something of value by force, violence or fear	Out of school suspension to expulsion
B. Attempt	Attempting to take from a person something of value by force, violence or fear	Out of school suspension to expulsion

**DISCIPLINE CODE 33. SEXUAL OFFENSES**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Offensive Touching	Putting hands on another person's body in a manner that is offensive to them	Conference to expulsion
B. Rape or attempted rape	Unlawful sexual intercourse, or attempted sexual intercourse by force, threat or fear	Out of school suspension to expulsion
C. Indecent exposure	Intentional exposure of part of one's body that is offensive to others	Out of school suspension to expulsion
D. Other	Includes any other sexual actions that are offensive to others	Conference to expulsion

**DISCIPLINE CODE 34 THEFT**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. School Property	Unlawful taking and carrying away property belonging to Laurel County Public Schools (while the building is occupied) with the intent to deprive the lawful owner of use	Out of school suspension to expulsion
B. Staff Property	Unlawful taking and carrying away of property belonging to	Out of school suspension to expulsion

	a staff member	
C. Student Property	Unlawful taking away property belonging to another student	Conference to expulsion
D. Student Locker	Removing any property from a locker other than the one assigned	Conference to expulsion

**DISCIPLINE CODE 35. THREATENING**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Staff Member	Threatening to strike, attack or harm any staff member	Out of school suspension to expulsion
B. student	Threatening to strike, attack or harm anyone. Failure to report threats/harmful situations	Conference to expulsion
C. Other	Threatening to strike, attack or harm anyone. Failure to report threats/harmful situations	Conference to expulsion

**DISCIPLINE CODE 36. TRESPASSING**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Trespassing	Entering the school or grounds by persons neither attending nor working at that school (includes suspended students)	Conference to report to proper authorities

**DISCIPLINE CODE 37. VANDALISM**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. School Property	Willful or malicious destruction of school property	Conference to expulsion with restitution
B. Private Property	Willful or malicious destruction of private property	Conference to expulsion with restitution
C. Graffiti	Willful or malicious defacing of public or	Conference to expulsion with

	private property	restitution
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**DISCIPLINE CODE 38. WEAPONS AND DANGEROUS INSTRUMENTS**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Gun	Possession of any gun (loaded or unloaded) including starter pistols	Out of school suspension pending expulsion hearing followed by a one year mandatory expulsion
B. Gun (Toy or Look-a-likes)	Possession of a cap pistol, water pistol, toy pistol or any look-a-like gun	Conference to expulsion
C. Knife	Possession of any size or shape of knife	Conference to expulsion
D. Razor Blade/Box cutter	Possession of a razor blade, box cutter or look-a-like	Conference to expulsion
E. Live Ammunition	Possession of any live bullets	Conference to expulsion
F. Fireworks or Explosives	Possession of firecrackers or any explosive device including caps and snapper pops	Conference to expulsion
G. Other	Possession of any object that could cause injury including (but not limited to) ice pick, multi-fingered ring, metal knuckles, nunchaku, clubs, shock sticks, mace and the use of any object to inflict bodily injury on students and any other persons	Conference to expulsion

**DISCIPLINE CODE 39. MISCELLANEOUS**

<b>Behavior</b>	<b>Definition</b>	<b>Discipline Action Range</b>
A. Forgery of Official Documents	Altering any official document such as report cards, transfers, attendance slips, absence excuses, or transcripts for the purpose to deceive	Conference to expulsion
B. Gambling	Wagering money or valuable property on the outcome of a competition or game of chance or luck	Conference to suspension
C. Possession of Stolen Property	Having on one's person or within one's control, property belonging to another and taken without that person's consent (this includes school property)	Conference to expulsion
D. Obscene Phone Calls	Making telephone calls that are offensive to anyone	Conference to expulsion
E. Vehicle Complaint	Sitting in or driving motor vehicles after they have been parked at the beginning of the day (Speeding, parking in wrong area or reckless driving)	Conference to expulsion
F. False Alarm	Calling, signaling or initiating an automatic signal falsely indicating the presence of fire or other emergency	Conference to expulsion

## **DIRECTORY INFORMATION**

Directory Information is defined by KRS 160.700(1) as the student's name, address, telephone listing, date and place of birth, participation in school recognized sports and activities, height and weight, members of athletic teams, dates of attendance, awards received, major field of study and the most recent/previous educational institution attended.

School officials may disclose directory information without consent if the school has given public notice to parents and eligible students of the types of personally identifiable information designated as directory information and provides them an opportunity to refuse to permit all or part of such disclosure. KRS 160.725(1)

## **DRIVER'S LICENSE QUALIFICATION/PROCEDURE**

KRS 159.051 is an act relating to a student's license or permit to operate a motor vehicle. Students age sixteen (16) and seventeen (17) may have their operator's license, intermediate license, permit, or privilege to operate a motor vehicle revoked or denied if they:

- Drop out of school
- Are declared to be academically deficient
- Have 9 or more unexcused absences in the preceding semester (including suspensions)
- Have not received passing grades in at least four (4) courses in the preceding semester

## **EMERGENCY EVACUATION FIRE, TORNADO, AND EARTHQUAKE DRILLS**

Emergency evacuation and fire drills will be held monthly throughout the year.

Tornado drills will be conducted periodically prior to and during tornado season. Earthquake drills will be held semi-annually

## **EXCEPTIONAL CHILD SERVICES**

### **Child Find for Children with Disabilities in Need of Special Education or 504 Services**

The Laurel County Public School District is open 8:00 a.m. to 4:00 p.m. Monday thru Friday and keeps educational records in a secure location in each school and Board office.



The Laurel County Public School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Laurel County Public School District may destroy the educational records of a child without parent request seven (7) years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Laurel County Public School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 150%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Laurel County Public School District has an ongoing "Child Find" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private or home school; those who are highly mobile such as children who are

migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "Child Find" system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Laurel County Public School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Laurel County Public School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Laurel County Public School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know a child who lives within the boundaries of the Laurel County Public School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call (606) 862 4608 or send information to an individual named below. If you know of a child who attends a private or home school within the boundaries of the Laurel County Public School District, who may have a disability, and may need but is not receiving Special Education services, please call (606) 862-4608 or send the information to:

Vickie Nicholson  
Director of Special Education  
Laurel County Public Schools  
710 North Main Street  
London KY 40741

Kaye Morgan  
504 Coordinator  
Laurel County Public Schools  
710 North Main Street  
London KY 40741

**"Child Find"** activities will continue throughout the school year. As part of these efforts the Laurel County Public School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those

children in the District who have a disability and need Special Education or 504 services. Any information the District collects through “Child Find” is maintained confidentially.

Written Policies and Procedures have been developed which describe the District’s requirements regarding the confidentiality of personally identifiable information and “Child Find” activities. There are copies in the Principal’s office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

Vickie Nicholson  
Director of Special Education  
Laurel County Public Schools  
710 North Main Street  
London, KY 40741

The Laurel County Public School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Director of Pupil Personnel, the Director of Special Education or the Section 504 Coordinator at the address or phone number listed above for the Laurel County Public Schools.

## CAFETERIA

Laurel County Public Schools offer healthy meals every school day. Breakfast cost \$0.85; lunch cost \$1.25/\$1.50. Your children may qualify for free or reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch.

Free/Reduced meal application packets are distributed at the beginning of school. You only need to submit one application per household, even if your children attend more than one school in the Laurel County School System.

Charging meals in the cafeteria is for emergency use only. Charges are designed to cover situations in which parents or students forget to bring or provide money for lunch/breakfast. A la carte or extra items may not be charged and must be paid for at the time of purchase, a list is posted in each cafeteria of prices for extra servings or a la carte items.

Unpaid charge notices will be sent to parents twice a month. Unpaid balances may be taken to small claims court.

Should additional arrangements be needed, parents may contact the cafeteria manager or director until payment can be made.

Students/Parents may prepay for meals in the cafeteria or Central Office.

Please see our website at [www.laurel.kyschools.us](http://www.laurel.kyschools.us) for more information.

# INTERROGATIONS AND SEARCHES OF STUDENTS AND STUDENTS' PROPERTY

The Board holds all school property in public trust. A search of school property, including but not limited to school lockers, may be made at the discretion of the Superintendent or Principal if there appears to be reasonable ground to conduct the search. The school Principals and other certified personnel as designated by the principal shall make periodic checks of lockers. Such checks shall be made by team(s) of two or more people with documentation of the checks properly recorded. Law enforcement authorities may also make searches with documentation properly recorded.

Search of a student's person or vehicle shall be conducted only if there is a reasonable cause to believe that a breach of conduct, rules or a crime is being committed. Search of a student's person shall be conducted by a certified school employee of the same sex and in the presence of another certified school employee and may also be conducted in the presence of law enforcement authorities.

## MEDICATION PROCEDURES

All drugs (medication) shall be registered in the school immediately upon arrival each day. Any medications not prescribed to the individual in possession may be considered an illegal substance.

If child is on medication prescribed by a Doctor, Physician's Assistant, Dentist or Advanced Registered Nurse Practitioner the following procedures must apply: The medication must be stored in a secure, locked, clean container or cabinet accessible only to the Principal or other qualified school personnel assigned by the Principal. School personnel shall call the student to the designated medication area at the time the medication is to be administered or the student will report to the designated medication area at the time medication is to be administered. Students must be supervised when taking any medication. The medication should be sent to the school in its original container with the prescription label attached which includes the physician's directions for dispensing the medication in compliance with KRS 218A.210. .

Non – prescription (over the counter) medications will be accepted on an Individual basis as provided by the parent or legal guardian with written permission on a school-provided form.

Emergency medication (allergies to insect stings, etc.) Must be administered as per written protocol approved and signed by a physician, parent and school nurse.

Documentation of Administration. All medication given must be documented on the school's medication log. The principal or designee

will monitor the log periodically to identify students too frequently or inappropriately using medication. The Principal is responsible for the log.

## **STUDENT ACCEPTABLE USE POLICY TO** **ACCESS ELECTRONIC MEDIA** **(Board Policy 08.2323 Curriculum and Instruction)**

**Introduction:** The Laurel County School System (LCSS) provides staff and students a telecommunication network and other new technologies in order to carry out the educational business of LCSS in conducting and accessing research, and in communicating with others in regard to instructional or job related functions and limited to educational usage.

**Kentucky Senate Bill 230** requires that each school district adopt and implement an acceptable use policy. The purposes of the policy are to educate, to provide protection against violations of privacy, to prevent misuse of public resources, to protect against inappropriate or destructive behaviors, and to ensure that technology resources are dedicated to improving student achievement and school administration. Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for students. Student use of the system will also be governed by school disciplinary codes.

Students are responsible for legal, ethical, and appropriate behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. Only students who submit signed permission and agreement forms by parents and students will be permitted network access. **Permission forms must be submitted on a yearly basis.** In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent/designee with a written request. **This signature sheet shall be kept on file as a legal, binding document.** Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems of other computing and telecommunication technologies.

**Internet:** All users must authenticate to the LCSS network and will be assigned a designated user-id login and password. This login to the Domain will authenticate each user that logs into the Laurel County Domain. The LCSS makes every attempt to keep our students safe while on the Internet. Internet access is monitored through a proxy server with software in place to filter unacceptable or offensive sites. Although we make every effort to block inappropriate material, students and guardians

should be aware that users may unexpectedly come across sites that contain offensive or inappropriate material. Users should report this to the proper officials immediately. Users who are found deliberately searching for this type of material and or repeatedly visiting inappropriate sites will have their Internet privilege revoked.

**Electronic Messaging:** Students shall use electronic media in a professional manner consistent with the Student Code of Conduct and with federal laws governing copyrights. Students should be aware that email generated or stored by the LCSS is subject to Open Records. Network and school administrators may review files and communications to maintain system integrity and to ensure that students are using the system responsibly. LCSS realizes that personal email is an acceptable form of communication but this type of communication should be limited. The LCSS provided email system is the only email system that is to be used on the LCSS System network. **The Office 365 e-mail provided to you by the district is a part of the Office 365 service from Microsoft. By signing this form, you accept and agree that your rights to use the Office 365 service, and other Office 365 services as the Kentucky Department of Education may provide, over a period of time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored, including Office 365 email, are managed by the district. You also understand that the Office 365 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 and are managed pursuant to the Office 365 Agreement and Microsoft Online Privacy Statement. Before you can use those Microsoft services, you must accept the Office 365 Service Agreement.**

If the Connection feature in **Office 365** system is utilized to connect with private accounts i.e....gmail, hotmail, or yahoo mail, or any other account not affiliated with **Office 365**, the private email account becomes .org owned account, meaning it is owned by the LCSS, and therefore is subject to all LCBOE policies as well as the LCSS AUP.

The **Office 365** email system includes Instant Messaging capabilities. However, it is the position of the LCSS that this function not be utilized in the Laurel County School District. Use of the Instant Messaging is a direct violation of the LCSS AUP and will result in disciplinary action and or loss of network privileges.

**Telephones:** Telephones are a part of the telecommunications network and are considered as part of the system resources. The same procedures and regulations therefore apply, as govern other electronic media. **Privacy:** Users of the LCSS network should be aware that information accessed, created, sent, received, or stored on the network is not private and is subject to be reviewed by network and school

administrators. The District reserves the right to access and monitor all messages and files on the LCSS network.

**The following behaviors are NOT permitted on the district network or machines:**

- Hotmail and other e-mail clients and accounts shall not be accessed from the Laurel County network. If accessed via the **Office 365** connection capabilities, those accounts become owned by the LCSS and are privy to all LCBOE policies and the LCBOE AUP.
- Sending or displaying offensive messages or pictures (this includes profanity, nudity, pornography, vulgarity, racism) or harassing or insulting messages. Depending on the nature or content, disciplinary action may be taken, and these may also be reported to Law Enforcement.
- Engaging in practices that threaten the network (i.e....loading files that may introduce a virus, or File Sharing software such as Swaptor, Direct Connect WinMX Napster, eDonkey 2000, Filetopia, etc.) The preceding list is by no means exhaustive or complete.
- Violating copyright laws
- Trespassing in others folders, documents, or files or using others' passwords
- Intentionally wasting limited resources
- Using the network for commercial purposes, i.e.... advertising a product or selling a product to make money such as a jewelry party, Avon orders, Mary Kay parties, food parties, etc... anything that generates income for an individual is prohibited. The purchasing of goods for personal use is also prohibited.
- Promoting or campaigning for individuals or political parties or soliciting contributions to a political campaign, party or issue
- Shall not violate any Federal or State regulations
- Purposely bypassing the proxy server
- General audio and visual streaming/ download/rip any music to store on computers network
- Stream music or radio
- Accessing sites to online chat rooms or software that enables online posting and receiving of real-time messages i.e....Yahoo Instant Messenger. Although the LIVE@edu email client has instant messaging capabilities, instant messaging is PROHIBITED by the LCSS and its AUP.
- sending electronic messages anonymously
- sending electronic messages using another person's name or account
- accessing/playing MUD (multi-user games)



- via the network or any non-educational computer game whether online CD, flash drive, etc...
- sending mass emails (districtwide emails) for non-school related purposes
- accessing online communities such as MySpace, Facebook, Twitter, or Instagram, etc...
- access gambling sites
- cyberbullying is bullying

### **Personal Mobile Devices:**

- Student Personal Electronic Devices, such as, but not limited to, cell phones, iPads, Tablets, iPods, or other personally owned electronic devices, are not to be utilized to access the Internet, personal email accounts, social networking sites such as MySpace, Facebook, or Twitter, or Instant Messaging, during the school day. Doing so is a direct violation of the LCSS AUP, KY SB 230, and the Child Internet Protection Act.
- PDAs, Blackberries, or Laptops that are brought into the LCSS with a LAN/WLAN card shall not be used during the school day to access the Internet. Only computers accessing the LCSS network shall be used for accessing the Internet.

**DISREGARD OF RULES:** Students shall be subject to disciplinary action up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

**REFERENCES:** KRS 156.675; 701 KAR 005:120 16 KAR 1:020 KAR 001:020 (Code of Ethics) 47 U.S.C. 254/Children’s Internet Protection Act; 45 C.F.R. 54.520 Kentucky Education Technology System (KETS)

**RELATED POLICIES:** 03.1325/03.2325; 03.17/03.27 08.1353; 08.2322; 09.14; 09.421; 09.422; 09.425; 09.426

## **INDUSTRIAL TECHNOLOGIES AND CYBERBULLYING**

**Industrial Technologies Purpose:** The purpose of the District’s industrial technology program is limited to educational usage to assist in preparing students for success in the 21st century. This policy will govern all use of industrial technologies. Student use of the system also will be governed by the District and school disciplinary codes.

The Board supports reasonable access to various technology formats. Users should utilize this privilege in responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

Industrial technology is the use of engineering and manufacturing technology to make production faster, simpler and more efficient.

Industrial technology skills are now fundamental for students who want a future in engineering and technology. The Board expects that staff will equip these students with such information and training and that the staff will provide guidance and instruction to students in the appropriate use of such technology.

**Restrictions and Requirements:** Users may not utilize industrial technologies for commercial purposes. The use of any part of an industrial technology, in any form, to create items or services by which the user expects a profit either through commission, salary or fee for service, for personal use, is strictly prohibited unless authorized by the Board.

Students are responsible for good behavior when using industrial technology. The following behaviors are not permitted when using District industrial technologies:

1. The creation of weapons, parts of weapons, or lethal objects of any sort, or any device that resembles the same for the purpose of creating the impression that the object created is a weapon, part of a weapon, or lethal object, whether for personal use or demonstration.
2. The creation of any objects containing profanity or obscenity.
3. The creation of any objects that could be construed as drug paraphernalia, parts of drug paraphernalia, or any device that resembles the same for the purpose of creating the impression that the object is drug paraphernalia or part of drug paraphernalia.
4. The creation of any objects that could be construed as inappropriate body parts.

**Cyberbullying:** It is the policy of the Laurel County Board of Education that all students and school employees enjoy a safe and secure educational setting. The school prohibits cyberbullying, as defined herein. Nothing in this policy is intended to infringe on the constitutional rights of students or school employees.

**Definitions:** The term "cyberbullying" means the use of any electronic communication, by individuals or groups, to:

- a. make a true threat against a student or school employee;
- b. materially disrupt school operations; or

substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear of harm to the student's person or property; creating a substantially detrimental effect on the student's physical or mental health; substantially interfering with a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress.

Cyberbullying includes conduct that is based on, but not limited to, a student's actual or perceived race, color, national origin, gender, religion,

disability, sexual orientation or gender identity, distinguishing physical or personal characteristic, socioeconomic status, or association with any person as identified above.

As used in this policy, the term "electronic communications" means communications through any electronic device, including, but not limited to, computers, telephones, mobile phones, pagers, and any type of communication, including, but not limited to, emails, instant messages, text messages, picture messages, and websites.

**SCHOOL JURISDICTION:** No student shall be subjected to cyberbullying by an electronic communication that bears the imprimatur of the school regardless of whether such electronic communication originated on or off the school's campus.

The school shall have jurisdiction to prohibit cyberbullying that originates on the school's campus if the electronic communication was made using the school's technological resources or the electronic communication was made on the school's campus using the student's own personal technological resources.

The school shall have jurisdiction to prohibit cyberbullying that originates off the school's campus if:

1. it was reasonably foreseeable that the electronic communication would reach the school's campus; or
2. there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at a school-specific audience, or the speech was brought onto or accessed on the school campus, even if it was not the student in question who did so.

## **NOTICE**

- a. Parents shall receive written notice of this cyberbullying policy at the beginning of each school year.
- b. There shall be an annual process for discussing this policy with students in a student assembly.
- c. For access to the school's technological resources, including but not limited to email and Internet access, students and parents shall review, sign, and return the school's acceptable use policy which prohibits the use of the school's technological resources for Cyberbullying
- d. This policy, along with the school's acceptable use policy shall be prominently posted on the school's website as well as the Student Code of Conduct.

**INVESTIGATIONS:** Parents shall be notified as soon as practicable if their child is involved in a school investigation concerning cyberbullying. School officials may search and seize a student's personal electronic device, including but not limited to cell phones and computers, if:

1. the student is using the electronic device at school in violation of school rules; or
2. the school official has reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the school rules; and

3. the search is limited in scope by being reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Reasonable grounds, as set forth in item 2 above will not be established solely on anonymous reports.

If the cyberbullying victim or student reporting the cyberbullying is willing, the school shall initiate an interview to determine the nature of the bullying, the name of the participants, where and how the information was being sent, and how far the images or messages have spread.

Any evidence of cyberbullying discovered during an investigation should be preserved. Such actions may include, but are not limited to, saving the victim's cell phone, text, or email messages; and printing or copying posts or other electronic communications available on websites before removing them.

If, during the course of a cyberbullying investigation, images of nude minors are discovered, those images should not be distributed or shown to other school officials. The school official who discovered the image should promptly contact law enforcement.

**REPORTING:** Students who wish to report incidents of cyberbullying should contact any school faculty member. Students, parents, and other school officials may also contact the principal to report incidents of cyberbullying.

Anonymous and confidential reports of cyberbullying incidents are allowed but they will not provide the sole basis for a search of a student's personal electronic device or for disciplinary action.

School officials may report incidents of cyberbullying to law enforcement depending on the criminal nature of the offense, or the gravity and repetition of the offense.

**REMEDIES** An individual student whose behavior is found to be in violation of this policy will be subject to discipline. In determining the disciplinary action, the school will take into consideration the nature of the offense, the age of the student, and the following:

- a. For a first-time or minor cyberbullying offense, the school may mandate that the student attend mandatory counseling and education sessions.
- b. For a second or more serious cyberbullying offense, the school may prohibit the student from participating in school activities or events.
- c. For a serious incident of cyberbullying, the school may suspend or expel the student.

No student shall retaliate or make false accusations against a target or witness of cyberbullying.

Wherever practicable, the school shall provide counseling to all students involved in a cyberbullying incident. Whenever practicable, the school shall file a complaint with Internet sites or services containing cyberbullying material to have the material removed.

**EDUCATION:** The school shall provide an annual educational program for students. This education program shall train individuals:

1. on the meaning of and prohibition against cyberbullying, including the provisions of this policy against cyberbullying, including the provisions of this policy;
2. how students can report cyberbullying incidents
3. how students can be an ally to peers who are being cyber bullied; and
4. how students can protect themselves from being cyber bullied.

The school shall encourage students to play an active role in developing the school's cyberbullying educational programs.

**REFERENCES:** KRS 156.675; 701 KAR 5:120 16 KAR 1:020 (Code of Ethics) 47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520 Kentucky Education Technology System (KETS)

**RELATED POLICIES:** 03.1325/03.2325; 03.17/03.27 08.1353; 08.2322; 09.14; 09.421; 09.422; 09.425; 09.426

## **Student Acceptable Use Policy Agreement Form**

**NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS**

**Student Name:**

\_\_\_\_\_

**School:**

\_\_\_\_\_

**Grade:**

\_\_\_\_\_

I hereby accept the service agreement as applied to use of Laurel County networked computer services as described above.

**Student Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

As the parent or legal guardian of the minor student (under 18) signing above, I grant permission for my son or daughter to use Laurel County networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes, however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media. I understand that individuals may lose access privileges for violations of the Laurel County Acceptable Use Policy.

**Parent/Guardian Name** (please print):

\_\_\_\_\_

**Parent/Guardian Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Daytime Phone Number:**

\_\_\_\_\_

**Evening Phone Number:**

\_\_\_\_\_

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

# Public Release of Student Information Form

During the school year we often take photographs or make video recordings of children participating in a variety of school events and activities. These recordings may be used in the classroom for classroom purposes, in professional training situations for staff, and/or in media publications for the general public. We also, periodically desire to release information specifically concerning the academic accomplishments of students enrolled in our schools. The purpose of release of this information is to recognize and celebrate student achievement in the areas of grades and/or awards.

**IF YOU DO NOT WANT TO ALLOW PERMISSION FOR YOUR CHILD'S PICTURE OR ACADEMIC STATUS TO BE PUBLICALLY DISCLOSED DURING THE 2016-2017 SCHOOL YEAR, PLEASE MARK BESIDE THE CORRECT BOX, LIST YOUR CHILD'S NAME BELOW AND SIGN.**

**YES, I GIVE PERMISSION** that my child's photograph and or academic status may be publically disclosed during the 2016-2017 School Year. Please list child's name and sign below

**NO, I DO NOT GIVE PERMISSION** that my child's photograph and or academic status may be publically disclosed during the 2016-2017 School year. Please list child's name and Sign below.

STUDENT NAME:

\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE:

\_\_\_\_\_

DATE: \_\_\_\_\_

## **Student Voice Survey**

As part of the Certified Evaluation Plan for determining a teacher's overall professional practice rating, a confidential online survey will be administered to students in grades K-12 annually. Students will answer multiple choice questions about their classroom experiences including teaching practices and learning conditions. Student Voice Survey data can be used to inform instruction and classroom practice, define areas of need for professional growth and support, and provide feedback and evidence of teacher and program effectiveness. The survey will NOT be considered toward a student's grade in any way. All students are eligible to participate in the survey.

PLEASE CHECK CORRECT BOX REGARDING YOUR CHILD'S PARTICIPATION IN THE CONFIDENTIAL ONLINE STUDENT VOICE SURVEY DURING THE 2016-2017 SCHOOL YEAR, PLEASE LIST YOUR CHILD'S NAME BELOW AND SIGN.

**I DO GIVE PERMISSION** that my child may participate in the 2016-2017 Online Student Voice Survey

**I DO NOT GIVE PERMISSION** that my child can participate in the 2016-2017 Online Student Voice Survey

STUDENT NAME:

\_\_\_\_\_

SIGNED \_\_\_\_\_ DATE:

\_\_\_\_\_  
(SIGNATURE OF PARENT OR GUARDIAN)



## **Verification of Receipt of Student Code of Acceptable Conduct and Discipline**

I have received and read a copy of the 2016-2017 *Student Code of Acceptable Conduct and Discipline* distributed by the Laurel County Public Schools.

I have read and completed for submission the following forms:

- Student Acceptable Use Policy Form
- Public Release of Student Information Form
- Student Voice Survey Form
- Verification of Receipt of Student Code of Conduct and Discipline
- Medicaid Release of Information Form (If applicable)

NAME OF STUDENT:

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SIGNED:

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(Signature of parent or guardian)

DATE:

---

**Detach all five (5) completed forms from this book and return to your child's school.**

**\*\*If you have more than one child enrolled in a Laurel County School, please complete one form per child. Detach this form from the book and return all completed forms to your child's school.**



**Medicaid Release of Information Form**  
**Notice of Parent Consent for School District's Use**  
**of Public Benefits or Insurance**  
**under 34**  
**CFR**  
**§300.154**  
**(d)**  
**(2)(iv)**

I hereby authorize the release of (child's name),

\_\_\_\_\_ educational records as listed below to Medicaid, for the purpose of processing Medicaid claims or for agency review of records.

Medicaid's examination of records for program audit purposes shall take place in my child's school district. No copies of my child's records will be provided to Medicaid.

**Please mark correct box, sign and date at the bottom:**

I give my permission for **Laurel County Board Of Education** to allow the Department of Medicaid Services to examine information in my child's educational files, which is needed to bill the Kentucky Medicaid program for services provided through my child's Individual Education Program (IEP). My signature does not give permission to bill my private insurance company. The information to be released may include:

- My child's name and Social Security Number;
- My child's date of birth;
- My child's referral and evaluation information and reports pertaining to the billing of Medicaid services.
- The dates and times that service is provided to my child at school;
- My child's IEP goals that relate to these services; and
- Progress notes pertaining to the billing of Medicaid services

I do not give my permission for this information to be released.

I understand that services provided by **Laurel County Board of Education** special education program, will not count against limits for Medicaid programs.

This consent form gives the school system listed above permission to release information needed to recover costs from Medicaid for eligible school-based services provided as outlined within the IEP.

Child's Full Name: \_\_\_\_\_

Medicaid Number: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

Parent's or Guardian's Name (printed):

\_\_\_\_\_

Parent's or Guardian's Signature:

\_\_\_\_\_

Date signed: \_\_\_\_\_

Release is given to the following agencies or their designated representatives, for the sole purpose of billing Medicaid services or for auditing of the school districts School-Based Health Services program:

- Kentucky Department for Medicaid Services
- Kentucky Department for Public Health/Local Health Departments Centers for Medicare and Medicaid Services (CMS)
- Any agency commissioned to audit this program
- Contractual Third-party Billing Agency (Agency performing billing and related services for the school district)

I understand that the records will remain confidential and will only be used for the purposes listed above. The above agencies have been advised that they are bound by FERPA and cannot release the information they have obtained from the child's records without informed parent consent.

Your consent is voluntary. If you have any questions or concerns, please contact your school principal or the district's Medicaid Liaison, **Vickie Nicholson at 606-862-4608.**