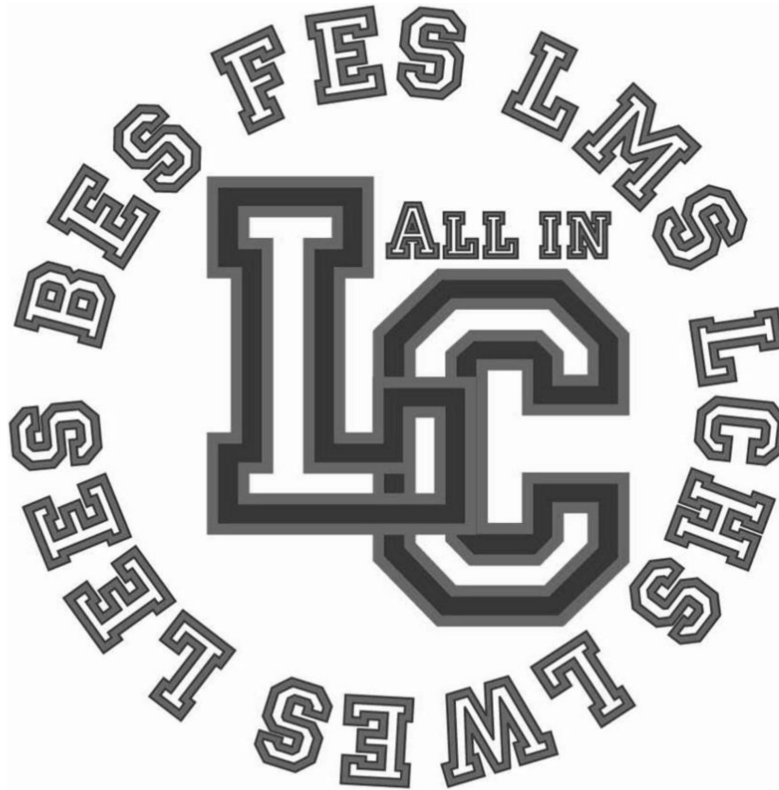


2023-2024

Parent and Student Handbook

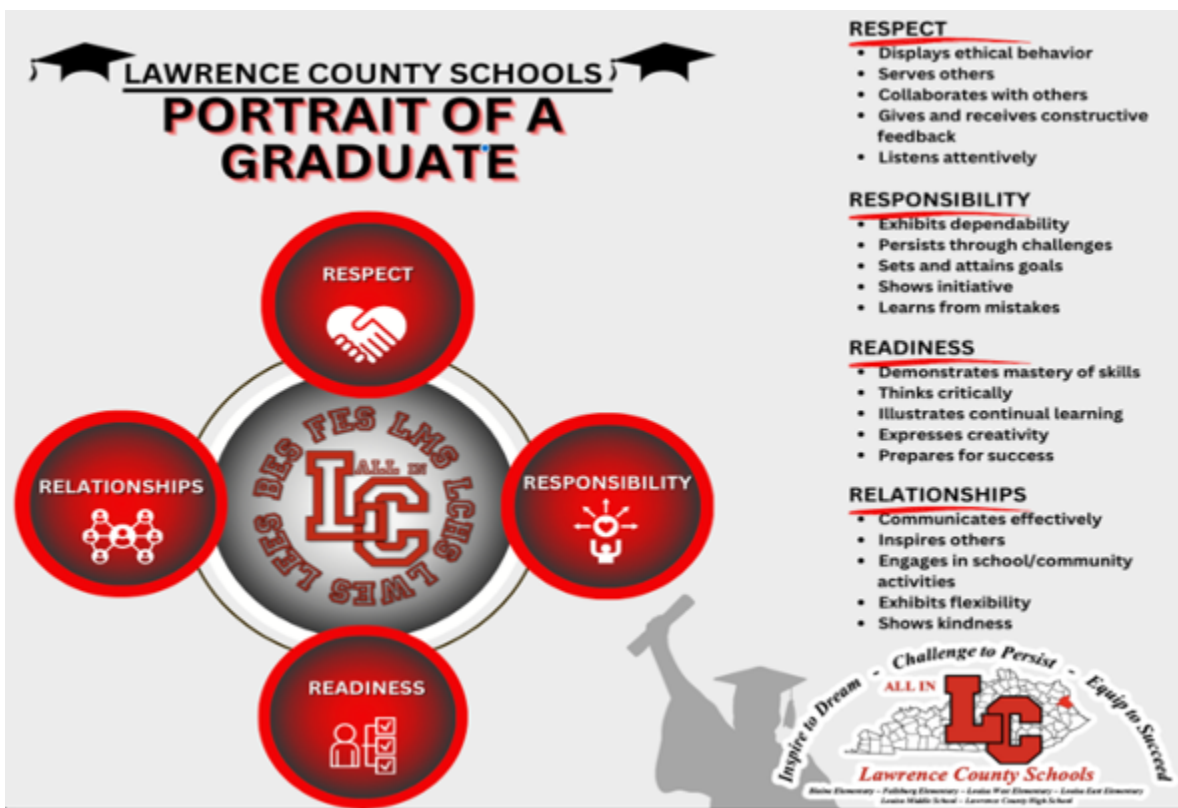


Lawrence County Schools' Parent & Student Handbook serves as a resource for parents/guardians and students. You will find contact information for each of the district schools, curriculum options, attendance and academic opportunities and expectations. At the same time, this document outlines federal privacy, due process, special education, transportation guidelines, use of technology and other subjects for parents and students. Additionally, the Handbook contains the district's **Code of Acceptable Behavior and Discipline**. These charts include consequences, along with definitions, that help to ensure that all conduct infractions are addressed consistently across the district. The Parent & Student Handbook is distributed to each student. Parents/ guardians and students are required to sign and return the **CONFIRMATION OF RECEIPT** form within ten (10) days of receiving the handbook. We also ask that you sign the *Kentucky Parental Notice for One Time Consent to Allow the School District to Access Kentucky Medicaid Benefits* which will allow the school district to bill Medicaid for applicable school nurse and/or IEP services. Individuals can access the District's complete online policies & procedures manual at www.lawrence.kyschools.us.

The 4 R's: Something Old Becoming Something New

Welcome back to ALL Pups, Dragons, Wildcats, and Bulldogs!!!

Over the past couple of years, school community members have collaborated to identify the qualities that we would like to see each student develop during his or her time in our school system. Educators, business leaders, students, elected officials, and others used the 4 R's (Respect, Responsibility, Readiness, and Relationships) as the guiding principles in outlining these qualities. After several meetings and surveys, the familiar 4 R's were redefined, and our first "Portrait of a Graduate" was published.



While we will remain focused on preparing our students academically, the 2023-2024 school year will bring the challenge of identifying ways that a student can demonstrate the qualities listed above. As an example, at the high school level, we hope to provide more job shadowing opportunities with the help of our business leaders, which will allow students to exhibit dependability, engage in school/community activities, to illustrate continual learning, and more. In all grade levels, we want to provide learning opportunities where students can serve others, persist through challenges, inspire others, show kindness, etc. While we want our students to achieve at the highest levels on the ACT, state testing, and technical certification tests, we also want our students to grow into thriving members of our work force and our community. Our Portrait of a Graduate will be used to guide this work.

Even though we have published our Portrait of a Graduate, the implementation phase begins NOW! It is an exciting time in LC Schools, and I look forward to working with our students, our staff, and our community to make this portrait--this VISION-- a reality.

Respect. Responsibility. Readiness. Relationships. These standards remind me of how each person in our county continues to be...

All In,

Dr. Robbie Fletcher, Superintendent

TABLE OF CONTENTS	
SUPERINTENDENT'S MESSAGE.....	2
DISTRICT & SCHOOL CONTACTS.....	4
LAWRENCE COUNTY SCHOOL CALENDAR.....	6
REPORT CARD SCHEDULE.....	7
ACADEMICS.....	8
Academic Opportunities	
Alternative Education Program	
Assessment & Assessment Calendar	
Curriculum	
Federal Titles Programs	
Gifted & Talented Education Program	
Grading	
Homework	
Individual Learning Plan	
Educational Use of Internet & Acceptable Use	
Lawrence County System of Intervention	
Make-up Work	
Preschool Program	
Promotion and Retention	
ATTENDANCE INFORMATION.....	15
Virtual Academy	
Truancy Defined	
Unexcused Absences	
Excused Absences	
Notes Required	
Alternate Documentation	
Tardies	
Educational Enhancement	
Home/Hospital Instruction	
Attendance Intervention and Truancy Court	
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE.....	19
Acceptable Behavior	
Behavior Violations and Consequences	
Bullying, Harassment & Discrimination	
Bus Behavior	
Cell Phones & Other Devices	
Closed Campus	
Corporal Punishment	
Criminal Violations	
Dress Code	
Drugs, Alcohol, Tobacco, and Intoxicating Substances	
Discipline Regarding Possession, Use, Distribution, and/or Being Under the Influence of Alcohol, Drugs, and other Prohibited Substances	
Offenses Against School Personnel	
Police Officers	
Positive Behavior Intervention Support	
Risk Assessment Process	
Suspension & Expulsion	
Threats of Violence & Assaults	
Use of Physical Restraint & Seclusion	
Weapons	
TRANSITION READINESS.....	29
Career Pathways	
Career Technical Education	
Choosing a Career Cluster or Major	
College Admissions Requirements	
Drop Out Caution	
Dual Enrollment & Alternative Credit Options	
Early Graduation Certificate	
Graduation Requirements	
Portrait of a Graduate	
COMMUNICATION.....	32
Email	
Involvement in Community Events	
Lawrence County Schools App	
Lawrence County Schools Website	
Parent Engagement Information	
Parent Meeting and Open House	
Parent Portal	
Parent Teacher Conferences	
School Alerts	
School Report Card	
Webmail	
ENROLLMENT.....	34
Enrolling a Student	
Entrance Age	
Health Form Requirements	
Proof of Residency	
School Boundaries	
Student Medications	
PARENTS NEED TO KNOW.....	36
Americans With Disabilities Act	
Athletics	
Child Custody	
Child Find	
Confidentiality & FERPA	
Filing a Complaint	
Grievances	
Medicaid	
Management Plan for Asbestos-Containing Material	
Parent Involvement/District Title I Advisory Council Meetings	
Teacher Qualifications	
State and Federal Program Notice	
Student Fees	
RIGHTS AND RESPONSIBILITIES.....	40
Equal Educational Opportunities	
Parent Emergency Notification	
Parent/Guardian Responsibilities	
Protection of student Rights Amendment (PPRA)	
School Safety Plan	
Student Records	
Student Responsibilities	
Student Rights	
Student Search Procedure	
SERVICES FOR STUDENTS & PARENTS.....	45
Adult Education Services	
Extended School Programs	
Family Resource Youth Service Center	
Food and Nutrition Services - Meal Prices	
Guidance Counseling	
Interpreting Services	
School Based Mental Health Services	
Services to Students with Disabilities	
Transportation	
Volunteers/POWER Partners	
APPENDIX A	48
Behavior Matrixes	
Office Discipline Referral	
Office Discipline Referral Definitions	

District and School Contacts

Lawrence County School District wants to make sure parents and community partners are involved and informed; therefore, principals must manage an effective and efficient communication system. Our purpose is to maximize instructional time so schools can maintain quality instruction for every child. Each school has developed a "First Responders List" indicating the most appropriate contact at each school for various responsibilities. We hope that this management system will assist with timely communications and more efficient management of time so that our children receive the most focused and successful instructional experience possible. Please speak with or email the following person at your child's school so they can address your concerns in a timely and efficient manner:

Central Office	(606) 638-9671
Blaine Elementary School	Tracy Boggs tracy.boggs@lawrence.kyschools.us (606) 826-3624
Fallsburg Elementary School	Dana Whitt dana.whitt@lawrence.kyschools.us (606) 826-2351
Louisa East Elementary	Samantha Endicott samanta.endicott@lawrence.kyschools.us (606) 638-4574
Louisa West Elementary	Laura Dennison laura.dennison@lawrence.kyschools.us (606) 638-4726
Louisa Middle School	Molly Meek molly.meek@lawrence.kyschools.us (606) 638-4090
Lawrence County High School	Kathy Webb kathy.webb@lawrence.kyschools.us (606) 638-9676



Lawrence County School Administrators (left to right): LEES Principal Edward Dixon, LWES Principal Matthew Maynard, FES Principal Sara Kise, LC Superintendent Dr. Robbie Fletcher, LMS Principal Kristy Sammons, BES Principal Shawn Jennings, LCHS Principal Myram Brady

Lawrence County Board of Education

50 Bulldog Lane
Louisa, Kentucky 41230
606-638-9671

**Lawrence County Board of Education Members
2023-2024**

James See, Chairperson
Maddlene Roberts, Vice-Chair
Barbara Robinson
Susie Rice
Garnett Skaggs

SCHOOLS

Blaine Elementary School..... 606-826-3624
Fallsburg Elementary School606-826-2351
Lawrence County High School....606-638-9676
Louisa Middle School.....606-638-4090
Louisa East Elementary School...606-638-4574
Louisa West Elementary School...606-638-4726

DISTRICT LEADERSHIP

Superintendent-Dr. Robbie L. Fletcher
robbie.fletcher@lawrence.kyschools.us

Chief Academic-Officer Katie Webb
katie.webb@lawrence.kyschools.us

Director of District-Wide Services and Chief Information Officer-Thomas Burns
thomas.burns@lawrence.kyschools.us

Director of Federal Programs and District Assessment Coordinator-Mary Hall
mary.hall@lawrence.kyschools.us

Director of Pupil Personnel and District Personnel-Anna Prince
anna.prince@lawrence.kyschools.us

Director of Special Education and Preschool-Rhonda Frazier Colvin
rhonda.colvin@lawrence.kyschools.us

Finance Officer-Brandi Vanhose
brandi.vanhose@lawrence.kyschools.us

Maintenance Manager-Gary Colvin
gary.colvin@lawrence.kyschools.us

Transportation Manager-Richard Blackburn
richard.blackburn@lawrence.kyschools.us

Secretary to Board of Education/District Resource Teacher-Betty Mullins
betty.mullins@lawrence.kyschools.us

Lawrence County Schools Provide Equal Educational and Employment Opportunities

The Discipline code was originally reviewed by legal counsel in July, 2003 and revisions annually approved by the Lawrence County Board of Education.

Lawrence County Schools 2023-2024 School Calendar:

Dates of Importance:

August 1	Professional Development
August 2	Professional Development
August 3	Professional Development
August 4	Professional Development
August 7	Professional Learning Day
August 8	Opening Day for Teachers & Staff
August 9	First Day for Students
August 23	First Day for Preschool Students
September 4	No School- Labor Day
September 8	No School- Septemberfest
October 2-6	No School Fall Break
November 6	No School
November 7	No School-Election Day
November 22-24	No School Thanksgiving Break
December 20- January 1	No School- Christmas Break (<i>including Christmas and New Year's Day</i>)
January 2	No School- Professional Learning Day
January 15	No School- Martin Luther King Jr. Day
February 23	No School- Professional Learning Day
March 8 & 22	No School- Professional Learning Day
April 1-5	*No School- Spring Break (<i>*In the event that 20 or more days of school has been missed prior to March 19, Spring Break days will be utilized as Student Attendance Make-up Days. This does <u>not</u> include Non-Traditional Instruction Days.</i>)
May 2	Last Day for Preschool Students (<i>with 0 days missed</i>)
May 14	No School- Election Day
May 16	Last Day for Students (<i>with 0 days missed</i>)
May 17	Closing Day for Teachers and Staff (<i>with 0 days missed</i>)

NON-TRADITIONAL INSTRUCTION DAYS

Lawrence County Schools have been approved by the Kentucky Department of Education to conduct up to ten (10) Non-Traditional Instruction Days during 2023-2024. Non-Traditional Instruction (NTI) Days will reduce the disruption to student learning on days that schools are closed due to inclement weather or other emergency and reduce the number of make-up days that would otherwise be added to the end of the school calendar. These NTI Days will once again allow students to participate online via Google Classroom or by completing hardcopy learning materials as appropriate. NTI Days will be announced with as much advance notice as possible in multiple formats, including Apptegy Alert (automated calls and text alerts), local news stations, district webpage, Twitter, etc.

Lawrence County Schools 2023-2024

Report Card Schedule

(Subject to changes in the School Calendar)

1 st Nine Weeks	
Mid-Term	September 7
Mid-Term Grades Distribution	September 13
End of Nine-Weeks	October 16
End of Nine-Weeks Report Card Distribution	October 29
2 nd Nine Weeks	
Mid-Term	November 16
Mid-Term Grades Distribution	November 21
End of Nine-Weeks	December 19
End of Nine-Weeks Report Card Distribution	January 4
3 rd Nine Weeks	
Mid-Term	February 2
Mid-Term Grades Distribution	February 6
End of Nine-Weeks	March 6
End of Nine-Weeks Report Card Distribution	March 11
4 th Nine Weeks	
Mid-Term	April 16
Mid-Term Grades Distribution	April 19
End of Nine-Weeks	May 16
End of Nine-Weeks Report Card Distribution	May 21



Academics

ACADEMIC OPPORTUNITIES

Craft Academy - The Craft Academy for Excellence in Science and Mathematics is a dual-credit residential high school for academically exceptional Kentucky students. The Academy is housed on the campus of Morehead State University, consistently ranked as one of the safest campuses in the Commonwealth. Craft Academy opened in August 2015, with the goal of meeting the unique educational needs of academically gifted and talented high school juniors and seniors in the Commonwealth. A college-level curriculum allows students to finish high school while also completing up to two years of university coursework. The academic rigor of the Craft Academy will challenge students to excel at the highest level. They will be focused on a core of math and science courses while engaging in electives in arts and humanities. In addition, the Craft Academy will offer unique, project-based STEM+X courses that will enrich educational experiences and develop competencies in entrepreneurship and innovation, design and creativity, and civic and regional engagement. The residential college experience and environment promotes excellence, innovation and creativity while developing the full potential of the state's brightest minds and most promising future leaders. For more information, visit <http://www.moreheadstate.edu/craft-academy/>.

Duke TIP Education Opportunity Guide Online - If you would like information on over 400 summer and academic year opportunities for gifted students conducted throughout the U.S. and abroad visit the following website:
<http://www.duketipeog.com/guide/search>.

Gatton Academy - The Carol Martin Gatton Academy of Mathematics and Science in Kentucky is a residential program for bright, highly motivated Kentucky high school students who have demonstrated interest in pursuing advanced careers in science, technology, engineering, and mathematics. Housed on the campus of Western Kentucky University, students take college classes, engage in faculty-led research, and have the ability to study abroad. The Gatton Academy also seeks to provide its students with the companionship of peers; to encourage students to develop the creativity, curiosity, reasoning ability, and self-discipline that lead to independent thought and action; and to aid students in developing integrity that will enable them to benefit society. The goal is to enable Kentucky's exceptional young scientists and mathematicians to learn in an environment, which offers advanced educational opportunities, preparing them for leadership roles in the Commonwealth of Kentucky. More information about the Gatton Academy can be found at <http://www.wku.edu/academy/about/index.php>.

Hugh O'Brian Youth Leadership - Since 1979, HOBY has been empowering Kentucky high school students to become effective leaders. Each year HOBY Kentucky invites schools as well as community and service organizations to select outstanding sophomores to attend the state Leadership Seminar. HOBY's Leadership Seminar is recognized as the organization's flagship program, as it is designed to help high school sophomores to recognize their leadership talents and apply them to become effective, ethical leaders in their home, school, workplace and community. More information about HOBY can be found at <http://hobyky.org>.

PEPP Program - The Professional Education Preparation Program (PEPP) offered by Kentucky College of Osteopathic Medicine (KYCOM) exists to remedy the significantly underserved medical needs of Kentucky's rural areas by addressing the chronic underrepresentation of Kentucky residents in medical school admissions. The KYCOM PEPP Scholars Program accepts Kentucky high school students. The KYCOM PEPP program annually enrolls approximately 40-50 high school students in a two-week summer residential program that offers participants a variety of educational experiences targeted to enhance their personal interest in a medical career, add to their understanding of the elements of a medical education, and expand their awareness of how medicine is practiced in a rural setting. Typically, PEPP program activities include lectures, anatomical laboratory sessions, volunteer work in the local hospital, and participation in relevant social and cultural events. Visit PEPP at <http://www.upike.edu/KYCOM/prospective>

Rogers Explorers - The Rogers Explorers program is an intensive three-day, two-night program focused on cultivating skills in leadership, technology, math, science, and community service. It is developed, coordinated, and supervised by The Center for Rural Development in partnership with University of the Cumberlands, Lindsey Wilson College, Eastern Kentucky University, Morehead State University, Asbury University, and The Center's newest partner, University of Pikeville. Activities throughout the program are both educational and fun. Classroom projects are very hands-on; so do not expect to be bored! Explorers are able to actively participate in practical college courses, fine-tune leadership skills, and develop a network of friends and resources throughout our Southern and Eastern Kentucky region. Students from The Center's 45-county service area may apply during their eighth-grade year. If selected, they will attend the program in Williamsburg, Columbia, Richmond, Morehead, Wilmore, or Pikeville during the summer before their ninth-grade year. All lodging, meals, and program expenses (with the exception of transportation to and from the program) are free to the student. More information about Rogers Explorers can be found at <http://centeryouthprograms.com/rogers-explorers/>.

Rogers Scholars - The Center for Rural Development's flagship youth program provides leadership and college scholarship opportunities to help upcoming high school juniors in Southern and Eastern Kentucky develop the skills they need to seize their potential as the region's next generation of business and entrepreneurial leaders. During this intensive week-long program, Rogers Scholars work on building their leadership skills, participate in a series of team-building exercises; receive hands-on instructional training from professional experts in engineering, healthcare, and video production; and interact with nationally recognized business leaders and entrepreneurs. The program focuses on developing skills in leadership, technology, entrepreneurship, and community service. High school students apply during their sophomore year and, if selected, will attend one of two Rogers Scholars summer sessions just before they enter the 11th grade. All lodging, meals, and program expenses (with the exception of transportation to and from the program) are free to the student. More information about Rogers Scholars can be found at <http://centeryouthprograms.com/rogers-scholars/>.

ALTERNATIVE EDUCATION PROGRAM

The Lawrence County Alternative Education Program will provide opportunities for students to learn in non-traditional ways and in flexible settings. With classrooms located on the Lawrence County High School campus, Lawrence County Alternative Education Program will present students with alternative routes to academic success. The program will offer flexible hours, credit recovery, mentoring as well as alternative graduation opportunities. The Lawrence County Alternative Education Program will link students to community resources and partner with parents to meet the social and emotional needs of students. Our staff and faculty will work with families and students to foster opportunities for individual growth and success while empowering students to become college and career ready. For more information please call (606) 638-9676.

ASSESSMENT & ASSESSMENT CALENDAR

Lawrence County Schools supports an effective, balanced system of assessment that includes:

- Formative assessment is a process of collecting lots of data (observations, quizzes, homework, tests) about a student to help students with learning. The goal is to gain an understanding of what students know (and don't know) in order to make changes in teaching and provide students with meaningful, specific feedback they need to improve the quality of their learning.
- Summative tests (state assessments, end-of-course exams and AP exams) are assessments of learning given at the end of instruction to determine what was learned. These assessments are used to evaluate students' performance against content standards.
- Interim or benchmark tests (MAP, STAR and Common Assessments) are aimed at collecting information for the classroom, school or district and are given at set intervals. They are often used to predict success on summative tests, find gaps in students' learning or evaluate a program.

The ACT is administered to all juniors in March. State Assessments are administered in the last 14 days of the school year, which means they may be given at different times in different districts. On-demand writing assessments are administered in the spring of the year for state determined grade levels.

Results of formative and interim or benchmark tests, described above, should be reported to parents on a regular basis throughout the school year. STAR is administered once per nine weeks in grades kindergarten through fifth grade. Measures of Academic Progress (MAP) is administered to sixth through eleventh graders three times per year and reported to parents within a month of administration. State test results are available near the beginning of the next school year and reported to parents. Parents should receive an individual report on the achievement of their child compared to school, state and national results, including information that identifies strengths and academic deficiencies.

Lawrence County Schools 2023-2024 Assessment Calendar	
1st Quarter	
KG Brigance	August 9 - September 21, 2023
STAR Fall Test Window (grades K-5)	August 14-September 1
MAP Fall Test Window (grades 6-11)	August 14 – September 1
2nd Quarter	
STAR Winter Test Window (grades K-5)	November 27 — December 15
MAP Testing (grades 6-11)	November 27 — December 15
3rd Quarter	
English Language Proficiency Testing (ACCESS for ELs)	January 2024
ACT (11 th grade) State Assessment	March 2024
ACT (11 th grade) State Assessment Administration window for students With accommodations	TBD
ACT (11 th grade) State - Make-up Day	TBD
4th Quarter	
STAR Spring Test Window (grades K-5)	March 11 — March 29
MAP Spring Test Window (grades 6-11)	March 14 — March 29
Spring Testing: KY Summative Assessment: Grades 3-8, 10 and 11 – State Assessment	<i>Dates are set by the state; the last 14 instructional days of the school year</i>

CURRICULUM

The purpose of Lawrence County Schools is to ensure high levels of learning for all students. It is the goal of this school district to provide quality instruction based on a "guaranteed and viable" curriculum which is delivered to all students. Lawrence County Schools implements a curriculum that is rigorous, intentional, and aligned to national, state, and local standards. The curriculum defines what students should know and be able to do in all content areas identifying essential knowledge, skills, and processes; provides in-depth study of significant concepts and issues that align with national and state standards; demonstrates the connections within and between different content areas; and addresses appropriate age and developmental levels.

FEDERAL TITLE PROGRAMS

Federal funding includes a wide range of direct assistance programs to the district and supports programs that increase student achievement while providing additional resources for a supportive learning environment for students. Federal grant programs available in our district include Title I Part A-Improving Academic Achievement of the Disadvantaged; Title II, Part A-Teacher and Principal Quality; Title III-English Learners; Title IV-Safe and Drug Free Schools; and Title V, Part B-Rural Low Income Schools.

GIFTED AND TALENTED EDUCATION PROGRAM

“Gifted and talented student” is included as a category of exceptional children (KRS 157.200) requiring accommodation in the Kentucky Education Reform Act. According to 704 KAR 3:285, the administrative regulation for gifted education, gifted and talented students include those who are identified as possessing demonstrated or potential ability to perform at an exceptionally high level in the areas of *General Intellectual Aptitude, Specific Academic Aptitude, Creativity, Leadership, and Visual and Performing Arts*. Students in grades K-3 may be nominated for the Primary Talent Pool, which is an informal grouping of students who possess demonstrated or potential ability to perform at exceptionally high levels in the primary years. Formal identification of gifted and talented students begins in fourth grade. Equitable screening processes in all five areas of giftedness will be offered. Students may be identified in one or more of the five areas.

According to 704 KAR 3:285 each identified fourth through twelfth grade student shall be provided multiple service delivery options which specifically meet the needs of the student with no single service option existing alone. Each school shall adjust its curriculum to meet the needs of gifted and talented students. Gifted and talented students shall be served in a manner that:

1. Extends learning beyond the standard curriculum;
2. Provides flexible curricular experiences commensurate with the student's interests, needs and abilities;
and
3. Helps the student to attain, to a high degree, the goals established by statute and the Board.

Through collaborative means, the regular classroom teachers, gifted coordinator, and/or other professionals in each school are responsible for providing services that meets a student’s interests, needs, and abilities. Each student will receive an annual *Gifted Student Services Plan (GSSP)*, which specifically states the service delivery options being utilized for each gifted area. Service options may include acceleration by grade or content, cluster grouping, Advanced Placement and/or Honors coursework, collaboration, consultation, curriculum compacting, differentiated instruction, enrichment, online learning, independent study, mentorship, resource grouping, and special counseling. Parents/Guardians may request a change to their child’s *Gifted Student Services Plan* by contacting the District Gifted and Talented Coordinator at 606-638-9671.

Students or parents who wish to file a grievance or appeal concerning the following areas may do so under the process outlined in administrative procedures:

1. The District's process for selecting students for talent pool services;
2. The District's process for formal identification of gifted and talented students; or
3. The appropriateness and/or adequacy of talent pool services or services addressed in a formally identified student services plan.

GRADING

All teachers will administer a culminating assessment for each grading period. Final/midterm progress reports will be given to each student. Reports will be made available at each school five (5) weekdays after the close of the year, or semester at the school. All Lawrence County students shall receive grade reports a minimum of each nine (9) weeks. Each primary teacher shall provide parents with a comprehensive report that is based on samples of their child’s work and includes a descriptive, narrative evaluation of all aspects of the child’s progress. A student’s grade shall not be lowered as disciplinary action.

HOMEWORK

Each school shall establish standards for out-of-school assignments. These standards shall encompass amounts and types of reasonable homework assignments by grade level. Homework shall be assigned for the improvement of learning. Curriculum-related assignments shall not be used for disciplinary purposes. Assignments should have meaning for the student, should be clear and specific, and should be of an amount and type that may be accomplished in a reasonable period of time.

INDIVIDUAL LEARNING PLAN

The Individual Learning Plans or ILPs for Kentucky's 6th grade through 12th grade students are changing how students prepare themselves for their future. Students, parents and guidance counselors will meet to develop a plan for each student’s academic career. Operation Preparation will take place in March and will focus

attention on the importance of planning for college and/or career by engaging students, parents, schools and communities in the process of effective advising. During Operation Preparation, trained volunteers will meet one-on-one with students to talk about the students' career aspirations and required education/training; whether the students are on track to meet their goals; and whether the students are taking the courses recommended to prepare for a successful future. For more information search ILP at www.education.ky.gov.

Individual Learning Plans are a tool, where students can:

- Explore careers, research colleges and technical schools
- Create education plans
- Establish personal goals and revisit as they progress through school
- Track and reflect on community service, work experience, career-planning, and extra-curricular activities
- Research how to find scholarships and pay for college
- Connecting to Kentucky High Education Assistance Authority (KHEAA.org) for help with college planning, tuition assistance and applications
- Explore military careers
- Create and maintain a resume
- Invite potential employers or colleges to view their ILPs



EDUCATIONAL USE OF THE INTERNET & ACCEPTABLE USE POLICY

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by policy and related procedures, which apply to all parties who use District technology. Utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data is prohibited. Students are provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.

Internet safety measures which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network shall be implemented and effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A written parental request (that must be signed and returned to your child's school) shall be required prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document. 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 with a written request.

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, or other computing and telecommunications technologies.

Employees and 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.

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

LAWRENCE COUNTY SYSTEM OF INTERVENTION

The Lawrence County System of Interventions (LCSI) process provides assistance to students before they fail. The goal is to quickly identify those in need of help, provide interventions that have been shown to be effective with other students, and then monitor their progress to determine if the interventions are working. If an intervention is not working, then a different intervention is used and monitored for effectiveness.

The LCSI model:

- is designed for the general student population.
- is a systematic approach for providing student interventions.
- identifies struggling students BEFORE they fall behind.
- provides support throughout the educational process.

MAKE-UP WORK

Students with excused absences will be allowed to make up the work and be given full credit. Students with unexcused absences will be given partial credit on make-up work. It is the students' and parents/guardians' responsibility to contact the teacher concerning make-up work. For every day the student has an absence, he/she will receive the same amount of time to complete the make-up work.

PRESCHOOL PROGRAM

Preschool is an intervention for at-risk three and four-year-old children. Kentucky Department of Education mandates that LC provide a preschool program for all four-year-old children whose family income is no more than 160% of poverty, and all three and four-year-old children with developmental delays and disabilities, regardless of income. Lawrence County School District is able to fill vacant seats with other four-year-old children when placements are available, per district plan. Most often there will be a waiting list for non-eligible students, who are placed once eligible students are assigned.

School readiness means each child enters school ready to engage in and benefit from early learning experiences that best promote the child's success. The preschool program is designed to be developmentally appropriate for young children. "Developmentally appropriate" is defined in law to mean that the program focuses on the child's physical, intellectual, social and emotional development, including interpersonal, intrapersonal, and socialization skills. Kentucky Early Childhood Standards describes what children should know and be able to do. Our LC preschool curriculum is based on these standards.

Our full-day, four day week, preschool program provides a tremendous opportunity for staff, working closely with parents, to help each child build a strong foundation for school and personal success, ensure children's continuous progress and promote family and community support of lifelong learning. Our highly qualified IECE certified teachers are some of the best and they are all invested in early learning and knowledge about developmentally appropriate practices.

Our preschool assessment program is the Work Sampling System, and it is intended to monitor individual student progress. This research-based, developmentally appropriate assessment uses multiple measures and is consistent with the state's early learning and elementary level standards. Teachers will provide parents a detailed discussion and review of this process when parents attend parent conferences which are typically held three times each year.

ELIGIBILITY GUIDELINES FOR LAWRENCE COUNTY'S PRESCHOOL PROGRAM

Special Needs Eligible- Students must be 3 YO or 4YO by or on August 1st and have a disability to be eligible. Referrals can be started at the home school location.

Income Eligible- Students who are 4YO by or on August 1st whose family income is no more than 160% of poverty can attend for free.

First Steps- Any child receiving First Steps can be referred for transition to preschool at the age of 3. Talk to the First Steps Coordinator about making a referral.

Please feel free to come in for a conversation about preschool services. You may call the LC Director of Preschool, with questions regarding preschool or to schedule a special conference time at 606 638-9671.

Kindergarten Readiness Indicators

For Health and Physical Well-Being, My Child:

- Eats a balanced diet
- Gets plenty of rest
- Receives regular medical and dental care
- Has had all necessary immunizations
- Can run, jump, climb, and does other activities that help develop large muscles and provide exercise
- Uses pencils, crayons, scissors, and paints and does other activities that help develop small muscles

For Emotional and Social Preparation, My Child:

- Follows simple rules and routines
- Is able to express his or her own needs and wants
- Is curious and motivated to learn
- Is learning to explore and try new things
- Has opportunities to be with other children and is learning to play/share with others
- Is able to be away from parents/family without being upset
- Is able to work well alone
- Has the ability to focus and listen

For Language, Math and General Knowledge, My Child:

- Uses 5-6 word sentences
- Sings simple songs
- Recognizes and says simple rhymes
- Is learning to write her name and address
- Is learning to count and plays counting games
- Is learning to identify and name shapes and colors
- Has opportunities to listen to and make music and to dance
- Knows the difference between print and pictures
- Listens to stories read to them
- Has opportunities to notice similarities and differences
- Is encouraged to ask questions
- Has his television viewing monitored by an adult
- Understands simple concepts of time (night and day, today, yesterday, tomorrow)
- Is learning to sort and classify objects



PROMOTION AND RETENTION

The Lawrence County Schools curriculum is based on rigorous national standards and benchmarks in math, reading and writing. The standards indicate the skills students need at each grade level. The standards help teachers prepare lesson plans and parents monitor their child's learning of the skills required for that grade level. Students who successfully complete their course of studies for the current school year shall be entitled to admission to the next grade level. In case a student transfers from the school of one district to the school of another district, he/she may not be assigned to a lower grade or course until the student has demonstrated that he/she is not suited for the work in the grade or course to which he/she has been promoted.

High school course credits and official enrollment shall not be granted until official records have been received to support information presented at the time the student enrolls. In addition, achievement test results based on a test administered within the last two (2) school months shall be required; if not available, the District shall administer such a test.

Attendance Information

LAWRENCE COUNTY VIRTUAL ACADEMY

Please be advised that for the 2023-2024 school year that Lawrence County Virtual Academy student PARTICIPATION shall be counted the same as in-person student ATTENDANCE. Students who do not meet the criteria of passing grades and 25% of course completion each nine weeks are considered TRUANT. Students not participating and/or passing may be removed from LCVA and referred to the DPP for truancy. 100% completion and passing grades are required for the student to pass each course.

TRUANCY DEFINED

Students are required to attend regularly and punctually the school in which they are enrolled. Any student who has attained the age of six (6) but has not reached his/her eighteenth (18th) birthday, who has been absent without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

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

UNEXCUSED ABSENCES

Students who have accumulated seven (7) or more unexcused events (absent days or tardies) shall be ineligible for extra curricular activities, including:

- Athletics
- Academic Competitions
- Non-Instructional Field Trips
- After School Activities
- Dances
- Prom

Any twelfth (12th) grade student who has accumulated seven (7) or more unexcused events (absent days or tardies) will not be allowed to participate in high school graduation ceremonies.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work can be made up, including:

- Death or severe illness in the student's immediate family
- Illness of the student, including mental or behavioral health
- Religious holidays or practices
- One (1) day for attendance at the Kentucky State Fair
- Documented military leave
- One (1) day prior to departure of parent or guardian called to active military duty
- One (1) day upon return of parent or guardian from active military duty
- Visitation for up to ten (10) days with a student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside the country, is granted rest and recuperation leave
- Ten (10) days for students attending basic training required by a branch of the United States Armed Forces
- Students participating in any of the page programs of the General Assembly
- Other valid reasons as determined by the Principal, including trips qualifying as Educational Enhancement Opportunities

NOTES REQUIRED

All absences and tardies will be considered unexcused until the appropriate documentation is provided to the school. These notes must be submitted to the school within three **(3) student attendance days** upon the student's return to school following the absence or tardy event. If the note or documentation is **not** received within three **(3) student attendance days** the absence event or tardy will remain **unexcused**.

Parent or Guardian Notes: A student returning to school following an absence must submit a note within three **(3) student attendance days** signed by a parent or guardian. **Six (6) Parent or Guardian Notes** shall be accepted as excused each school year. **Three (3) additional parent or guardian notes shall be accepted for students who are tardy each school year.** A tardy note may be used for an absence that is two (2) hours or less.

Health Care Provider (Doctor) Notes: A student who is absent due to illness and is seen by his/her doctor shall within three **(3) days** of return to school submit the health care provider's statement. The following information is required on the excuse statement:

- Name of health care provider
- Date and time of appointment
- Date student can return to school
- Health care provider's signature

ALTERNATIVE DOCUMENTATION

The principal/designee shall excuse absences or tardies for death or severe illness in the student's immediate family upon receipt of appropriate documentation not requiring the use of one (1) or more of the parent or guardian notes.

Students who the school health nurse determines are unable to be in attendance at school due to illness, injury, or mental health issue shall be excused by the principal/designee upon the recommendation of the school health nurse not requiring the use of one (1) of the parent or guardian notes.

TARDIES

Tardiness is disruptive to the learning environment. It is important to note that reporting to school late or leaving prior to the end of the school day are both considered tardies and that tardies are considered absent events. Please refer to Truancy Defined, Unexcused Absences, and Notes Required sections within this document for details regarding unexcused tardies. **NOTE:** Students signing in late or checking out early must provide the school office with a Parent/Guardian Note or Healthcare Provider (Doctor) Note within three **(3) days** of the late sign-in or early check-out or the tardy will remain unexcused. Parent or Guardian Notes provided to the school office for late sign-ins or early check-outs count toward the six **(6) Parent or Guardian Notes and/or three (3) excused Tardies** that are accepted as excused each school year.

EDUCATIONAL ENHANCEMENT

Students may be allowed up to ten (10) days per school year to participate in an Educational Enhancement Opportunity that the Principal determines to be of significant educational value. The major purpose of the opportunity must be educational and focused on one or more of the core curriculum subjects of English, science, mathematics, social studies, foreign language, or the arts. Educational Enhancement Opportunity Requests Forms can be obtained in the school office and are available on the district webpage and must be submitted to the Principal for approval at least five (5) days prior to the educational opportunity.

HOME/HOSPITAL INSTRUCTION

Home/Hospital (Homebound) Instruction will be available for any student who due to illness or injury will be absent from school five (5) or more consecutive days and qualifies for Home/Hospital Instruction. Home/Hospital Instruction Applications can be obtained in the school office and are available on the district webpage.

ATTENDANCE INTERVENTION AND TRUANCY COURT

Prior to the third unexcused absence or tardy the principal or designee will attempt to contact the parent or guardian to inquire about the unexcused event(s) and to inform the parent or guardian of the attendance policy and the student's current number of unexcused absences and tardies. The principal or designee will counsel with the student in an effort to identify and address any barriers to regular attendance, inform the student of the attendance policy and the student's current number of unexcused absences and tardies, and provide the student with a warning (Grades 6-12) regarding additional unexcused absences or tardies.

In response to the sixth unexcused absence or tardy the principal or designee will serve the parent or guardian with a second written notice in the form of a letter that indicates the student's current number of unexcused absences and tardies; this letter will also include a hardcopy of the attendance policy. In addition, the principal or designee will provide the Director of Pupil Personnel with documentation of the written notices, counseling, verbal warning, and communication of the attendance policy to the parent or guardian and student.

In response to the seventh unexcused absence or tardy the Director of Pupil Personnel will serve a Final Attendance Notice including the attendance policy by certified mail or home visit and monitor for additional unexcused absences or tardies. The principal or designee will serve the parent or guardian with a written notice in the form of a letter that indicates the student's current number of unexcused absences and tardies and **informs the student and parent/guardian that the student is ineligible for extra curricular activities, including: athletics, academic competitions, non-instructional field trips, after school activities, dances, and prom.**

The principal or designee will provide the Director of Pupil Personnel with documentation via an affidavit and truancy evaluation form and/or educational neglect survey that will be **utilized to notify the elementary diversion program coordinator or Court Designated Worker assigned to Lawrence County of the student's truancy and/or to charge the parent(s) or guardian(s) with Educational Neglect/Unlawful Transaction with a Minor with the Office of the County Attorney as appropriate.**





Social & Emotional Health Priorities “Be Trauma Informed Care Aware”



Social Growth & Development

- Connect emotionally with others. We are in this together!
- Take advantage of outdoor activities.
- Search for opportunities to connect with others.
- Don't isolate yourself!
- Participate in community events and activities.



Awareness & Access to Care

- Engage in coping strategies like positive self-talk; stay busy; interact with others; problem-solve the best options; preserve daily routines; take breaks!
- Ask for help when you need it.
- Access services such as School Counselor, School Nurse, MCCC and Pathways.



Healthy & Caring Environments

- Follow school rules and guidelines.
- Have caring and positive interactions.
- Ignite your love for learning and be contagious.
- Think positively about the future.
- Maintain a healthy diet, exercise, and sleep.
- Choose kindness.

Here. Safe. Ready to Serve.

Code of Acceptable Behavior and Discipline

As a parent, you are the best person to set rules and consequences for your children. Society has set rules as well. This section talks about acceptable behavior, school rules and consequences for violating those rules. Studies prove that children whose parents are involved in their education perform better in school. That is why we encourage parents to be active with their children at all grade levels – even high school. Lawrence County Schools have adopted four common district-wide behavioral expectations. We call them the 4Rs:

Be Respectful Be Responsible Be Ready Build Relationships

We will explicitly teach these expectations to the students and reward them frequently for their great behavior. See the behavior matrix for each of the 4 Rs in the Appendix! The expectations for all student behavior will be clear throughout our buildings and commons areas. Our school rules will provide for a safer school environment and give more time for instruction. We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow. Lawrence County is a Positive Behavior Intervention Support (PBIS) School District. PBIS creates a culture and climate in which students and staff know what is expected for success. Moreover, students will be disciplined for committing behavioral violations in the classroom, on the playground, in the halls, and even off the school premises while under the supervision of school personnel. As a matter of fact, students are expected to be RESPECTFUL, RESPONSIBLE, READY and BUILD RELATIONSHIPS at and during all school-related activities.

CONTINUUM OF BEHAVIOR CONSEQUENCES	
LEVEL 1 Minor	Behavior did not result in office intervention.
LEVEL 2 Major	Behavior resulted in office referral with consequences imposed by principal or designee. Parents are notified.
LEVEL 3 Emergency	Behavior required physical intervention by staff or behavior required police or ambulance to resolve or assistance was utilized by outside agency/support. Parents are notified.

BEHAVIOR VIOLATIONS & CONSEQUENCES

In the classroom/school all students will be treated as individuals with dignity and respect. Teachers and administrators will respond to them in a manner that will result in their success. Discipline responses are not intended to be the same for all students, but the response will support each student, at that time, based upon professional judgment and the expectations and standards of this school district. State and Federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities. Every potential situation is not addressed in this manual and there may be situations where good judgment will determine the best decision. This manual does not contain a comprehensive listing of behaviors, and the Lawrence County Board of Education, SBDM, and the administration of Lawrence County Schools reserves the right to administer corrective measures for other offenses that may occur. Disciplinary response options may be applied singularly or in combination and in no way attempts to replace or remove routine classroom discipline from the teachers. Principals will still have at their disposal additional disciplinary measures such as described in Board Policy or as determined by individual SBDM Councils. Policy may be subject to change.

Minor violations will be handled through informal and in-school disciplinary measures in each classroom. Major offenses will be handled by the principal or designee. More serious major offenses may also involve the Superintendent and Board of Education and may result in suspension or expulsion from school. Students may be responsible for the restitution of damaged or destroyed property. Emergency behavior situations may require assistance from outside agencies including the police, courts, or emergency responders. The Board requires high standards of personal conduct from all students and embraces the concept that each student shall respect the rights of others and abide by the administrative procedures of the school district and the laws of the community and state. The school district will not tolerate behavior by students, staff or visitors that insults, degrades or stereotypes any race, gender, disability, physical characteristic, ethnic group, sexual preference, age, national origin or religion. In addition, any person who comes onto a school campus or other school facility and there is reasonable cause to believe that their conduct has willfully disrupted the orderly operation of such campus/facility is subject to having their permission to remain withdrawn by the chief administrator or subject to arrest. Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children. In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy. Any student against whom disciplinary action has been taken has the right to be represented by an attorney at his/her own expense. The Office Discipline Referral (ODR) form will be used to document discipline violations. (See Appendix A)

BULLYING, HAZING, HARASSMENT & DISCRIMINATION

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools. The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

Bullying is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: 1) that occurs on school premises, on school-sponsored transportation, or at a school sponsored event; or 2) that disrupts the educational process. 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. (see Policy 09.422) Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it to a teacher, the principal or his/her designee. However, students are free to confer with the Superintendent of Board whenever they so wish.

Hazing is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which cause, coerce, or force a minor or a student to: (a) Violate federal or state criminal law; (b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury; (c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements; (d) Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress; (e) Endure brutality of a sexual nature; or (f) Endure any other activity that creates a reasonable likelihood or mental harm or physical injury to the minor or student.

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment. Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion. Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator, at 606-638-9671. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the principal, superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination. You may also obtain assistance in reporting and responding to alleged incidents upon request to the principal or superintendent. Alternate methods of filing complaints for individuals with disabilities and others who may need accommodation are available as well as contacting the Director of Special Education, LC Special Education Director at 606-638-9671. In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227) In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law. Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant. When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426. (Also see KRS 158.154, KRS 525.070, KRS 525.080)

IF YOU NEED HELP OR KNOW SOMEONE WHO DOES...



Visit Your School's Website Click on the S.T.O.P.! Tipline Logo **OR**  **Call 866-EYE-on KY**
(866-393-6659)

OR **Fill Out an Online Form**
By Scanning QR Code **OR**  **Text 866-393-6659**

BUS BEHAVIOR

Students shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations. Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more students are behaving in a threatening or violent manner or in such a way as to endanger the safety of other students on the bus, the driver may stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child. Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.

References: KRS 158.150; 702 KAR 005:080 INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004; SECTION 504 OF REHABILITATION ACT OF 1973 KRS 158.110; 702 KAR 005:100 KRS 156.160, KRS 156.070, KRS 189.540, KRS 160.340, KRS 160.290

HELP KEEP THE BUS SAFE

Students are to wait at the assigned stop.

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

Students are to cross the roadway on the driver's signal.

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

Students are to cross in the driver's vision.

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

Students are to proceed to their assigned seat.

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

Students are to stay seated until complete stop.

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

No item or part of the body is to protrude from the window or be thrown from a window or door.

Students shall not extend their arms, legs, or heads out of the bus windows or throw items from the bus at any time.

Changing seats while the bus is in motion is prohibited.

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

Students must not create noise that will distract the bus driver.

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

BUS RULES

- Remain seated while the bus is moving.
- Do not bother other passengers.
- No rude language.
- Do not block the aisle.
- Talk quietly.
- No eating or chewing gum.
- Keep your hands to yourself.
- Windows can only be opened with permission of the driver.
- No fighting or pushing.
- Do not litter or throw things out windows. Pick up anything you drop on the floor.



CELL PHONES & OTHER DEVICES

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

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

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

Devices shall not be used or engaged (turned on) during the regular academic day unless the student is authorized to use the device by a certified employee. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate District's Acceptable Use Policy. Lazer Lights: All types of Lazer Lights are prohibited by students on school property.

CLOSED CAMPUS

All students are to be restricted to the school grounds during the hours that the school is in session, including lunch period, unless students have written permission signed by the parent and approved by the principal or his/her designee.

CORPORAL PUNISHMENT

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. (09.433)

CRIMINAL VIOLATIONS

Students may be charged with criminal violations. Prosecution and court proceedings of criminal violations may proceed simultaneously with school sanctions for the same violations. When they have reasonable belief that certain violations have taken place, principals are required by law to immediately report them to law enforcement officials. Violations on school property or at school functions requiring a report to the law enforcement officials include, but are not limited to

- *Assault resulting in serious physical injury
 - *A sexual offense
 - *Kidnapping
 - *Assault involving the use of a weapon
 - *Possession of a firearm in violation of the law
 - *Possession of a controlled substance in violation of the law
 - *Criminal damage to school property
- KRS 158.154, KRS 158.156

DRESS CODE

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. Each school/council in the district may choose to develop a dress code. Students whose appearance does not conform to school rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school. (09.427)

DRUGS, ALCOHOL, TOBACCO, AND INTOXICATING SUBSTANCES

The LAWRENCE COUNTY BOARD OF EDUCATION is committed to the prevention of alcohol, tobacco and other drug use. No person may use, possess, sell or distribute, alcohol, or other drugs, nor may use or possess drug paraphernalia on the school grounds. Nor shall they use tobacco products of any kind including alternative nicotine products or vapor products (E-cigarettes) in the school buildings or on the school grounds. The only drugs allowed are those prescribed by a physician. The inappropriate use of prescription and over-the-counter drugs is also prohibited. Violators will be prosecuted in a court of law. Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

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

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

Violations related to drugs, alcohol, tobacco, and intoxicating substances shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred with constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law. (09.423)

DISCIPLINE REGARDING POSSESSION, USE, DISTRIBUTION, AND/OR BEING UNDER THE INFLUENCE OF ALCOHOL, DRUGS, AND OTHER PROHIBITED SUBSTANCES

Students found to be in violation of district policy 09.423 regarding possession, use, distribution, or being under the influence of alcohol, drugs, or other prohibited substances could be subject to the following:

1. Suspension from school.
2. Notification of Law Enforcement Officials.
3. Referral to drug/alcohol counselor.
4. Referral to substance abuse treatment program.
5. Dismissal or suspension from athletic teams and/or other school-sponsored activities.
6. Placement in Alternative Education Program Type 2.
7. Expulsion from school.

OFFENSES AGAINST SCHOOL PERSONNEL

No student shall assault, batter or physically or verbally abuse school district personnel or steal or willfully or wantonly deface, destroy, or damage the personal property of school personnel on school property, off school property, or at school-sponsored activities. (See KRS 158.150 [1] [b]) (09.425)

POLICE OFFICERS

School officials shall cooperate with law enforcement agencies in cases involving students (i.e., serving of subpoenas, juvenile petitions or warrants, or taking students into custody). As soon as possible, officials shall endeavor to notify the parents of students who are arrested. Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the District calls law enforcement officials to question students concerning crimes committed on school property, the Principal shall make an effort to notify their parent(s). Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school supported activity, to maintain the educational environment, and to maintain or restore order and prevent injury of persons or property.

POSITIVE BEHAVIOR INTERVENTION SUPPORT

PBIS is an acronym that stands for Positive Behavior Interventions and Supports. PBIS is a behavior management strategy built around the concept that focuses on identification and rewarding of desired behaviors. The key elements of the PBIS strategy are well researched and widely supported. PBIS schools establish rules and routines that are implemented school-wide, are explicitly taught and practiced and are reinforced in all settings within the school by all staff members. The heart of PBIS is creating instructional routines and environments that help students succeed through the active teaching of positive social behaviors.

The goal of PBIS is to prevent problem behaviors by encouraging students to choose appropriate behaviors. Accordingly, when PBIS efforts are implemented well:

- Student behavior success rates increase while behavior problems, office referrals and disciplinary actions decrease
- Students feel more positively toward their teachers, administrators and schools
- Students feel safer in their schools
- Teachers spend less time correcting behavior and more time delivering academic instruction
- Students spend less time removed from instruction due to disciplinary action, and more time participating in instructional activities and academic outcomes improve



PBIS is a tiered intervention/instruction system.

Tier 1 includes teaching of expectations and behavioral supports school wide

Tier 2 includes providing behavior supports for students requiring additional support beyond core behavioral instruction

Tier 3 includes providing intensive behavioral support for a few students who need intensive levels of support

In an effort to promote positive attitudes and behaviors toward oneself and others, (2) decrease emotional distress to better mental health and wellbeing, and (3) grow more positive relationships with peers and adults our district will be investing in development of important social emotional skills. The four Rs (4 Rs), Be Respectful, Be Responsible, Be Ready and Build Relationships will be explicitly taught and we will reward students frequently for their great behavior.

See the behavior matrix for each of the 4 R's in the Appendix!

RISK ASSESSMENT PROCESS

Any student who threatens to harm himself/herself or others; either in writing, verbally or by possession of a weapon or other means of inflicting harm, will be evaluated as soon as possible by mental health specialists. An appropriate plan of action will be formulated that may include recommendations for treatment and possible disciplinary actions. The student may be prohibited from returning to school until the assessment process is complete, but will be provided educational services.

SUSPENSION AND EXPULSION

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or school administrator. There are two kinds of suspension, on-campus suspension and home suspension. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and tests which will be made available to them through an intermediary. The Superintendent, Principal, Assistant Principal may suspend a student up to a maximum of (10) days per incident. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee. Written notice of suspension shall be reported immediately to the parent/guardian of the student being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement. Such condition may be that the student's parent/guardian shall be required to attend a conference with school officials prior to the student's readmission to school. In cases which involve students with disabilities, the procedures mandated by Federal and State law for students with disabilities shall be followed.

Expulsion, as ordered by the Board of Education, is the removal of a student from all schools in the Lawrence County School District. The expulsion is for a defined period of time, but an application for readmission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion. The district has long maintained a "zero tolerance" policy that is supported by state law. State law mandates the Board of Education expel students for: possession, sale, or furnishing of a firearm; the sale of drugs; committing or attempting to commit sexual assault or battery; and possession of an explosive. State law requires a school administrator to recommend expulsion if a student commits any one of the following offenses: causing serious physical injury to another person except in self-defense; unlawful possession of any drug except for the first time offense of possession of not more than one ounce of marijuana; robbery or extortion; and/or assault or battery upon a school employee. The expulsion of a student may require services provided through Home / Hospital Services [Homebound]. (KRS 158-150, 09.434, 09.435)

In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff. (09.426, 09.435)

THREATS OF VIOLENCE & ASSAULTS

Any student who threatens, assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion. School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

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

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of

students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws. (09.425)

TERRORISTIC THREATENING

The Lawrence County School District will make available to all stakeholders an anonymous reporting tool. The information reported shall immediately be provided to the administration of the affected school(s) and appropriate law enforcement agency.

KRS 508.078 provides that a person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally with respect to a school function:

- Threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of the school;
- Or any other person lawfully expected to be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function.
- A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school for this violation to occur.

KRS 508.078 also provides that a person is guilty of terroristic threatening when he or she makes **false statements** by any means for the purpose of:

- Causing an evacuation of a school building, property, or school activity;
- Causing cancellation of classes or activities;
- Causing fear of serious bodily harm among students, parents, or school personnel.

Terrorist threatening in the second degree is a Class D felony subject to potential penalties under KRS 532.060 and 534.030.

BOMB THREATS & TERRORISTIC ACTIVITY

Threatening violence against the school or against the student body, such as Bomb Threats, Terroristic Activity, or Threats shall be grounds for immediate suspension and/or expulsion following provision of appropriate due process.

DISCIPLINE REGARDING THREATS OF VIOLENCE, ASSAULTS, BOMB THREATS, AND TERRORISTICACTIVITY Student found to be in violation of district policy 09.425 regarding Threats, Assaults, Bomb Threats, and Terroristic Activity could be subject to the following:

1. **Suspension from school.**
2. **Notification of Law Enforcement Officials.**
3. **Placement in Alternative Education Program Type 2.**
4. **Expulsion from school.**

USE OF PHYSICAL RESTRAINT AND SECLUSION

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm. (09.2212) Use of physical restraint or seclusion by school personnel is subject to 704 KAR 007:160.

WEAPONS

Students are never allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. The penalty for bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. (The Gun Free Schools Act of 1994 and KRS 158.150)

Additional References: KRS 158.150 , KRS 158.155 Individuals with Disabilities Education Improvement Act of 2004; 707 Chapter 1; Section 504 of the Rehabilitation Act of 1973, as amended, Honig v. Doe, 108 S.Ct. 592(1988); OAG 78-673, KRS 160.290, KRS 160.290 ,KRS 161.180, KRS 158.153, KRS 160.290, KRS 160.340, KRS 160.345, KRS 161.180; KRS 610.345 , P. L. 105-17, P. L.105-17; 707 Chapter 1; Honig v. Doe, 108 S.Ct. 592(1988), OAG 77-419; OAG 77-427; OAG 77-547 , OAG 78-392; OAG 78-673 Goss v. Lopez, 419 US 565 (1975), KRS 158.444; KRS 158.148; KRS 158.153; KRS 158.165; KRS 160.295 , KRS 525.070, KRS 525.080, 704 KAR 007:050, Related Policies: 09.2211, 09.3, 09.42, 09.421, 09.422, 09.426, 09.42811 09.1231 (Legal Ref. KRS 157.200, 156.070, 156.160, 160.295, and 167.305)



Transition Readiness

CAREER PATHWAYS

The career major is the central focus for developing the Individual Graduation Plan, selecting high level academic and career-related courses, and identifying work-based learning experiences that prepare students for transition to postsecondary education, work, or the military. Additional career majors may be identified by secondary schools or postsecondary institutions other than those listed in this document. It is recommended that students identify career clusters they would like to explore, beginning at the middle school level. Such exploration should assist students in selecting a career major.

CAREER TECHNICAL EDUCATION

Mission: The mission of Career and Technical Education is to assist schools in providing students with skills necessary for a successful transition to postsecondary education or work and a desire for life-long learning in a global society.

Purpose: Career and Technical Education is an essential component of the high school curriculum. For many students, it represents as much as a third of their high school experience. It is a critical component in meeting the needs of students in academic achievement, career exploration, career preparation, and leadership development. Successful transition to postsecondary education, work, or the military is one of the goals of Kentucky's educational system. The percentage of students making successful transitions is a component of the high school accountability index.

CHOOSING A CAREER CLUSTER OR MAJOR

Choosing a career cluster and/or a career major involves several steps: assessing interests and skills, adding transferable skills as one moves through the educational process, and preparing for a specific occupation.

To assist in the selection of a career cluster students should gather and carefully consider information about several topics. Among them are the following:

1. **Self-Assessment** – Students learn about themselves by finding out about interests (recreation, sports, academics, etc.), aptitudes, learning styles, and work and life values. Personal preferences also play an important part in choosing a career cluster or career major.
2. **Characteristics of Career Clusters** – Learning about and comparing the basic features of career clusters will enable students to narrow the choices available. Resources that may be helpful in the process include: printed descriptions, videos, software programs, internet and firsthand experiences (job shadowing, career days/fairs, mentors). Answers to numerous questions such as, “What does it mean to have a job in this career cluster?”, may also be provided.
3. **Trends in the Workforce** – Students should become aware of the nature of the economy (e.g., reductions in industries such as mining and agriculture and increases in service industries) and the changing structures of business and industry (e.g., the shift to part-time workforce, project-oriented groups, just-in-time production). Knowledge about projections of demand for employees in comparison with the number of workers available in occupations should also be part of the selection process.
4. **Educational Requirements** – For career majors that require education beyond the secondary level, students should be aware of postsecondary programs (technical and community college, university) providing the education which matches specific occupational requirements. Students also need to know which occupations have state or national licensing requirements.

Students make their first choice of a career cluster or career major by assessing the information gathered from topics 1 through 4. This process can be repeated and revised as students gain more information, experience, and insight in career planning.



COLLEGE ADMISSIONS REQUIREMENTS

In order to be admitted to baccalaureate degree programs at a Kentucky public university the students shall be required to complete the Pre-College Curriculum established by the Kentucky Council on Higher Education, graduate from high school, and take the ACT.

A pre-college curriculum course may be waived by the Superintendent/designee for a student who cannot complete the course due to a physical handicap. In such instances, the student shall complete a course substituted by the District in accordance with 704 KAR 3:305. Each university may require additional preparation for its entering students.

DROP-OUT CAUTION

For students who drop out, job opportunities will be greatly limited. A high school graduate is more likely to get a job and earn a higher living wage than a person without a high school diploma. Parents, help us keep your child on track to a better quality of life. Parents, ask for additional help for your child if you recognize that they are at-risk for dropping out or failure.

DUAL ENROLLMENT & ALTERNATIVE CREDIT OPTIONS

In addition to regular classroom-based instruction, students may earn credit through the following means.

ONLINE COURSES- The District shall recognize only those online courses that meet the international standards for online teachers, courses, and programs that have been adopted by the Kentucky Department of Education.

COLLEGE CREDIT (DUAL CREDIT) - To differentiate/accelerate the curriculum to meet the needs of students, the District shall recognize courses from local post-secondary education institutions. Students will receive one (1) high school credit for every three (3) semester hours of college work. Grades will be calculated in un-weighted form for class rank and GPA and included in the student's transcript. Failure to complete the course shall be recorded according to school policy. Call LCHS for more information at (606) 638-9676.

SUMMER SCHOOL COURSES- Only one (1) unit of summer school credit may be earned and applied to graduation requirements during any one (1) school year. Approval of the Principal or the Principal's designee shall be obtained before the course is taken, and an official record of the final grade shall be received by the school before a diploma may be issued to the student.

Board Recognition- Only courses offered by agencies and institutions recognized by the Board will be accepted.

EARLY GRADUATION CERTIFICATE

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

To graduate early and earn an Early Graduation Certificate, a student shall:

1. Score proficient or higher on the state-required assessments; and
2. Meet the college readiness exam benchmarks established 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.

A student who has indicated an intent to graduate early may participate in the student's state administration of the college readiness exam prior to the junior year, if needed. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate. (LC Board Policy 8.11311)

GRADUATION REQUIREMENTS

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, students must complete a minimum of twenty-five (25) credits with the exception of:

- students participating in Board-approved alternative education programs;
- students participating in Board-approved Lawrence County Virtual Academy;
- students participating in the Board-approved Credit Based Early Graduation option;

all of whom must complete a minimum of twenty-two (22) credits, have demonstrated performance-based competency in technology, and successfully met all other state and local requirements in order to graduate from high school in the District.

Students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.

In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in 704 KAR 003:305, the Board may impose other requirements for graduation from high school. Students shall complete an Individual Learning Plan (ILP) that focuses on career exploration and related postsecondary education and training needs.

LAWRENCE COUNTY SCHOOLS
PORTRAIT OF A GRADUATE
Expectations for all Wildcats, Dragons, Pups, & Bulldogs!

RESPECT

- Displays ethical behavior
- Serves others
- Collaborates with others
- Gives and receives constructive feedback
- Listens attentively

RESPONSIBILITY

- Exhibits dependability
- Persists through challenges
- Sets and attains goals
- Shows initiative
- Learns from mistakes

READINESS

- Demonstrates mastery of skills
- Thinks critically
- Illustrates continual learning
- Expresses creativity
- Prepares for success

RELATIONSHIPS

- Communicates effectively
- Inspires others
- Engages in school/community activities
- Exhibits flexibility
- Shows kindness

Inspire to Dream - Challenge to Persist - Equip to Succeed
ALL IN
Lawrence County Schools
Blaine Elementary - Fallberg Elementary - Louisa West Elementary - Louisa East Elementary
Louisa Middle School - Lawrence County High School

Communication

EMAIL

Email communication with teachers is a very effective means for parents to communicate with their student's teacher. Please know that teachers are not able to respond immediately to emails they receive. However, they will respond within a reasonable amount of time.

INVOLVEMENT IN COMMUNITY EVENTS

Sharing the good news of Lawrence County Schools is an activity that the Superintendent and staff are always glad to do. If you are hosting an event and would like to hear more about the school system, contact the Superintendent at the Central Office for presentation specifics.

LAWRENCE COUNTY SCHOOLS APP

In order to download the app for Lawrence County Schools, on your mobile device please navigate to www.lawrence.kyschools.us - scroll to the bottom of the page - on the right-hand side, click either *Download on the App Store* or *GET IT ON Google Play* depending on your mobile device.

LAWRENCE COUNTY SCHOOLS WEBSITE

Many events and resources are posted on the LCS website. We would like to encourage you to explore the website and monitor it frequently for updated information from district and school staff.

PARENT ENGAGEMENT INFORMATION

The Kentucky Department of Education in conjunction with the Prichard Committee publishes *The Kentucky Family and School Partnership Guide*, a helpful resource with timely tips and ideas on how parents can help children succeed in school and become a partner in their child's education. In addition, this resource provides online self-paced modules for parents on how they can become an active member of Lawrence County Schools Family Engagement Action Team and making all Lawrence County Schools receive "Family Friendly" status.

Please click the following link to learn more. If you have questions, you may contact the Federal Programs Director at (606) 638-9671 extension 1003. [KY Collaborative for Families and Schools](http://www.kyfamilyandschoolpartnership.org) or type the following link in your browser: <https://www.prichardcommittee.org/familyengagement/>.

PARENT MEETINGS & OPEN HOUSE

There will be multiple OPEN HOUSE events during the school year as scheduled by principals. The purpose of an OPEN HOUSE is for parents and students to have time with the teacher (or teachers), see the classroom and get an overview of class experience, expectation and curriculum. Teachers will share individual students data with parents and collaborate with students and parents to explore individual student goals. These opportunities will allow parents and teachers to meet and work together for the purpose of preparing students for college and career readiness!

2023-2024 Title I Parent & Family Engagement Meetings
September 20, 2023
December 6, 2023
March 6, 2024
<i>All parents and community members are invited to all meetings. Please check social media and district's app for locations, times, and any unforeseen changes in the meeting dates.</i>

PARENT PORTAL

Lawrence County Campus Portal is where you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more! Call your child's school or Family Resource Center for more information or visit:

<https://kyede6.infinitecampus.org/campus/portal/lawrence.jsp>

PARENT TEACHER CONFERENCES

A parent teacher conference is the time to speak to the teacher about your child. Conferences are typically held after school has been in session for a few months. This gives teachers enough time to perform any routine screenings and to get to know your child and his strengths and weaknesses a little bit better. Conferences are designed to give you some one-on-one time with your child's teacher and are the perfect time to discuss concerns and/or create a plan to help your child do his best work during the school year.

Lawrence County Schools Goal Setting and Communication of Student Assessment Results to Parents	
FALL	
MAP/STAR/KPREP data and student goals communicated to all parents – district-wide (includes all state assessment results)	By October 13, 2023
WINTER	
MAP/STAR data and student goals communicated to all parents - district-wide	By January 12, 2024
SPRING	
MAP/STAR/ACT data and student goals communicated to all parents - district-wide	By April 12, 2024

SCHOOL ALERTS

Apptegy is a communication program utilized by the Lawrence County School District that allows the district to communicate with multiple people in a short time. The district may notify you using this system when school is canceled due to flooding or snow or if school is being dismissed early for an emergency. The district may notify you to remind you of an important event. Home phone numbers, cell phones (text) and e-mail addresses are uploaded from our student information system nightly to update the data in the Apptegy database. Duplicate numbers for same family members are not called duplicate times.

Each day, parents of students who are absent will get a phone call from Lawrence County Schools alerting them of the student's absence from school. In the meantime, if the student has checked-in, there may not be time to stop the call from going out. If you get a call from the district and do not want to receive any calls from Apptegy Alerts, please call your child's school or the Board Office at (606) 638-9671 and leave your name and number with the request not to participate in Apptegy Alerts.

SCHOOL REPORT CARD

The School Report Card contains important information about our school, including the details about our academic performance, teacher qualifications, learning environment, and more. For a more detailed look at our school, please go to <http://www.education.ky.gov> and explore the KDE Open House Data Portal.

WEBMAIL

Students who are in grades 3-12 will have access to an email account for educational purposes. With this email account students will be able to communicate with their teachers to help enrich their classroom experience. This email uses a Microsoft platform with a web interface. To access your student email from any internet connection simply go to www.outlook.com or click on the link from the Lawrence County Schools website which can be found at www.lawrence.kyschools.us

Enrollment

ENROLLMENT

Upon enrollment of a student for the first time in any elementary or secondary school in the Lawrence County District, the following are required: (a) A certified copy of the student's birth certificate; or (b) Other reliable proof of the student's identity and age, or an affidavit of the inability to produce a copy of the birth certificate and (c) Kentucky Certificate of Immunization. Transferring students enrolling from schools outside of Lawrence County or between schools within the county must give permission for the previous school to submit official records including Individual Educational Program. Registration packets can be picked up at all district schools.

All students shall be assigned by geographic attendance zones and will attend the school designated to serve their area of residence. If a family moves from one attendance zone to another within the school system, the student may be permitted to finish the school year in the school in which s/he was last enrolled (at no cost or service by the Board). The student must enroll the following year in the school in the attendance zone of his/her legal residence.

ENTRANCE AGE

PRESCHOOL

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled or as exceptional, and who is three (3) or four (4) years of age shall be eligible for a free and appropriate preschool education and related services, including speech language services. Children determined to be at-risk (income) by state and federal guidelines who are four (4) by August 1 may enter preschool. All other three (3) and four (4) year old children shall be served to the extent placements are available.

PRIMARY SCHOOL

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

PETITION PROCESS

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. Please contact the guidance counselor at your child's school for specific criteria for early entrance. Considerations may include availability of space and funding, and the petition form must be received by July 1st of the requested school year.

HEALTH FORM REQUIREMENTS

All students shall undergo preventative health care, dental, and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms required by state regulation. The immunization certificate form required by 704 KAR 004:020 shall be on file within two (2) weeks of a student's enrollment in school. Forms relating to exemptions from immunization requirements shall be available at each school. Immunization certificates shall be kept up to date for age and current immunization certificates on file at schools. Initial entry into a school program requires an eye exam on the Kentucky School Eye Exam Form and a dental screening on the Kentucky Dental Screening Form. Within one year BEFORE entry to the sixth grade, a school physical is required and immunizations updated.



PROOF OF RESIDENCY

Students whose parent or guardian resides in the District and have custody of the student, or students who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status. No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment. Schools may request proof of residency which may include payments made in their name such as utilities payments [electric, gas, water, sewage and garbage], a tax bill on property or rent receipt, and a valid driver's license with the current address on it.

SCHOOL BOUNDARIES

Please know that Lawrence County Schools serve children and youth who are residents of Kentucky. The school system receives money, appropriated by the Kentucky General Assembly, to provide education services. Any out-of-state child or youth, who wishes to attend Lawrence County Schools, will be charged tuition as required by law. Upon enrollment, parents/guardians of any student who is living out-of-state are required to disclose this fact and request the tuition amount. Please address any/all questions regarding this matter to the Director of Finance at the Lawrence County Board of Education by calling 606-638-9671.

STUDENT MEDICATIONS

Students cannot bring over-the-counter medications to school due to safety concerns. Instead they should see the school nurse if any over-the-counter medications are needed during the school day. Please complete, sign and date the Consent for School Health Services form in your child's school packet and return to school. This consent form must be completed and signed in order for the school nurse to administer any over-the-counter medications at school. First aid treatment will be administered by the school nurse/school personnel if needed. Please be sure to indicate on the Consent Form if your child has any allergies or other medical conditions (e.g. asthma, diabetes, etc.) that may require closer monitoring or emergency medications while at school. If your child will need to receive any prescription medications (e.g. ADHD medication; asthma inhaler; epi-pin; insulin; seizure medication) at school we are required to have the Permission for Prescribed Medications form completed & signed by the prescribing Health Care Provider. We CANNOT administer prescription medications without this form on file. We are required by law to have ALL prescription medications in their original pharmacy container with the child's prescribing information on the label. If the child's Health Care Provider indicates your child can be responsible to care for their medication (e.g. inhaler, epi-pen) they may do so, otherwise the medication will be kept in the Nurse's office. Students shall not share any prescriptions or over-the-counter medication with another student. For medications such as antibiotics that may be prescribed 3x a day please do not send to school. Instead give at home in the morning, as soon as the child gets home in the afternoon and again before bedtime. All health related forms and information will be available at the school or you may go to the Lawrence County Schools' website. Please feel free to call the school nurse or the School Nurse Supervisor/District Health Coordinator if you have any questions or concerns.



Parents Need to Know

AMERICANS WITH DISABILITIES ACT

The Lawrence County School District is committed to achieving full compliance with the Americans with Disabilities Act (ADA) and does not:

1. Deny the benefits of district programs, services and activities to qualified individuals with a disability on the basis of a disability.
2. Discriminate on the basis of disability in access to or provision of programs, services, activities of the district, or application for employment or employment to qualified individuals with disabilities.
3. Provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

The district operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities. We welcome those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you, contact Director of Special Education, at (606) 638-9671 at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you.

ATHLETICS

Lawrence County is a member school of the Kentucky High School Athletic Association, competing in the 57th District/15th Region. LCHS abides by all by-laws from the KHSAA concerning student-athletes.

CURRENT SANCTIONED SPORTS OFFERED BY LAWRENCE COUNTY

Fall Sports	Winter Sports	Spring Sports
Football Volleyball Soccer (men/women) Golf (men/women) Cross-Country (men/women)	Basketball (men/women) Wrestling	Baseball Softball Tennis (men/women) Track (men/women) Bass Fishing
Cheerleading (seasonal and competition)		

CHILD CUSTODY

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

CHILD FIND

If you have reason to believe your child (ages 3 to 21 years) has a disability requiring special services or accommodations, you should inform school officials. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services. The district wants to locate, identify, and assess all children with disabilities whether homeless, wards of the state or enrolled in public or private schools. Contact the Director of Special Education at 606 638-9671.

CONFIDENTIALITY & FERPA

"Confidentiality" means the protection of all personally identifiable data, information, and records collected, used, or maintained by the Lawrence County Schools (LCS) in the identification, evaluation, educational placement of a child or youth, or the provision of free appropriate public education for a child and youth with a disability.

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

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's 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 them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the 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 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
600 Independence Avenue, SW
Washington, DC 20202-4605

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information. Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before September 30 of each school year or within 30 days of distribution of the Student Directory Information Notification form which allows parents to so notify the school district.

FILING A COMPLAINT

The Board believes that a continuing two-way dialogue between the schools and the public is necessary. It shall be the policy of the Board to give consideration to suggestions posed to the Board by citizens of the district. Individuals wishing to make suggestions should submit them in writing to the appropriate school administrator or the Superintendent or Chairman of the Board. The Board welcomes constructive criticism when such is motivated by a sincere desire to improve the effectiveness of the schools. Complaints regarding Board actions and policy matters should be directed to the Board. All other complaints should be directed to the administrative unit in which the problem arises. The proper channel for complaints is as follows:

- Teacher,
- Principal,
- School Council, (where operational)
- Superintendent,
- Board of Education

Complainants should initially address the problem at the lowest level of involvement and may appeal to higher levels if satisfaction is not achieved. Complaints appealed to the Board must be in writing and must contain a detailed description of the problem and the redress desired. The Board reserves the right to defer and redirect complaints that have not been explored to the appropriate administrative level.

GRIEVANCES

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

- Teacher;
- Principal;
- School Council, (where operational)
- Superintendent;
- Board of Education

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish; however, Harassment/Discrimination allegations shall be governed by Policy 09.42811. Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District's school nutrition program. Related Policies: 07.1, 08.13451, 09.42811, 10.2

MEDICAID-Kentucky Medicaid School Based Health Services Program

LC School District is an approved provider of health services as defined by Medicaid. Under the Medicaid School Based Program, Lawrence County Schools is considered a Medicaid health provider for children who are eligible. This means that we can be reimbursed for services to help pay for our school-based nurses, speech therapists as well as OT and PT and other medical or IEP services for eligible children. Services that can be reimbursed include: Audiology, Assistive Technology, Evaluations, Incidental Interpreter, Mental Health, Nursing, OT, O&M, PT, Psychotherapy, Respiratory Therapy, Speech, Hearing & Language Therapy, Transportation, and others. To assist the district with this process please sign the form provided by your child's school. If you have questions please call the Director of Special Education @ 606-638-9671.

MANAGEMENT PLAN FOR ASBESTOS- CONTAINING MATERIAL

The District shall conduct school inspection and re-inspection activities as required by state and federal law to identify the status of asbestos. The District shall maintain an updated asbestos management plan that shall include, but not be limited to, applicable current and/or future inspection activities, response actions and surveillance activities and a description of steps taken to inform staff and parents about any such activities. Annual written notice of the availability of the plan shall be provided to parent, teacher, and employee organizations. In the absence of any such organizations, the District shall provide written notice of plan availability to parents, teachers, or employees, as applicable.

PARENT & FAMILY INVOLVEMENT/ DISTRICT TITLE I ADVISORY COUNCIL MEETINGS

The Lawrence County School District recognizes that engaging parents and families in the education process is essential to improve academic success for students. A child's education is a responsibility shared by the school and the family during the entire time a child attends school. The District fosters and supports active parent involvement so that schools and parents work together as knowledgeable partners in educating children. Parents are provided with flexible opportunities, including open house events and District Parent Council and improvement planning meetings, for organized, on-going, and timely participation in the planning, review, and improvement of District programs, including opportunities to suggest modifications, based on changing needs of parents and the schools.

The District provides coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. Title I schools in the District receive Title I parent involvement funds, and parents are provided the opportunity to help decide how this portion of the Title I funds will be allotted for parental involvement activities. All schools in the District are Title I schools and receive Title I funds.

Tips for Helping Your Child Succeed

The district encourages parents to ask about their child's progress throughout the school year. Parents can ask for progress reports on how well their child is doing in school rather than waiting for one each quarter. Please contact your child's teacher or principal to get information about your student's academic performance. There are several things parents can do that help children succeed in school:

- Spend time at school. Interact with teachers and administrators.
- Make sure your child arrives at school on time.
- Attend student performances and school meetings and participate in councils and committees.
- Insist that your students treat teachers, administrators, staff and other adults with respect.
- Talk to your student about obeying school rules.
- Contact your child's teacher when you have a question, concern or complaint.
- Carefully review your child's report cards, school newsletters and other information from the school.
- Reinforce the importance of homework.
- Talk to them about turning assignments in on-time.

Annually, the District conducts an evaluation process whereby parents can share their ideas about the content and effectiveness of the *Parent/Family Involvement Policy - 08.13451* in improving the academic quality of all schools and the plan designed to implement it. The process focuses on the following questions: 1) Does this policy increase parent participation? and 2) What barriers to parent participation still exist, and how can they be reduced or removed? The findings produced from the annual evaluation are used to design strategies for school improvement and for revising the policy, if necessary. For review of the policy in its entirety and the schedule for its annual review, please visit the Parent Involvement webpage on the District website. You may also call the District Office at (606) 638-9671 for more information.

TEACHER QUALIFICATIONS

The term "core academic subject" means (by federal statute) English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. Fully certified teachers are determined using guidelines set forth by the Education Professional Standards Board and approved by the federal government. Lawrence County School District will notify parents if students are being taught by someone who does not meet the established fully certified status. This information will also be provided in the *School Report Card* annually.

STATE AND FEDERAL PROGRAM NOTICE (e.g., Title I, Part A, Title II)

Districts that receive Federal funds must ensure that teachers meet the definition of "fully certified." Parents have the right to request information on the professional qualifications of their children's teachers.

STUDENT FEES

Student fees are approved annually by the Board. Students will not be denied access to any educational program due to an inability to pay a fee, purchase school supplies, or rent or purchase instructional resources.

The Lawrence County School District participates in the Community Eligibility Provisions (CEP) meal program. The principal uses the Household Income Form (HIF) to determine the inability of students to rent instructional resources, pay fees, and purchase necessary school supplies. Parents must complete the HIF to be eligible for exemption from payment of fees for necessary school supplies.

Rights and Responsibilities

EQUAL EDUCATIONAL OPPORTUNITIES

No student shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status. The District shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction. The District shall operate its programs in accordance with the procedures addressing requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Parents of students who have a temporary or permanent disability may request the District supervisor to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

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

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

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

PARENTS EMERGENCY NOTIFICATION

In the event that an emergency takes place on a school campus, student safety is our top concern. Depending on the level of the emergency, parents will be notified by telephone call, email or a letter home. Please make certain that your child's school has your most current emergency contact information.

PARENT/GUARDIAN RESPONSIBILITIES

It is the parent's responsibility to make sure their child is in attendance at school daily. Parents or guardians are liable for all damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel or damage to school property. Parents are also liable for any school property loaned to the student that is willfully not returned. The school district may withhold the grades, diploma or transcript of the student responsible until such damages are paid, the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA applies to the programs and activities of an SEA, LEA, or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or,
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The school district is required to obtain prior written consent from parents before students are required to submit to a survey that concerns one or more of the eight protected areas listed above, if the survey is funded in whole or in part by Department funds. For surveys that contain questions from one or more of the eight protected areas that are not funded in whole or in part with Department funds, the school district must notify a parent at least annually, at the beginning of the school year, of the specific or approximate date(s) of the survey and provide the parent with an opportunity to opt his or her child out of participating. The school district must also notify parents that they have the right to review, upon request, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas and those used as part of the educational curriculum.

Parents have a right to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to students and the procedure for granting a request by a parent for such access; Arrangements to protect student privacy that are provided by the LEA in the event of the administration of a survey to students containing one or more of the eight protected items of information noted above (including the right of parents to inspect, upon request, a survey that concerns one or more of the eight protected items of information); The right of parents to inspect, upon request, any instructional material used as part of the educational curriculum for students, and the procedure for granting a request by a parent for such access; Administration of physical exams or screenings of students; The collection, disclosure, or use of personal information (including items such as a student's or parent's first and last name, address, telephone number or social security number) collected from students for marketing purposes, or to sell or otherwise provide the information to others for marketing purposes, including the LEA's arrangements for protecting student privacy in the event of collection, disclosure, or use of information for these purposes; and The right of parents to inspect, upon request, any instrument used in the collection of personal information for marketing or sales purposes before the instrument is administered or distributed to a student and the LEA's procedure for granting a parent's request for such access.

In addition, an LEA must "directly" notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys listed below and provide an opportunity for parents to opt their child out of participation in the specific survey or activity. The notification must be provided at least annually at the beginning of the school year and must provide the specific or approximate dates during the school year when activities described below are scheduled, or expected to be scheduled. If the LEA is unable to identify the specific or approximate dates of the activities or surveys requiring specific notification at the beginning of the school year, it must provide this notification to parents once the activity or survey is scheduled. Parents should be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out, as well as be provided with an opportunity to review any pertinent surveys. A model specific notification for use by LEAs is attached and may also be obtained on the Web site noted at the end of this guidance. LEAs must offer an opportunity for parents to opt their child out of participating in the following activities:

The administration of any survey concerning one or more of the eight protected areas listed above if it is not funded in whole or in part with Department funds. (LEAs must obtain active consent, and may not use an opt out procedure, if the survey is funded in whole or in part with Department funds.)

Activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes, or to sell or otherwise provide the information to others for marketing purposes.

Any non-emergency, invasive physical examination or screening that is 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students. This law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings permitted without parental notification.

PPRA does not preempt applicable provisions of State law that require parental notification. Also, requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products. Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

The address and telephone number for FPCO are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202
1-800-USA-LEARN (1-800-872-5327)

Informal inquiries may be sent to FPCO via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov. The FPCO Web site address is: www.ed.gov/policy/gen/guid/fpc.

SCHOOL SAFETY PLAN

Lawrence County Schools focus on providing a warm culture and climate for both students and *staff* conducive to high levels of productivity and outstanding academic performance. In today's society, school safety is a daily issue that ranges from classroom management to school incident command for crisis situations. Lawrence County Schools *staff* is committed to providing a safe learning environment for all students. Students shall receive annual instruction in school bus safety. The Principal shall develop procedures appropriate for each school building designed to promote the safety of all students and to specify specific responsibilities for student supervision. Schools will provide suicide prevention awareness information to students in middle and high school grades. Furthermore, in keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

STUDENT RECORDS

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports. Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

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

Authorized District personnel also may disclose personally identifiable information to the following:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- School officials (such as teachers, instructional aides, administrators) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

District and school officials/staff may only access student record information in which they have a legitimate educational interest. Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 CFR Part 99.35. The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

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

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. However, in compliance with FERPA, when a lawfully issued court order or subpoena requires disclosure be made without notification of the student or parent, the District shall comply with that requirement. If the District receives such an order, the matter may be referred to local counsel for advice.

STUDENT RESPONSIBILITIES

Every student shares the responsibility for maintaining a safe and productive environment at school. You make an important contribution to your school when you:

- Respect the authority of teachers, principals and all school staff members.
- Comply with the standards of conduct of your school and the district.
- Inform an adult authority of any situation that would pose a danger to yourself or others.
- Attend school every day.
- Arrive at class on time and be prepared to work.
- Bring necessary books and materials.
- Pay attention in class.
- Complete class work and homework on time.
- Keep track of your own progress.
- Follow rules and laws.
- Avoid any activity that has the potential to cause a verbal or physical conflict.
- Respect the rights of others.
- Maintain standards of integrity and responsibility.

STUDENT RIGHTS

As a student, you have a right to a safe learning environment. If you feel your school is not providing a safe environment, please discuss this with your teacher or principal.

STUDENT SEARCH PROCEDURES

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property or contraband. Lockers are property of the school and are subject to the board's regulation and supervision. Locker inspection or searches are not carried out as a harassment technique but as a duty when the health, safety, or welfare of students is involved. In a search and seizure situation the following procedures shall be followed:

1. A student's personal property will only be searched by the principal or his or her designee when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by the principal or his or her designee. These items may be returned to the student through the office.
3. A general inspection of school properties such as lockers, desks, etc., may be conducted on a regular basis. During these inspections, items which are school property may be collected (EXAMPLE: overdue library books, school owned technology, etc).
4. All items which have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless; (1) the student is absent from school, or (2) school authorities decide that the student's presence could endanger the student's health and safety.



Text - Call - Scan:
866-EYE-ON KY (866-393-6659)
or
Go to your school's website and
click on the STOP logo



Services for Students and Parents

ADULT EDUCATION SERVICES

The KEDC Adult Learning Center exists to provide educational opportunities for those who do not meet the criteria for traditional school settings due to age and/or circumstances. Through this center a lifelong learner can:

- Earn a GED
- Compass/ACT Preparation
- Prepare for College/Technical School
- Earn National Career Readiness Certification
- Hone skills for career-oriented exams
- Change the path of life!
- Computer Instruction

The Adult Learning Center is open to students from 7:30 a.m. to 3:30 p.m. on Monday through Friday and maintains general office hours of 8 a.m. to 4 p.m. during the week. The Center is closed for all major holidays. There is no cost to students to attend and the Center is located at 235 East Powhatan Street, Louisa, KY at the rear of the campus of Louisa East Elementary School. Call 606-638-0601 for more information.

EXTENDED SCHOOL PROGRAMS

When students struggle with a skill or fall behind in a class, additional help is available through Extended School Services (ESS) in Lawrence County Schools. Parents may refer their child/ren for this additional help by contacting the school, or a student may be referred by a teacher, or the student may self-refer when a specific need arises. Each Lawrence County school has a different model and schedule of how additional help is provided. We want to ensure that your child meets the academic expectations of his grade level and progresses from year to year prepared to earn a high school diploma and to be ready to enter the workforce or postsecondary education and training. Contact your child's school for more information on available services.

FAMILY RESOURCE YOUTH SERVICE CENTER

The FRYSCs set out to bridge any gaps between academics and the home life of students. Our main goal is to eliminate any barriers outside of school so that all students may achieve at high levels. The FRYSCs bring together available resources for families and help to refer and aid in getting outcomes for these students. FRYSCs offer various programs and are able to adjust to each school's environment so that students and families are assisted in the most appropriate and efficient manner possible.

Family Resource Centers:

Blaine Elementary School-826-9202

Fallsburg Elementary School - 826-3200

Louisa Elementary (East and West)-638-3514

Louisa Middle School- 638-3696

Lawrence County High School- 638-3690

FOOD AND NUTRITION SERVICES- BREAKFAST AND LUNCH PRICES

Lawrence County School District participates in the National School Lunch and Breakfast Programs through Food and Nutrition Services. This department is committed to improving the nutritional health and academic success of students by offering breakfast and lunch daily at all school sites. Meals are analyzed to ensure that they meet the nutritional needs of students and the Dietary Guidelines for Americans www.mypyramid.com/myplate. Under the Community Education Provision for National School Lunch and Breakfast programs, all schools will offer breakfast and lunch at no cost for all students beginning 2013-2014 and will continue to do so for the 2023-2024 school year. Adult meals are also available for a cost of \$2.90 for breakfast and \$4.85 for lunch. Food substitution accommodations will be considered for students with disabilities or medically documented food allergies. For additional information about eligibility, breakfast/lunch menus and Nutrition Education, please contact the Food Service Director at (606) 638-9671.

GUIDANCE COUNSELING

Guidance and career counseling and course selection opportunities are available to all students. Students may meet with guidance counselors at their school to discuss college admission requirements and/or to enroll in Career Technical Education courses.

Blaine Elementary School	Susan Little susan.little@lawrence.kyschools.us	(606) 826-3624
Fallsburg Elementary School	Angel Ward angel.ward@lawrence.kyschools.us	(606) 826-2351
Louisa East Elementary	Misty Burton misty.burton@lawrence.kyschools.us	(606) 638-4574
Louisa West Elementary	Shannon Moore shannon.moore@lawrence.kyschools.us	(606) 638-4726
Louisa Middle School	Katina Ward katina.ward@lawrence.kyschools.us	(606) 638-4090
Lawrence County High School	Scott Johnson scott.johnson@lawrence.kyschools.us Larissa Skaggs larissa.skaggs@lawrence.kyschools.us	(606) 638-9676

INTERPRETING SERVICES

Interpreting Services for school-related functions are provided for parents upon request. For more information, please call the Director of Special Education at (606) 638-9671.

SCHOOL BASED MENTAL HEALTH SERVICES –

Pathways of Louisa partners with Lawrence County Schools to provide school-based services to strengthen individuals, support families, and serve communities through planning, development, coordination, and provision of effective behavioral health services. *Mountain Comprehensive Care Center* of Louisa partners with LC Schools to provide full time on-site mental health services at all six schools. If you would like to learn more about services available or would like to make a referral please contact local *Pathways (606) 638-4332* or *Mountain Comprehensive Care Center (606) 638-0577* or your child's school secretary.

SERVICES FOR STUDENTS WITH DISABILITIES

PRESCHOOL

Students with disabilities, beginning at age three or students transferring from First Steps at age three, can attend the LC Preschool Program if they meet KY Eligibility Criteria for Special Education. Contact your school Guidance Counselor to find out more information about enrollment, and instructions on how to complete a referral for special education.

SPECIAL EDUCATION

The *Individuals with Disabilities Education Act (IDEA)* is a federal law that ensures a free appropriate public education (FAPE) to eligible children with disabilities and ensures special education and related services to those children. Special Education is defined as specially designed instruction, at no cost to parents, to meet the unique needs of a child with a disability. LC Schools will provide a continuum of support as outlined in the Individuals with Disabilities Education Act, to each eligible child, based on their individually developed plan. Programs include services and supports for the following disability categories:

- Autism
- Deaf-Blindness
- Hearing Impairment (includes Deafness)
- Mild Mental Disability/Functional Mental Disability
- Multiple Disabilities
- Physical Disability or Orthopedic Impairment
- Other Health Impairment
- Emotional-Behavioral Disability
- Specific Learning Disability
- Communication Disorder
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment (including Blindness)



The district annually notifies parents of students with disabilities of the rights related to special education identification, referral, assessment, instructional planning, implementation, review and procedures for initiating a referral for assessment. Parents receive this special education information at their child's annual Admissions and Release Committee (ARC) meeting. If you have questions, or would like to make a referral for special education services, please contact the Director of Special Education at 606 638-9671.

SECTION 504

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met. Section 504 protects qualified individuals with disabilities. Under this law, individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. People who have a history of, or who are regarded as having a physical or mental impairment that substantially limits one or more major life activities are also covered. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. Students who qualify can have a Section 504 Plan. If you would like more information about services for students with disabilities please contact LC Section 504 Coordinator, at (606) 638-9671.

TRANSPORTATION

To qualify for busing, a student must live within the eligible service area for their school of attendance. students shall be eligible to be transported to and from school if they reside more than one (1) mile from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, students shall be eligible for transportation without regard to the distance to their school. Students attending preschool programs of the District shall be transported in accordance with the provisions of 702 KAR 005:150 and other appropriate laws and regulations. Students shall be required to walk certain centralized bus stops on public roads where traffic hazards would not make it feasible to stop buses in front of their homes. Students who live close together shall be required to assemble themselves at a certain point to be picked up by the bus. Persons not of school age, employees of the Board, parents of students, and persons not associated with the schools shall not be permitted to ride the buses during the scheduled transporting of students without written authorization of the Superintendent or the Superintendent's designee.

VOLUNTEERS/POWER PARTNERS

Parents and Community Members, we welcome you into our schools! The Lawrence County School District recognizes that engaging parents, families and community partners in the education process is essential to improving academic success for students. It further recognizes that a child's education is a responsibility shared by the school and the family during the entire time a child attends school. Therefore, the Lawrence County School District makes efforts to foster and support active parent and volunteer involvement so that schools and volunteers can work together as knowledgeable partners in educating children. Please partner with us to enrich the learning environment in our schools by sharing your knowledge and skills and by providing services and support to students and teachers.

BECOME A *POWER PARTNER* VOLUNTEER and SCHEDULE YOUR VOLUNTEER TRAINING!

Participate in the annual, standard district volunteer orientation provided through one of the district's six schools. Orientation, provided by our FR/YSC Directors, includes training in confidentiality and volunteer guidelines and school information. **Anyone who interacts with students on a scheduled or continuing basis while assisting in any school or district program, including supervising children at a school site or on school-sponsored trips, must, by law, have a records check and orientation.** Fill out a current *Lawrence County POWER Volunteer Application*. Annually, provide the information for a free state-required background records check for school volunteers.

Please partner with us as a volunteer to enrich the learning environment in our schools by sharing your knowledge and skills and by providing services and support to students and teachers as a *POWER Partner, Parents Onboard With Educational Responsibility*. Contact the Family Resource/Youth Service Center Director, or call the school. Whether you volunteer weekly or just a few hours for a special event, the extra help you provide will benefit your child and the achievement of other Lawrence County Students. Also, check out other parent resources and links on the Parent Involvement Webpage.



Elementary District-Wide Behavior Expectations the 4 R's

	Classroom	Hallway	Cafeteria	Playground	Bus
Be Responsible	Work hard and finish your work.	Stay on your side of the hall.	Go through the line correctly. Sit at your assigned table.	Play safely on the equipment. Play by the rules.	Stay in your assigned seat. Keep your area clean.
Be Respectful	Use positive words. Have positive actions. Have a positive attitude.	Don't make noises. Keep your hands to yourself.	Keep your voice low. Clean up after yourself.	Listen to directions from your teacher. Take turns and share.	Talk quietly. Listen to the driver.
Be Ready	Be on time. Be prepared with learning materials: Pencil Paper Books Technology	Stay with your class. Stay behind the person in front of you.	Get in line when it is your turn. Help keep the line moving.	Bring your coat when it is cold outside. Line up when it is time.	Be at the bus stop on time. Be ready to exit when it is your turn.
Build Relationships	Cooperate with the teacher. Make friends. Share in group work. Be kind.	Smile at others in the hallway.	Spend time talking to people at your table. Make new friends. Ask questions to get to know others.	Invite others to play with you. Be fair.	Talk quietly to those around you. Don't fight or push. Make friends with your neighbors.



Middle & High District-Wide Behavior Expectations the 4 R's

	Classroom	Hallway	Cafeteria	Playground	Bus
Be Responsible	<p>Do what you are assigned or are supposed to do.</p> <p>Try your best,</p> <p>Keep on trying.</p>	<p>Stay on your side and go the right direction.</p> <p>Get to where you are going quickly.</p> <p>Smile. You are on camera.</p>	<p>Go through the line correctly.</p> <p>Be sanitary and keep a neat area.</p> <p>Sit at your assigned table.</p>	<p>Listen attentively.</p> <p>Stay in your own space.</p> <p>Sit quietly.</p>	<p>Be on time.</p> <p>Go directly into the building.</p> <p>Follow safety rules.</p> <p>Watch out for others.</p>
Be Respectful	<p>Use positive words.</p> <p>Have positive actions.</p> <p>Have a positive attitude.</p>	<p>Move through the hallway quietly without interrupting or disturbing others.</p> <p>Assist someone who is having trouble.</p>	<p>Keep your voice low and clean up after yourself.</p>	<p>Focus on the speaker or program.</p> <p>Clap at appropriate times.</p>	<p>Walk to your bus/car.</p> <p>Wait for dismissal before leaving.</p>
Be Ready	<p>Be on time.</p> <p>Be self-disciplined.</p> <p>Be prepared with: Pencil/Pen Paper Books Technology Charger</p>	<p>Walk quickly to your next class.</p> <p>Plan times for restroom and locker breaks.</p> <p>Get to class on time.</p>	<p>Get in line and help keep the line moving.</p>	<p>Report to designated areas.</p> <p>Dismiss quietly as directed.</p> <p>Stay in assigned areas.</p>	<p>Be at the bus stop on time.</p> <p>Be ready to get board or exit when it is your turn.</p> <p>Don't be tardy.</p>
Build Relationships	<p>Be cooperative.</p> <p>Make new friends.</p> <p>Learn people's stories.</p> <p>Value old friendships.</p> <p>Respect individual differences.</p>	<p>Smile at others in the hallway.</p> <p>Be polite and notice others.</p>	<p>Spend time talking to people at your table.</p> <p>Ask questions to get to know others.</p>	<p>Make choices that protect the safety and rights of others.</p> <p>Be kind and courteous to those around you.</p>	<p>Be courteous to those around you.</p> <p>Don't fight or push.</p> <p>Open doors for others.</p> <p>Assist others who may need help.</p>

Does student have IEP? _____
 Case manager: _____
 Date CM Notified: _____

**Lawrence County Schools
 Office Discipline Referral (ODR)**

Office Use Only
 Date entered into IC: _____
 Notify Dose of SSP7 or SSP8;
 Complete 09.2212 AP 21

Student Name: _____ **Grade:** _____ **Referring Staff:** _____

Day: M T W TH F **Date:** _____ **Time:** _____ **Homeroom Teacher/School:** _____

School's Guidelines for Success not followed:

Be Responsible Be Respectful Be Ready to Learn Build Relationships

Date/types of Previous Interventions	Problem Behavior	Possible Motivation
<input type="checkbox"/> Conferenced with Student <input type="checkbox"/> Changed Seat Assignment <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Note Home <input type="checkbox"/> Had Student Call Home <input type="checkbox"/> Report Concerns to Parent <input type="checkbox"/> Phone Conference with Parent <input type="checkbox"/> Parent Meeting <input type="checkbox"/> Other: _____	<input type="checkbox"/> Abuse of School Personnel <input type="checkbox"/> Abuse/Inappropriate Lang./Profanity <input type="checkbox"/> Academic Cheating <input type="checkbox"/> Arson <input type="checkbox"/> Bomb threat/False Alarm <input type="checkbox"/> Cell phone/Device violation <input type="checkbox"/> Defiance/Disrespect/Non-compliance <input type="checkbox"/> Disruptive Behavior <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Driving or parking violation <input type="checkbox"/> Excessive Tardiness <input type="checkbox"/> Failure to attend detention <input type="checkbox"/> Failure to complete assignments <input type="checkbox"/> Fighting/Physical aggression <input type="checkbox"/> Forgery/Theft <input type="checkbox"/> Habitual Infractions of Rules <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Inappropriate Location/Out of area <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Plagiarism <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Skipping class <input type="checkbox"/> Technology violation <input type="checkbox"/> Threatening others <input type="checkbox"/> Use/Possession of Alcohol, Tobacco, Drugs, Combustible Items (circle one) <input type="checkbox"/> Weapon <input type="checkbox"/> Other: _____ <input type="checkbox"/> Bullying (Principal investigates and completes 09.422 AP21 as appropriate) <input type="checkbox"/> Harassment (Principal investigates and completes 03.162 AP2 as appropriate)	<input type="checkbox"/> Avoid adults <input type="checkbox"/> Avoid embarrassment <input type="checkbox"/> Avoid peers <input type="checkbox"/> Avoid task/activity <input type="checkbox"/> Avoid work <input type="checkbox"/> Avoid participation <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain item/activity <input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Unclear/unknown <input type="checkbox"/> Other: _____
Bus Behavior		
<input type="checkbox"/> Out of Seat- Dangerous Behavior <input type="checkbox"/> Fighting or Pushing <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Inappropriate Interaction with Others <input type="checkbox"/> Multiple Violations of Bus Rule/s <input type="checkbox"/> Refuses to Follow Rules/Directions <input type="checkbox"/> Other _____		
Location of Incident		
<input type="checkbox"/> Classroom <input type="checkbox"/> Bus <input type="checkbox"/> Hallway/Stairwell <input type="checkbox"/> Cafeteria <input type="checkbox"/> Campus Grounds <input type="checkbox"/> Off-campus <input type="checkbox"/> Restroom <input type="checkbox"/> Gym <input type="checkbox"/> Office <input type="checkbox"/> Athletic Field <input type="checkbox"/> Playground <input type="checkbox"/> Field Trip <input type="checkbox"/> Other _____		

Resolution (To be completed by office staff)
<input type="checkbox"/> Student Conference <input type="checkbox"/> Parent Conference/Call <input type="checkbox"/> Bus Suspension <input type="checkbox"/> In-School Removal INSR <input type="checkbox"/> Out-of-School Suspension SSP3 <input type="checkbox"/> Expulsion SSP1 or SSP2 <input type="checkbox"/> Physical Restraint SSP7 <input type="checkbox"/> Alternative Classroom INSR <input type="checkbox"/> In District Removal Offsite INDR <input type="checkbox"/> Referred to Authorities <input type="checkbox"/> Corporal Punishment SSP5 <input type="checkbox"/> Referral to _____ <input type="checkbox"/> Restitution <input type="checkbox"/> Time in Office INSR <input type="checkbox"/> Time Out/Detention INSR <input type="checkbox"/> Other: _____
Start Time: _____ End Time: _____

Others involved: None Peer Staff Substitute Bus Monitor Other: _____

Details of Behavior and/or Consequences:

Referring Staff Signature: _____ **Principal Signature:** _____

Student Signature: _____ **Parent/Guardian Signature:** _____

Follow-up: Date follow-up occurred with referring staff: _____ **Resolution Details:** _____

Office Discipline Referral Major Problem Behavior Definitions	
Abuse of School Personnel	Any act that upbraids or insults, or nonverbally abuses any personnel of the public schools in the presence of the school or in the presence of a student of the school. (KRS 161.190)
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
Academic Cheating	The use of unauthorized notes or other aids or the copying or using of the work of other students without prior permission of the teacher when such use or copying relates to required school work.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. The intentional, unjustified activation of fire alarm or like warning devices.
Bus Discipline	Situations arising within the bus that may detract from the safety of the students and driver. (KRS 158.110-4)
Cell Phone/Device Violation	Student engages in inappropriate (as defined by school) use of a cell phone.
Defiance/Disrespect/ Insubordination/Non-Compliance	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions with the lawful directive or order of a school employee. (KRS 151.150 subsection 1)
Disruptive Behavior	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Driving or Parking Violation	Student does not follow or intentionally violates the driving and/or school parking rules/guidelines.
Excessive Tardiness	Student is late to class or the start up of the school day.
Failure to Attend Detention	Student does not attend detention as assigned by the principal or designee.
Failure to Complete Assignments	The repeated failure to turn in assignments or failure to do required assignments within the time specified.
Fighting or Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) (KRS 151.150)
Forgery/Theft	Student is in possession of, having passed on, or is responsible for removing someone else's property or has signed a person's name without that person's permission. (KRS 527.020)
Bullying/Harassment	Student delivers disrespectful messages (verbal, gestural, written, or online media) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: 1) that occurs on school premises, on school-sponsored transportation, or at a school sponsored event; or 2) that disrupts the educational process. 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. (see Policy 09.422)
Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location/Out of Area	Student is in an area that is outside of school boundaries (as defined by school).
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Plagiarism	Student is involved in the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as the students own original work.

Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skipping Class	Student leaves or misses class without permission.
Technology Violation	Student engages in inappropriate (as defined by school) use of a cell phone, camera, computer and/or any computerized device.
Threatening Others	The intentional threat by word or act to do violence to another individual, property or persons.
Use/Possession of Alcohol	Student is in possession of or is using alcohol.
Use/Possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (i.e. matches, lighters, firecrackers, gasoline, lighter fluid).
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations. Includes unauthorized use, possession, distribution of over the counter drugs.
Use/Possession of Tobacco	Student is in possession of or is using tobacco.
Use/Possession of a Weapon	Student is in possession of or using any weapon which will expel a projectile by the act of an explosion or the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.
Other	Any other behavior that impedes the teaching/learning of other students or puts individuals at-risk of injury or harm.
Other Behaviors Defined	
Commission of Sexual Acts	The commission, or attempt thereof, of any act of sexual or carnal nature including, but not limited to, sexual intercourse, rape or sodomy of any kind. Indecent exposure of any part of the body is an offense within the meaning of this statute.
Gambling	The act of wagering, betting or taking risks for gain, either monetarily or otherwise. Examples include, but are not limited to, playing cards, throwing dice, or other likewise games.
Inciting Student Disorder	The intentional promotion of advocacy of student misconduct by any student for any purpose.
Leaving School Without Permission	Leaving the school grounds, during the designated school day, without first obtaining permission of the principal or the assistant principal.
Loitering	Being on school premises without the permission of school personnel. This could include students who are suspended, expelled, or on shortened programs.
Misrepresentation of Facts	The deceiving of school authorities by making untruthful statements. This may also include defamation of character of school personnel and other students.
Obscene Behavior	Possession, display or distribution of obscene materials or objects or circulation of obscene materials or objects.
Persistent Bad Conduct	Persistent violation of the Discipline Code or persistent violations of the criminal laws of Kentucky. (KRS 158.150)
Terroristic Threatening of Another Person	The intentional unlawful threat by word or act to do violence to another person or property or doing any act which creates a well-founded fear within the other person. (KRS 513.010)
Terroristic Threatening of School Personnel	The intentional unlawful threat by word or act to do violence to the person or property of a school employee or doing any act which creates a well-founded fear within the school employee. (KRS 513.010)
Trespassing	Entering of, or remaining in, any structure, means of conveyance, or property without being authorized, licensed, or invited, refusing to depart therefore after being warned or directed to do so by proper authorities. (KRS 511.080)
Verbal abuse of Another Student	An intentional or willful maligning or gross insult of another student. (KRS 158.150)
Wanton Endangerment	Occurs when a person wantonly engages in conduct which creates a substantial danger of physical injury to another person. (KRS 508.060)

Office Discipline Referral Possible Motivation Definitions	
Avoid Adult	Student engages in problem behavior(s) to get away from adult(s).
Avoid Embarrassment	Student engages in problem behavior(s) to get away/escape from an embarrassing situation or encounter. The student does not want to look bad in front of others.
Avoid Peer(s)	Student engages in problem behavior(s) to get away from/escape peer(s).
Avoid Tasks/Activities	Student engages in problem behavior(s) to get away/escape from tasks and/or activities.
Avoid Work	Student engages in problem behavior(s) to get away/escape from undesired work or assignments.
Obtain Adult Attention	Student engages in problem behavior(s) to gain adult(s) attention.
Obtain Items/Activities	Student engages in problem behavior(s) to gain items and/or activities.
Obtain Peer Attention	Student engages in problem behavior(s) to gain peer(s) attention.
Unknown Motivation	Student engages in problem behavior(s) for unclear reasons.
Other	Possible motivation for referral is not listed above. Staff using this area will specify the possible motivation for this student's problem behavior.
Office Discipline Referral Consequences for Major Behaviors Defined	
Bus Suspension	One (1) or more day/s when student is not allowed on the bus.
Community Service	An assignment that will benefit the school community.
Conference with Student	Student meets with administrator and/or parent/teacher.
Contact Proper Law Enforcement Authorities	The principal or designee may sign a petition/warrant when a KRS is violated. Acts which are interpreted by school officials as violations of state/local law may be reported.
Expulsion	The student is not allowed to return to school as directed by School Board.
Individualized Instruction	Student receives individualized instruction specifically related to the student's problem behaviors for the amount of time designated by the principal.
In-School Suspension	An assigned period of time spent away from scheduled activities/classes during the school day(s).
Loss of Privileges	Student is unable to participate in some type of privilege as decided by the principal.