

# Lincoln County Student Handbook

Revised/Approved March 2024



*Includes Code of Acceptable Behavior and Discipline,  
Notices of Student Rights, and other important  
information for students and families*

Lincoln County Board of Education  
305 Danville Avenue  
Stanford, KY 40484  
606-365-2124  
<http://www.lincoln.kyschools.us/>

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<p>The Lincoln County Board of Education does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, religion, marital status, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups. The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:</p>	
<p><b>Assistant Superintendent Title IX Coordinator 305 Danville Avenue Stanford, KY 40484 (606) 365-2124</b></p>	<p><b>Director of Exceptional Children Section 504 Coordinator 305 Danville Avenue Stanford, KY 40484 (606) 365-2124</b></p>
<p>The District is committed to ensuring accessibility of its website for students, employees, visitors, and members of the community with disabilities. All pages on the District's website shall conform to Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0 developed by the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI), or updated equivalents of these guidelines. Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.</p>	
<p>The Board /Schools shall release a student to either parent, guardian, or legal custodian unless the school has been informed and provided with evidence that there is a state law or court order governing such matters as divorce, separation, custody, or a legally binding document which provides instruction to the contrary.</p>	
<p>PreK-12<sup>th</sup> grade students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board- owned vehicles, on the way to and from school, and during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local Code of Acceptable Behavior and Discipline.</p>	
<p>The Social Security Number is optional on forms used by the district but if the student wants to be eligible for Kentucky Educational Excellence Scholarship (KEES) funds the number must be provided. The KEES program provides funds to students who earn at least a 2.5 GPA each year they attend a certified Kentucky high school. The better students do in high school, the more they earn toward college. Students may also earn awards for ACT/SAT scores and Advanced Placement (AP) or International Baccalaureate (IB) test scores. The information is kept private and confidential.</p>	
<p>Anyone wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. Link: <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a></p>	
<p>District personnel shall assist parents, guardians, and students wishing to file a complaint.</p>	
<p>Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations. Parents or guardians should request meal accommodations by contacting school or district staff for the special dietary paperwork</p>	

## **INTRODUCTION**

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

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

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

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

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

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

This Code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

## **RIGHTS AND RESPONSIBILITIES**

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

Specifically, students have the right to:

- An orderly educational atmosphere conducive to learning.
- Personal safety and security while at school and school-sponsored activities.
- Academic progress reports based on academic performance, not on conduct. Students have the responsibility to:
- Comply with district, school and classroom rules and follow directions given by teachers and other school personnel.
- Immediately report student threats to harm others to a teacher, counselor or school administrator.
- Give their best effort to tasks assigned by their teacher, coach or other person who works with them.

Married and/or pregnant students shall be permitted the same rights and privileges as other pupils. Pregnant students may not participate in activities that will endanger the student or fetus.

### **REQUIRED STANDARDS**

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

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

Respectful behavior is an expectation of both students and staff. Such actions as hazing, bullying, menacing, or abuse of students or staff members is not tolerated. Any student or employee who engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to disciplinary action. The board has established a process for filing harassment/discrimination allegations described in this booklet. A full explanation can be found in Board Policy at any school or the Central Office.

Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary to satisfactory progress and high academic achievement. Attendance violations include being absent and/or tardy without a valid excuse for six (6) events in the school year. This standard is established in state law KRS 159.150.

Students shall not possess, use, be under the influence of, sell, or transfer any of the following: alcoholic beverages, controlled drug substances/drug paraphernalia, or substances that "look like" a controlled substance while on or about school property, at any location of a school-sponsored activity, or en route to or from a school sponsored event. In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

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

- Actions such as harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability.
- Insubordination (disobedient or defiant behavior).
- Sale of items without prior approval of the Superintendent or Principal.
- Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety.

Students shall exercise self-control as required by the particular situation and in keeping with school and district rules or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in extracurricular activities pending investigation that she or he has violated either the District's behavior standards or the school council's criteria for participation. Any middle or high school student charged with intentionally or wantonly assaulting a teacher or other school personnel shall be immediately suspended pending review of the charge by the Superintendent who shall determine whether or not expulsion of the pupil would be appropriate. Elementary students may also be referred to the Superintendent as deemed appropriate by the school principal.

Examples of prohibited behaviors include, but are not limited to:

- Fighting and physical attacks so as to intentionally inflict harm to themselves, others or property.
- Possession of a weapon.
- Threats by verbal or written statements or gestures with intent to harm or demean others.
- Threats to kill someone.
- Making a bomb threat over the phone or by written note.
- Use of prohibited tobacco products.

When a principal believes that a violation involving serious physical injury, a sexual offense, kidnapping or instances involving a weapon has taken place, he or she will immediately report such to the law enforcement officials.

School property must be protected and preserved for educational and community use. Therefore, students shall respect school property and the property of others. Any pupil, organization, or group of students participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property. In addition, when principals have reasonable belief that a violation has taken place, they shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property.

Examples of prohibited behaviors include, but are not limited to:

- Theft of school property or personal property of employees or other students.
- Abuse of school or personal property to include intentional or careless damage or destruction.
- Extortion of money or property.
- Prohibited use of electronic media and other district technological resources.
- Littering.

Students shall work cooperatively and productively with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to:

- Making abusive and harassing statements regarding race, gender, disability, religion or nationality.
- Use of profanity.
- Lying or cheating.
- Ignoring or breaking rules and procedures established to maintain order.
- Otherwise behaving in a manner disrespectful of others.

#### **SCHOOL ATTENDANCE**

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

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

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

Any student who has been reported as a truant two (2) or more times is a habitual truant. The Director of Pupil Personnel will handle violation of the compulsory attendance school laws.

For the purpose of establishing a student's status as a truant, the student's attendance record shall be cumulative for an entire school year. If a student transfers from one Kentucky public school to another during a school year, the receiving school shall include information provided by the Kentucky Department of Education in the student's official attendance record.

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

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil, including mental or behavioral health;
3. Religious holidays and practices;
4. One (1) day for attendance at the Kentucky State Fair;
5. Documented military leave;
6. One (1) day prior to departure of parent/guardian called to active military duty;
7. One (1) day upon return of parent/guardian from active military duty;
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
10. Students participating in any of the page programs of the General Assembly;<sup>2</sup> or
11. Other valid reason as determined by the Principal, including trips qualifying as educational enhancement opportunities;

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling with the State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students receiving an excused absence under this section shall have the opportunity to make

up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

\*Please note: all excuses must be turned in within five (5) school days upon return.

Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence. Students shall be allowed a maximum of six (6) tardies and six (6) absences excused for personal reasons per school year.

Parents shall be informed of the number of tardies and absences their child(ren) have accumulated at the end of each grading period. These absences will be excused by a note from the parent/guardian. If a note is not received upon the students return, the school may automatically excuse the absence.

Up to ten (10) days and/or tardies per school year may be excused by a note from a health care provider. Any absences/tardies due to medical reasons in excess of ten (10) days will be unexcused unless there has been consultation with the school administration. The principal may "principal excuse" these absences with appropriate documentation and may refer the matter to the coordinated school health committee, the Section 504 coordinator or the Admissions and Release Committee (ARC) for further review.

When an extended absence is anticipated, students and parents should notify and make arrangements with school personnel. When a student must miss more than five (5) consecutive school days due to illness/surgery, home/hospital instruction may be an option. The DPP office should be contacted as soon as possible in order to make necessary arrangements.

Excuses from a health care provider should include

- Name of health care provider
- Date of appointment
- Date student can return to school (absences will be unexcused if the student does not return on the indicated date)
- Health care provider's signature

#### UNEXCUSED ABSENCES

Days missed due to suspension from school shall be considered unexcused absences.

Work missed during an unexcused absence may be made up at the discretion of the school administration.

Any absences due to an appointment that exceeds a half day will be counted as unexcused unless a note is provided by a parent or health care provider.

Students with six (6) or more unexcused days shall be ineligible for extracurricular activities (i.e. athletics, field trips, academic competitions, dances, prom, etc.)

Any twelfth (12th) grade student who has accumulated six (6) unexcused days will not be allowed to participate in high school graduation ceremonies.

#### CONSEQUENCES OF VIOLATIONS

Each school has established guidelines for disciplinary measures, which are published in the student handbooks and distributed to all students. Behavioral violations of a minor nature should be handled by the classroom teacher, who may choose from a variety of response options to include, but not be limited to:

- Verbal warning.
- Classroom isolation.
- Loss of privileges.
- Teacher-student conference.
- Behavior contract.
- Detention.
- Notification of parents.
- Alternative assignment.
- Referral for counseling/mediation.
- Other techniques established by council policy.

For repeated or more serious violations, administrators may also use these options:

- Suspension (up to 5 days).
- Expulsion.
- Petition to Juvenile Court
- Referral to police.
- Referral to court-designated worker.
- Referral for Alternative Placement.



### **SEARCH AND SEIZURE**

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy.

Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

### **PHYSICAL RESTRAINT/CORPORAL PUNISHMENT**

Employees are authorized by law to physically restrain students as necessary for the following reasons: to protect themselves, students, or others from physical injury; to get possession of a weapon or other dangerous object; or to protect property from serious harm.

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.

### **STUDENT RECORDS**

Records containing student information shall be made available to the parent of the student, guardian, or eligible student upon written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program. Legal separation or divorce alone does not terminate a parent's record access rights. In general, FERPA rights pass to the eligible student upon either of those events. Parent may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing (Board Procedure 9.14 AP.2), pertaining to that child to any agency that is listed as part of the Kentucky's juvenile justice system in KRS 17.125 (sheriff, police department, other law enforcement, Commonwealth Attorney, County Attorney, Attorney General, jails, detention facilities, all courts, clerks of courts, Administrative Office of the Courts, Justice and Public Safety Cabinet, Cabinet for Health and Family Services) if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this regulation shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and record of release shall be maintained in the student's file.

For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office.

### **REPORTS TO LAW ENFORCEMENT OFFICIALS**

When principals have reasonable belief that certain violations have taken place, they are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

- Assault resulting in serious physical injury.
- A sexual offense of a serious nature.
- 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.
- Excessive damage to school property.

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

### **POLICE OFFICERS IN THE SCHOOL**

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

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

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

1. Parents/guardians shall be notified by school officials as soon as possible.
2. If the parent(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.
3. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised

to either bring a warrant, court order, juvenile petition or arrange to interview the student off the school grounds.

4. If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent and shall provide the cabinet access to a child subject to an investigation without parental consent.

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 theirparent(s).

#### **ASSAULT AND THREATS OF VIOLENCE NOTIFICATION**

When 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.

#### **TERRORISTIC THREATENING**

Threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, school district officials (in coordination with responding law enforcement agencies) will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

##### **Terroristic Threatening in the second degree is defined in state law (KRS 508.078)**

**A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:**

**b) Makes false statements by any means, including by electronic communication, for the purpose of:**

- 1. Causing evacuation of a school building, school property, or school-sanctioned activity;**
- 2. Causing cancellation of school classes or school-sanctioned activity; or**
- 3. Creating fear of serious bodily harm among students, parents, or school personnel.**

#### **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.

Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

When a student violates the prohibition of weapons the Principal shall immediately make a report to the Superintendent and charges for expulsion are brought before the Board. The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property 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). However, the Board may modify such expulsions on a case-by-case basis.

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.

#### **SUSPENSION, EXPULSION & DUE PROCESS**

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to five (5) days per incident.

Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

- Oral or written notice of the charge(s) against them.
- An explanation of the evidence, if the student denies the charge(s).
- An opportunity to present their own version of the facts concerning the charge(s).
- A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program.

Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

### **BUS CONDUCT**

Riding a school bus is a privilege and is not a requirement of Lincoln County Schools. For safety, students are held responsible for creating any driving distraction to the bus driver. All pupils being transported are under the authority of the bus driver and must obey his/her requests for everyone's safety. Any violation of the bus rules and regulations may result in the suspension of the bus riding privileges, suspension from school, or both, or a recommendation from the principal to the superintendent for expulsion from school.

For student safety, students must have written permission from the principal's office to the bus driver to ride a bus other than their assigned bus or to leave the bus at a stop other than at home or school. Students should be on time, wait patiently for the bus, and stand a safe distance from the curb or highway when waiting for the bus to stop. When entering or exiting the bus, students should use steps and handrails, without crowding or pushing. Students must sit in the seat assigned to them by the driver, keep the aisle clear and remain seated until they have reached their destination. Bus drivers may change assigned seating at any point that they feel that it's necessary to do so. Nothing, including body parts, is to go out the window and eating and drinking are not permitted on the bus. Students are required to be at the bus stop 5 minutes prior to their normal pickup time as bus pickups are predictable and are punctual unless there is a verifiable cause to delay the bus schedule such as blocked traffic or mechanical problems. If students are not present on time at the bus stop, the bus will have to proceed without them that day to deliver all students on schedule.

For student safety, students have until the end of the first full week to return the Yellow Bus Rules form to their driver or their bus riding privileges will be suspended until they do so, no exceptions.

The following are prohibited while riding on the school bus, much like as in school:

- Vandalism.
- Harassing, striking, shoving, kicking, and annoying others.
- Carrying glass containers, eating, or drinking.
- Using tobacco products, E-cigs, or illegal substances.
- Fighting, profanity, obscenity.
- Creating fire hazards (striking matches, smoke bombs, fireworks).
- Throwing objects at, on, or off the bus.
- Extending anything out of the windows.
- Transporting animals or insects.
- Defying any bus driver or monitor request.
- Making, creating or causing any loud sound or music unpleasant to another passenger or that is distracting to the bus driver.

Passengers shall not bring any item on the school bus that does not fit in their lap or that blocks the driver's view, center aisle, step well, emergency door, entrance door, or any windows, which would be dangerous in case of collision or that, would present an additional fire hazard, or that would take up needed pupil seating space.

The Superintendent or designee has the authority to close school, delay school, or operate on Plan B when weather or other emergency conditions would make operating the school bus fleet unsafe.

When school is called off, delayed, or on Plan B the announcement will be made on designated radio and TV stations.

Pupils are eligible to be transported to and from school if they reside more than one (1) mile by the nearest traveled road or street from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school. For safety, buses are not permitted to travel on any personal driveways, except for a prior approved turnaround. Buses are also not permitted to travel any roadways that are unsafe for various reasons including geographic conditions or changing weather conditions.

For safety, the following procedures will be used when discipline problems on the bus are serious enough to cause the driver to report a pupil to the Principal. However, for the safety of everyone a bus, riding suspension can occur for any incident that the principal deems appropriate:

**First Offense:** The Principal will talk with the student and the driver to reach an agreement about future conduct. The school administrator will attempt to notify parents or guardians. The Principal may administer some kind of punishment appropriate to the offense including a loss of bus riding privileges.

**Second Offense:** The student will be suspended from riding the bus for up to three (3) days. An attempt will be made by a school administrator to notify the parents or guardian of the offense and the discipline action taken.

**Third Offense:** Same procedure as the second offense, except the suspension will be increased to five (5) days.

**Fourth Offense:** Same procedure as the second offense, except the suspension will increase to ten (10) days.

**Fifth Offense:** The parents or guardian and the Superintendent shall be notified in writing of the latest discipline problem. The Superintendent or school administrator may recommend that the student not be permitted to ride the bus for the remainder of the school year.

Pupil conduct that is serious enough to endanger the lives or safety of other pupils or the driver may be subject to more severe punishment at any time during the process.

NOTE: 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 is authorized to remove the student(s) immediately

(Board Policy 06.34). Physical damages to the bus intentionally made by the student will require restitution to be made for the cost of repair or replacement of materials and labor. Bus riding privileges will be denied until such restitution is made or a plan is agreed upon to make restitution.

When school is called off, delayed or a Patriot (NTI) Day; the announcement will be made on designated radio, social media, TV stations, and call system.

Due to the importance of parental notifications and communications, the Yellow Bus Rules brochure provided to each student by the driver must be signed by the parent or guardian and returned by the student to the driver to be eligible to ride the bus. It is imperative that parent phone numbers are included in case of emergency.

Parents are responsible for providing the school with currently accurate, updated and valid phone numbers. Parents are to report any phone number changes promptly to your student's attendance clerk at their school or modify them through parent portal, so notifications are not interrupted. Missed messages due to invalid phone numbers could create a potentially dangerous student situation in addition to missing school closing notifications and/or announcements.

For student safety, bus drivers will need to see that a parent or an approved adult is visible when delivering a Kindergarten student at home. Drivers also prefer to see a parent when delivering any lower primary student so they know the child is safe. If a parent is not visible at home, the driver will return the child to school where the parent will have to make arrangements to pick up. For reoccurring incidents of failure to be visible or present, parents may be required to transport their students and/or a DCBS referral may be made.

### **BULLYING/HAZING**

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

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. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Bullying 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:

- That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
- That disrupts the education process.

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

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

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or

hazing of students and harassment/discrimination of staff, students or visitors by any party.

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

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

The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

- Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211 Employee Reports of Criminal Activity.
- Investigate and complete documentation as required by policy 09.42811 Harassment/Discrimination covering federally protected areas.
- The principal shall use the Bullying Reporting Form 9.422AP.21 for documentation purposes.

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

#### **OTHER REPORTING GUIDELINES FOR BULLYING**

A student, parent, legal guardian/custodian, and an employee of the local board of education who knows or has reasonable cause to believe that the student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately make a written report using Administrative Procedures 9.2211 AP.21 and 9.438 AP.21 to the principal of the school attended by the victim. The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in a reportable incident. The principal shall file the written report with the Lincoln County Board of Education and either the local law enforcement, Kentucky State Police, or the county attorney within forty-eight (48) hours of the original report that contains the following information:

- The names and addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision.
- The student's age.
- The nature and extent of the violation.
- The names and addresses of the student allegedly responsible for the violation and his or her parents, legal guardians, or other persons exercising custodial control or supervision.
- Any other information that the principal making the report believes may be helpful in the investigation.

KRS 156.095 requires all school district employees with job duties requiring direct contact with students in grades six (6) through twelve (12) to fulfill one hour of high-quality (in-person, live streaming, or video recording) professional development training every year to review suicide prevention. In years that training is not provided, new hires shall be provided suicide prevention materials for review.

Anyone acting upon reasonable cause and good faith in the making of a report (required under the law) will have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any participant will have the same immunity with respect to participation in any judicial proceeding resulting from a report or action. Neither the husband/wife nor any professional client/patient privilege, except the attorney/client and clergy penitent privilege, will be a ground for refusing to report under the law or for excluding evidence regarding student harassment, in any judicial proceedings resulting from a report pursuant to the law. This will also apply in any criminal proceeding in District or Circuit Court regarding student harassment.

The Lincoln County Board of Education has appropriate administrative regulations relating to school safety, student discipline, and related matters. The Board collaborates with the Center for School Safety to maintain a statewide data collection system by which Lincoln County will report the following information by sex, race, and grade level:

- All incidents of violence and assault against school employees and students.
- All incidents of possession of guns or other deadly weapons on school property or at school functions.
- All incidents of the possession or use of alcohol, prescription drugs, or controlled substances on school property or at school functions.
- All incidents in which a student has been disciplined by the school for a serious incident, including the nature of the discipline, or charged criminally for conduct constituting a violation of any offense specified in law or occurring on school premises, on school-sponsored transportation, or at school functions.
- The number of arrests, the charges, and whether civil damages were pursued by the injured party.
- The number of suspensions, expulsions, and corporal punishments.

The Department of Education provides the Office of Education Accountability and the Education Assessment and Accountability Review Subcommittee with an annual statistical report of the number and types of incidents reported. The report includes all monthly data and cumulative data for the reporting year. Reportable incidents are grouped in the report in the same manner that the reportable incidents are grouped in the law. Data in the report is sorted by the school district, by individual schools within that district, and then by individual grades within each school. The report does not contain information personally identifying any student.

All personally identifiable student data collected pursuant to the law is subject to the confidentiality provisions of the Kentucky Family Education Rights and Privacy Act and the Family Educational Rights and Privacy Act.

Parents, legal guardians, or other persons exercising custodial control or supervision have the right to inspect or challenge the personally identifiable student records as permitted under the Kentucky Family Education Rights and Privacy Act and the Family Educational Rights and Privacy Act.

The data collected under the law on an individual student committing an incident is placed in the student's disciplinary record.

#### **GRIEVANCES**

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1.) Teacher, 2.) Principal, 3.) School council, where appropriate, 4.) Superintendent, and 5.) Board of Education.

Information on filing a formal complaint or grievance is available at each school and at the Central Office.

#### **SCHOOL HEALTH SERVICES**

School Health Services are offered by the district in an effort to keep children healthy, monitor medications and treatments that must occur at school, and follow up with students who are missing numerous days of school for health-related reasons. The program's goal is to reduce health issues as a barrier to learning for students. Treatment is provided by Cumberland Family Medical. Parents have the right to withhold consent or decline any services.

Services are provided by a team of people at each school that includes professional nurses. At least two other staff members at each school are trained in First Aid and Cardiopulmonary Resuscitation (CPR). Training is also provided for staff that administers students' medications or other special procedures. Services include the following:

**Screenings** – Required screenings include height, weight, vision, and hearing for certain age students each year. Each child's personal data sheet requires parents/guardian signatures granting permission for these screenings to be conducted. Completed forms are kept on file at the school.

**Sickness/Transportation** – In the case of an illness or injury, attempts will be made to contact the parent/guardian for the child to be taken home or to the doctor. If a child is severely ill or injured, Emergency Medical Services may be notified to transport him/her to the hospital. In such cases, the Lincoln County Board of Education does not incur the cost of the transportation. School personnel cannot transport your child for medical care. It is the responsibility of parent/guardians to either pick up or have someone designated to pick up your child in case of illness. If a parent/guardian consistently refuses to pick up a sick child protective services may be notified.

**Immunizations** – Enrollment in Kentucky Public Schools requires that students be up-to-date on their immunizations and physical exams. It is the parent/guardian responsibility to check on a child's immunization status and to keep these current. However, you will be contacted if our records show that your child needs an update on immunizations.

**Medical History** – Each school year parents/guardians are asked to update the medical information form for their children who are enrolled in school. Forms are provided upon enrollment in school. The completed forms are kept on file within the school and are referenced in case of a medical need for your child. If your son/daughter's health needs change during the school year, please notify the school nurse.

**Medications** – If it is possible for a prescription medication to be given at home this is recommended. In the case that a medication needs to be given during school hours, the board's policy must be followed for the safety of students. This procedure includes completion of required paperwork from doctor/guardian that authorizes administration of medications. Along with the required paperwork, prescription medications must be sent to school in the original pharmacy container labeled with your child's name, name of the drug, dosage, time to be given and the date. Each time a medicine is sent to school it must be in the newest prescription container. If your child needs to take an over-the-counter medicine the appropriate paperwork must be filled out and signed by a parent/guardian. Over-the-counter medications sent from home must be in the original container, labeled with the child's name, date, dose and time to be taken. If a child needs an over-the-counter medication more than three days in a row an order from the Health Care Provider is required. Parents must count the number of pills in a controlled substance prescription, which will also be counted by school staff upon receipt at school. It is preferred that parents bring a student's medication to the school personally. However, if this is a hardship on the family, please call the school to follow up with the school nurse. The district does keep certain over the counter medications in stock which nurses can give based on established protocols. A signed consent form must be on file at school.

**Medical Treatments** – If a student requires a medical treatment at school (such as tube feedings, nebulizer treatments, blood sugar testing, etc.) physician authorization is required. Contact the school nurse or school health office for further information.

**Head Lice** – The district has specific policies/procedures (9.213, 9.213 AP.11) related to the control of head lice in schools. Student screening is done when a student has observable signs or symptoms of head lice and he/she is referred to the school nurse or designated personnel. The parent or guardian will be notified when a student is found to be infested with lice or nits. In most cases students should not be excluded from school. Students with live lice must be checked by the school nurse or designated personnel before returning to class. If live lice remain the school nurse should follow up to assure prescribed medical treatment has been applied and any second application required is applied within the recommended time frame. Student absences due to live lice will be excused for the day he/she is sent home and for the following day.

**Bed Bugs**- Student screening is done when a student has observable signs or symptoms of bed bugs. He/she is referred to the school nurse. If evidence of bed bugs is found, the student's guardian will be notified. The Chief Operations Officer will also be notified to check/treat the classroom as needed.

**Food Allergies** – If your child has food allergies you are encouraged to contact the nurse at your school. If the allergy is life threatening or there is an underlying disability, food service staff are able to make meal accommodations, but parents must provide proper documentation from a licensed health care provider. School administration ensures that all involved parties (teachers, nurse, cafeteria manager, staff members, and bus transportation services) are aware of student's life-threatening food allergy.

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

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

- The right to inspect and review the student’s education records within 45 days of the day the Lincoln County School 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.
- The right to inspect and review logs documenting disclosures of the student’s education records. Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.
- The right to request the amendment of the student’s education record that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights. Parents or eligible students may ask the Lincoln County School District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the Lincoln County School District decides not to amend the record as requested by the parent or eligible student, the Lincoln County School 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.
- The right to provide written consent prior to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions that permit disclosure without consent include disclosure to school officials with legitimate educational interests. A school official is a person employed by the Lincoln County School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a volunteer; an outside person or company with whom the Lincoln County School 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 to the District. This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions. Upon request, the Lincoln County School District discloses 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 such as state and local educational authorities and accrediting organizations subject to the requirements of FERPA regulations. Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.
- The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard, and institutions of higher education. Unless the parent or secondary school student requests in writing that the district not release information, the student’s name, address, and telephone number (if listed) shall be released to an Armed Forces recruiter and institutions of higher education upon their request.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lincoln County School District to comply with the requirements of FERPA. The address of the Office that administers FERPA is:

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



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 Designation and Agreement for Disclosure to Authorized Representatives (9.14 AP.231) must be completed prior to any release of personally identifiable student record information to outside individuals /entities concerning Federal or State supported programs.

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

#### **HIPAA NOTIFICATION**

HIPAA is the Health Insurance Portability and Accountability Act. Most school records are subject to the FERPA privacy requirements previously described, however students that receive health services billed through Medicaid will have records maintained according to the HIPAA guidelines.

You may request from your school nurse information about how we use medical information about your child and when we can share that information with others.

We protect the privacy of your child's health information by:

- Limiting how we use and disclose health information.
- Providing physical safeguards including secure offices and storage facilities.
- Providing electronic protections and procedures.
- Training employees on our privacy policies and procedures.

If you have any questions about your rights or our duties with respect to medical information concerning your child we will provide the complete "Notice of Privacy Practices" which is on file in the school health office at your child's school.

#### **DIRECTORY INFORMATION NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Lincoln County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lincoln County Schools may disclose appropriately designated "directory information" without written consent unless you have advised the District to the contrary. The primary purpose of the directory information is to allow the district to include this type of information in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets showing weight and height.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

Student directory consent will be obtained each year when a guardian completes the online registration for each student. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance. Information about the living situation of a homeless student is not considered directory information. Lincoln County has designated the following information as directory information: Student's name, participation in officially recognized activities and sports, address, telephone listings, weight and height of members of athletic teams, photograph, audio, video reproductions, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institution attended, school email address, and performance levels on State Assessment. Parents cannot prevent the school from using directory information on District-issued ID cards or badges.

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT  
(PPRA)**

PPRA affords parents and eligible students (those who are 18 or older or emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to consent before minor students are required to submit to a survey, analysis, or evaluation that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student's parent.
- Mental or psychological problems of the student or student's family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, other than as required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

The right to receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding.
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. If there is an indication of no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, the consent form should be used.

The right to inspect upon request and before administration or use:

- Protected information surveys of students to be used with students.
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Lincoln County School System has adopted policy regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. This is the annual notice and you will be notified of any substantive changes. The Lincoln County School System will also directly notify, such as through U.S. Mail, or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Lincoln County School System will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by US Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

#### **NOTIFICATION OF RIGHTS TO REQUEST TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Lincoln County receives federal funds for the Title I programs. You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

- Whether the teacher has met the state requirements for certification for the grade levels and subject matters in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status.
- The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree. Schools receiving Title I funds shall notify parents when their child has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

You may also request information regarding the professional qualifications of your child's paraprofessionals, if applicable.

If you would like to request this information, please contact the building principal or district office.

#### **HARASSMENT/DISCRIMINATION**

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

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

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination. 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. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

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

- Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a district administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
- The Superintendent/designee may take interim measures to protect complainants during the investigation.
- A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
- A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following: written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or such other measures as determined

by the Superintendent/designee. Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

- Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination.
- Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified. Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

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

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

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

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

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

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

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

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

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

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

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.

#### SCHOOL DIRECTORY

<b>Lincoln County Board of Education</b> 305 Danville Avenue Stanford, KY 40484 <b>(606) 365 – 2124</b>	<b>Stanford Elementary</b> 101 Old Fort Road Stanford, KY 40484 <b>(606) 365 – 2191</b>
<b>Crab Orchard Elementary</b> 137 Lancaster Street Crab Orchard, KY 40419 <b>(606) 355 – 2331</b>	<b>Waynesburg Elementary</b> 345 KY HWY 328W Waynesburg, KY 40489 <b>(606) 379 – 6413</b>
<b>Highland Elementary</b> 75 Tick Ridge Road Waynesburg, KY 40489 <b>(606) 365 – 2768</b>	<b>Lincoln County Middle School</b> 285 Education Way Stanford, KY 40484 <b>(606) 365 – 8400</b>
<b>Hustonville Elementary</b> 93 North College Street Hustonville, KY 40437 <b>(606) 346 – 3831</b>	<b>Lincoln County High School</b> 60 Education Way Stanford, KY 40484 <b>(606) 365 – 9111</b>

#### OTHER REFERENCES

Other documents that include discipline information include:

- Board of Education Policies.
- The District's Safety Plan.
- School Council Policies.
- School Handbooks.
- Student Records Information (FERPA).
- The District's Special Education Policy and Procedures Manual.
- Kentucky Revised Statutes and Administrative Regulations.

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

A complete copy of the policy manual is available for inspection at each school and at the Central Office. You may also find the manual on the district's website: <http://www.lincoln.kyschools.us/>.

#### CODE DEVELOPMENT

Schools have distributed copies of the Code to all students and employees of the district and to parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be posted in each school, with the Principal being responsible for seeing that guidance counselors and other personnel discuss its contents with students in a timely and age-appropriate manner. In addition, each school will reference the Code in the school's handbook(s). On request, the Principal shall provide help for non-English speaking, blind, or non-reading students and parents so that they can have access to the information contained in this Code.

#### EMERGENCY PLANS

Lincoln County Board of Education has designed an Emergency Response Manual to minimize danger to anyone in the school or school vehicle should an emergency occur. Our main concern is the safety of your children in the event of a crisis and their safe return to home.

While it is hard to predict all possible emergencies, we have studied the best ways to respond immediately to emergencies. In the event of an emergency, we will work together with the first responders to make sure your child is safe. Numerous employees throughout the schools are certified in first aid and will provide first response care as needed.

In most emergency situations, your children will stay at the school and will be cared for at the school. In the unusual event of an evacuation, students and staff will be moved to their school's designated alternate site immediately. You will be notified using the following media:

Stanford	Danville	Lexington
Radio: 102.9 FM	Radio: 105.1 FM	TV: Channels 18, 27, 36, 56 Radio: 92.9 FM
School Message System		

Please do not call the school so that we can keep the limited number of phone lines clear for emergency calls to come through.

If there is an emergency at your child's school, emergency response workers and vehicles must be able to get to the building. Do not attempt to come to the school to pick up your children. We will need to keep the roads clear for emergency response vehicles.

If students have to be released, they will only be released to their parents/guardians or an emergency contact. A picture ID will be required as the student is signed out using the Student Entry/Exit Log. If you cannot pick up your child when an emergency situation arises at the school, we will care for him or her until you arrive. We appreciate your cooperation as we try to keep our students safe.

#### WEATHER RELATED DELAY PLANS

Due to inclement weather (snow, ice, flooding, etc.) occasional changes may be required in school transportation, attendance times, and dates. Inclement weather requires close cooperation and good communications between home and school so that the quality of education is not reduced and the safety and welfare of children is maintained. In the case that changes are made, an all-call will be made. Possible changes include: An early release, cancellation, or delay.

Lincoln County Public Schools (LCPS) may choose to delay the opening of schools by one-or-two hour increments as opposed to closing the entire day. The Board of Education may use one of the following alternative operational plans in an effort to reduce the number of days missed due to inclement weather.

**One-Hour Delay Plan:** A one-hour delay indicates students should arrive at the regular designated bus stop locations one hour later than their normal pick up times. All student drivers, parent drop offs, and student walkers should arrive at their school locations one hour later than regularly scheduled. Staff should report to their worksite according to their regular work schedule unless otherwise directed by the superintendent. (This time would not be made up). Following this delay plan announcement, school could still be cancelled for the day.

**Two-Hour Delay Plan:** A two-hour delay indicates students should arrive at the regular designated bus stop locations two hours later than their normal pick up times. All student drivers, parent drop offs, and student walkers should arrive at their school locations two hours later than regularly scheduled. Staff should report to their worksite according to their regular work schedule unless otherwise directed by the superintendent. (This time would not be made up). Following this delay plan announcement, school could still be cancelled for the day.

#### NO PASS NO DRIVE

When a student age sixteen (16) or seventeen (17) drops out of school or is declared to be academically deficient the school administrator or designee shall notify the superintendent of schools of the district in which the student is a resident or is enrolled. The reports shall be made at the end of each semester but may be made earlier in the semester for accumulated absences. A student shall be deemed to have dropped out of school when he has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. A student shall be deemed to be academically deficient when the student has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester. The school board adopted policy 9.4294 to address the license revocation for those students who become academically deficient or deficient in attendance.

Within ten (10) days after receiving the notification, the superintendent shall report the student's name and Social Security number to the Transportation Cabinet. As soon as possible thereafter the cabinet shall notify the student that his operator's license, intermediate license, permit, or privilege to operate a motor vehicle has been revoked or denied and shall inform the student of his right to a hearing before the District Court of appropriate venue to show cause as to the reasons his license, permit, or privilege should be reinstated. Within fifteen (15) days after this notice is sent, the custodial parent, legal guardian, or next of kin of the student may request an ex-parte hearing before the District Court. The student shall not be charged District Court filing fees. The notification shall inform the student that he is not required to have legal counsel.

In order for the student to have his license reinstated the court shall be satisfied that the license is needed to meet family obligations or family economic considerations which if unsatisfied would create an undue hardship or that the student is the only licensed driver in the household or the student is not considered a dropout or academically deficient. If the student satisfies the court the court shall notify the cabinet to reinstate the student's license at no cost. The student, if aggrieved by a decision of the court, may appeal the decision within thirty (30) days to the Circuit Court of appropriate venue. A student who is being schooled at home shall be considered to be enrolled in school.

A student who has had his license revoked may reapply for his driver's license as early as the end of the

semester during which he enrolls in school and successfully completes the educational requirements. A student may also reapply for his driver's license at the end of a summer school semester which results in the student having passed at least four (4) courses, or the equivalent of four (4) courses, during the successive spring and summer semesters and the courses meet the educational requirements for graduation. He/she shall provide proof issued by his/her school within the preceding sixty (60) days that he/she is enrolled and is not academically deficient.

The application of any minor under the age of eighteen (18) for an operator's license, motorcycle operator's license, intermediate license, or any instruction permit shall not be granted unless the application is signed by a parent or legal guardian of the applicant. Regardless of which parent signs the application, both parents shall be responsible as provided in KRS 186.590. If the minor does not have a father, mother, or guardian, an operator's license, intermediate license, or instruction permit shall not be granted to the minor unless his/her application is signed by a person willing to assume the obligation imposed by KRS 186.590 upon a person signing the application of a minor. A signature shall not be required in the case of the renewal of a minor's license but the signature on the original application shall continue to make the parent, guardian, or other person liable under the provisions of KRS 186.590 on all renewals of the minor's license until he/she reaches the age of eighteen (18) unless the license, or any renewal thereof, is canceled.

The application shall include parental consent for the receipt and release of the information as set forth in law regarding the attendance and academic requirements for a minor to acquire and keep an operator's license, intermediate license, instructional permit, or privilege to operate a motor vehicle.

A parent or a guardian of a minor applicant may file with the cabinet a verified written request that the license of the minor be canceled. Thereupon the license of the minor shall be canceled and the person who signed the application shall be relieved as to subsequent acts of the minor from the liability imposed by KRS 186.590. The cabinet upon receipt of satisfactory evidence of the death of the person who signed the application of a minor for a license shall have the license canceled and no new license shall be issued to the minor until a new application, signed and verified, is made as required by the law.

#### **DRIVER'S LICENSE REVOCATION**

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

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

- They shall be deemed academically deficient if they have not received passing grades in at least four (4) of their courses or the equivalent of four (4) courses (see chart) taken in the preceding semester/trimester.

Courses	Pass
3	2
4	3
5	4
6	4
7	5
8	6

- They shall be deemed deficient in attendance when they accumulate nine (9) or more unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

#### **ALTERNATIVE EDUCATION PROGRAM**

The Alternative Education Program exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience.

#### **DISCIPLINARY GUIDELINES**

Behavioral violations are classified as either a board violation or law violation. A complete list of the violations

can be found below. To promote the safety and well-being of students, the District requires employees to make reports as required by law in a timely manner of any conduct that occurs 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.

Some of the reporting duties are: acts involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, damage to the property, and any conduct which constitutes a misdemeanor or violation offense such as carrying, possession, or use of a deadly weapon; use, possession, or sale of controlled substances; or any felony offenses under the law including those listed in KRS Chapter 508 (assaults, menacing, wanton endangerment, terroristic threatening, criminal abuse, stalking, disarming an officer, etc.).

Violations of Board policy should be handled by school staff according to the school's discipline plan which includes the use of in-school suspension or out-of-school suspension. Incidents that involve a written or verbal threat to harm another person or persons shall include a threat assessment. The Threat Assessment Team should use discretion in determining next steps for assessing a student's threat during the investigation of the incident. If there is doubt or concern about the seriousness of the threat, the written threat assessment in would be an appropriate tool to use in decision making. The principal is responsible for administration and implementation of the guidelines listed in the chart below and shall apply the guidelines uniformly and fairly to each student without partiality or discrimination.



Behavioral Violations	In-School Suspension	Out of School Suspension	Threat Assessment	Alternative Placement (Up to one calendar year)	Expulsion
<b><u>Use/Possession of Fireworks/Incendiary Devices Which May Cause a Fire</u></b> A pupil is guilty when he/she unlawfully possesses any device which may be capable of starting a fire or deposits on the land, in a building, or a vehicle, any stink bomb, device, or irritant with the intent to interfere with another's use of the land, building, or vehicle. KRS 512.050		X		X	X
<b><u>Threat/Intimidation/Harassment of Students</u></b> a. A person is guilty of harassment when, with the intent to harass, annoy, or alarm another person, he/she in a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person. b. Engages in a course of conduct or repeated acts which alarm or seriously annoy such other persons and which serve no legitimate purpose. c. To unlawfully place a student in fear of bodily harm through verbal threats; stalking in the hallways, classes, or parking lot; or displaying a weapon. KRS 508.878	X	X	X	X	
<b><u>Threat/Intimidation/Harassment of Staff</u></b> a. A person is guilty of harassment of staff when, with the intent to harass, annoy, or alarm staff members, he/she in a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to a staff member.		X	X	X	X

Behavioral Violations	In-School Suspension	Out of School Suspension	Threat Assessment	Alternative Placement (Up to one calendar year)	Expulsion
b. Engages in a course of conduct or repeated acts which alarms or seriously annoys a staff member and which serves no legitimate purpose. c. To unlawfully place a staff member in fear of bodily harm through verbal threats; stalking in the hallways, classes, or parking lot; or displaying a weapon. KRS 508.878		X	X	X	X
<b><u>Sexual Harassment/Assault Staff or Student</u></b> Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature, which includes one's sexual orientation, or creating an intimidating, hostile or offensive environment. KRS 510.130	X	X		X	X
<b><u>Possession/Attempt to Possess Drugs and "look like substances": Prescription, Non-Prescription, Alcohol, other Controlled Substances, and "look like substances"</u></b> a. Alcoholic beverages include any beverage with alcohol content. Possession includes items found in the locker assigned to the student, in vehicles, or any other place where deposited by the student. b. Any illegal drugs found in assigned locker, vehicles, or any other place where deposited by the student. c. Possession of hardware pertaining to controlled or illegal substance (pipes, roach clips, hemostats, etc.). d. Substance that "look like" a controlled substances or alcoholic beverage. There must be evidence that the student's intent was to pass off the item as a controlled substance or alcoholic beverage.	X	X		X	
<b><u>Under the Influence of Drugs: Prescription, Non-Prescription, Alcohol and/or other Controlled Substances</u></b>	X	X		X	
<b><u>Use of Drugs: Prescription, Non-Prescription, Alcohol and/or other Controlled Substances</u></b>	X	X		X	
<b><u>Selling, Purchasing and/or Distributing Drugs: Prescription, Non-Prescription, Alcohol and/or other Controlled Substances</u></b>				X	X
<b><u>Fighting/Striking Faculty Member</u></b> Physical contact or threat of physical contact toward school employees by a student or group of students. KRS 508.878, KRS 508.025 and 508.030			X		X

Behavioral Violations	In-School Suspension	Out of School Suspension	Threat Assessment	Alternative Placement (Up to one calendar year)	Expulsion
<b><u>Assault</u></b> Physical attack on one student or a group of students upon another or others who do not wish to engage in the conflict. Any provocation (verbal or physical) may be considered a mitigation of the charge. A student who finds himself/herself the victim of a physical assault has the right to defend himself/herself against the attack and use such force in defense as may be reasonably necessary. KRS 508.030		X	X	X	X
<b><u>Arson or Attempted Arson</u></b> Starting, or causing to be started, a fire within the school, on buses, or on the school grounds, for any purposes that result in destruction or disruption. KRS 513.020		X	X	X	X
<b><u>Possession of Weapons</u></b> a. The possession of ANY INSTRUMENT, such as fireworks, explosives, mace, knives, clubs, guns, chains, and the like that can be used to inflict bodily injury to another person. Pocket knives are not an exception. All knives are prohibited. b. The use of ANY INSTRUMENT, which is used to inflict bodily injury to another student. KRS 237.040	X	X	X	X	X
<b><u>Possession of Weapons</u></b> While pocketknives and hunting knives may be considered a weapon, the mere possession of a pocketknife without the intent to use as a weapon, WILL NOT carry the same penalty as an identified weapon under KRS 237.040.	X	X	X		
<b><u>Bomb Threat/Activating False Alarm</u></b> a. Making a threat that a bomb has been placed, or is about to explode, in a school or on school grounds. b. Falsely alerting the fire department, or school, to a nonexistent fire. KRS 519.040, KRS 508.078		X	X	X	X
<b><u>Inappropriate Sexual Activity/Behavior</u></b> Engaging in a sexual act or conduct of a sexual nature on school grounds, including the school bus and all extra-curricular activities (ballgames, dances, etc). KRS 510, 530, 531		X		X	
<b><u>Multiple Behavior Violations of the Student Code of Conduct</u></b>	X	X		X	

#### REMOVAL

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student’s continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from the classroom temporarily or permanently, the Principal shall determine the placement of the students in lieu of that classroom, which may include but not limited to:

- Another classroom in that school; or
- An alternative program setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

#### **DRUG TESTING PROGRAM**

Lincoln County has a drug testing program in place for students and staff. A random selection of certified and classified staff is screened four times per year. A program also is in place for students who participate in extracurricular competitive activities or those who drive to school. This program includes students in grades 6 through 12 and consent is obtained prior to students being enrolled in the program. Parents receive a copy of the policy and procedures when students participate in the above-mentioned activities for those students less than 18 years of age.

Any student may be placed on the random list if requested by a parent/guardian. For parents who want their child enrolled in random testing, call the District Health Coordinator at 365-2124 for the proper forms.

#### **ASBESTOS MANAGEMENT**

The District maintains an updated Asbestos Management Plan that includes the applicable current and/or future inspection activities, response actions, surveillance activities, and a description of steps taken to inform staff and parents about any such activities. The plan is available for review at the District Office.

#### **SUICIDE PREVENTION AWARENESS**

By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program. If you have questions or concerns, contact your school counselor or principal.

#### **STUDENT ENROLLMENT AND HOMELESS/IMMIGRATION STATUS**

This notification is to inform all stakeholders that a student's right to enrollment does not depend on his/her or the parent/guardian's immigration status. School personnel should not engage in any practice that would inhibit or discourage an unauthorized alien student or any other student from attending.

The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness. The term "homeless" shall refer to children and youths who lack a fixed, regular and adequate nighttime residence and includes those that are:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Awaiting foster care placement;
- Residing in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
- Migratory children who are living in the previously described circumstances; and/or
- Unaccompanied youth that are not in the physical custody of a parent or guardian.

In general, only minimal information, such as name and age, is required to enroll any student in school. Types of reliable proof of a student's identity and age may include, but are not be limited to: passport, military identification or immigration card, baptismal certificate, copy of the record of baptism that has been notarized or duly certified and reflects the date of the student's birth, any religious record authorized by a religious official, recording of the student's name and birth in a family Bible or other religious text, notarized statement from the parents or another relative or guardian as to the date of the student's birth, prior school record indicating the date of the student's birth, driver's license or learner's permit, adoption record, affidavit of identity and age, any government document or court record reflecting the date of the student's birth, or oral proof when the native language of a parent or guardian is not a written language.

A student's exact date of birth (month, day and year) is not required for initial enrollment. When a student is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent

living programs and street outreach programs may offer proof of age and identity of a student for initial enrollment purposes. The District homeless student coordinator shall assist homeless students to obtain essential records that are not in existence so that enrollment shall not be delayed or denied. To the extent possible, the District homeless student coordinator shall attempt to provide required notices to non-English speaking parents via written language understandable to the general public and in the native language or other mode of communication of the parent with documentation of the attempt. If the native language of the parent is not a written language, the coordinator should take steps to ensure that the notice is translated orally or by other means so that the parent understands the content of the notice and that there is written evidence of the translation to the extent possible with documentation of the attempt.

If you have questions or concerns, please contact the Homeless Coordinator at (606) 365-2124.

#### **ENTRANCE AGE**

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

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

A child who is five (5) or who may become five (5) years of age 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 is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.

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

- District guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.
- Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.
- Staff recommendations to the Superintendent who shall recommend to the Board whether to grant the request.
- Other considerations may include availability of space and funding.

Any tuition amounts charged to students permitted early entry under this policy shall be the same as that charged to other tuition paying students who meet statutory age requirements.

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

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

#### **ENTRANCE AGE REQUIREMENTS**

Entrance requirements related to age and health status of a student are as follows:

- Proof of Age and Identity - Each pupil entering any elementary or secondary school for the first time shall present evidence of age by means of a birth certificate or other reliable proof of the student's identity and age. If a birth certificate is not presented, an affidavit of the inability to produce a copy of the birth certificate must be given.
- Proof of Immunization - Upon enrollment, each pupil entering preschool, kindergarten or first grade for the first time shall present evidence of immunization by means of a certificate issued by a licensed physician or an APRN, or the presentation of a scheduled appointment within two weeks of enrollment shall also be accepted, at which time an updated certificate must be presented.
- Preventive Student Health Care - A preventive student health care examination is required for students entering preschool or within one (1) year prior to entering kindergarten.
- Proof of Vision Examination - Upon enrollment, each student entering the first year of public school must undergo a vision examination as required by applicable statute and regulation and provide the school with either the required form or electronic medical record by January 1 of the first year of enrollment.
- Preventive Dental Care - Evidence of a dental exam shall be required to be submitted upon enrollment for preschool or the presentation of a scheduled appointment within two weeks of enrollment shall also be accepted, at which time an updated certificate must be presented. A dental screening or examination shall be required to be submitted on the required form or electronic medical record by January 1 of the first year that a five- and six-year-old student is enrolled in the District.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

Principals are to report to the Superintendent/designee the names of those children who do not present acceptable evidence of age and required immunizations and examinations. Failure to provide the required documentation within the above timelines may constitute reason for appropriate action. A petition for early entrance testing must be made in writing to the Superintendent/designee prior to April 1 of the proposed entry school year. Within forty-five (45) calendar days, the instructional supervisor will initiate the evaluation process, which will begin with the administration of a Brigance Screener by District personnel. The child must obtain a total score of 80 or higher on the screener to be considered for early entrance. Depending upon the results of the screening, the student may or may not be asked to participate in further assessments.

Additional testing and data may include but not be limited to:

- cognitive assessments
- academic achievement testing
- behavior observations
- parent/student interviews
- data from prior settings

An Evaluation Team (that may consist of the District instructional supervisor, preschool coordinator, speech pathologist, school psychologist, gifted and talented coordinator, kindergarten teachers and the school Principal for which the petition is being requested) will review the screening and assessment results and make a recommendation to the Superintendent by June 30. Considerations for early entrance may include availability of space and funding. Any tuition amounts charged to students permitted early entry shall be the same as that charged to other tuition paying students who meet statutory age requirements.

#### **ENROLLMENT PROCESS**

Online registration through the Infinite Campus Parent Portal must be completed by a parent or legal guardian of the student or by an adult student with no legal guardian. The parent or legal guardian must be listed on any court documents concerning custody and/or contact orders must be on file at the relevant school for each student. If applicable, a parent is to complete any Records Transfer forms upon enrolling. Non-resident students must apply for admission. If you have any questions, please contact the school or DPP office.

#### **HOME/HOSPITAL INSTRUCTION**

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An "extended period" refers to an absence for more than five (5) consecutive school days.

Home/hospital instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit, which is equivalent to one (1) child's attendance in school for five (5) days. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present. Determination of a student's eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with KRS 159.030(2), the Board shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student's condition, the home/hospital review committee may schedule a review of the student's continued eligibility for home/hospital instruction. The Admissions and Release Committee (ARC) shall determine homebound placement for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee. Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities may be placed in the home/hospital instructional program if his/her individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the District Director of Pupil Personnel for purposes of program enrollment. The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of homebound services for a student including the number of credits a student at the secondary level will be permitted to earn while on home/hospital instruction.

#### **INTERVENTION AND PREVENTION SERVICES**

In order to provide the most effective education for ALL students, we believe we must start with providing an effective education for EACH child. In the Lincoln County School District, we utilize a three-tier approach with varying levels of support beyond that used for all students.

In the first tier (Tier I) the classroom teacher will use different strategies and may use additional or different materials so that your child is successful.

In Tier II we employ a team approach where school staff meet to review a student's progress and to tailor an individual academic support plan that provides supplemental instruction to your child in the area of need. Using scientifically based materials and strategies, the Tier II interventions are applied for a minimum of 6 to 9 weeks.

Many students respond well to Tiers I and II, and are successful in meeting standards with the supplemental help.

In the event that your child needs additional help to meet the standards, we utilize a third tier, which provides additional and more frequent help. At this tier it may be necessary to alter the student's schedule in order to provide the intensive intervention needed. For example, it may be necessary that your child not go to art class in order to receive more reading instruction. Like Tier II, Tier III instruction is used for a minimum of 6-9 weeks.

The school team will meet monthly or as needed to address each student's needs and to review the progress of each student during the intervention period. If your child is identified as one needing intervention, his/her teacher will let you know. If you have any questions, feel free to contact your child's school or the Central Office at 365-2124.

#### **STUDENT MEAL CHARGES**

Since the Lincoln County School System participates in the Community Eligibility Provision (CEP) under the National School Lunch Program and all students in the schools receive a breakfast and lunch at no charge, the system does not have a charge plan for the purchase of School Nutrition Meals. If any a la cart items ("A la cart" refers to those items purchased separately from the meal or meal choices.) are sold, no one shall be permitted to charge a la carte items in any District lunchroom.

#### **NOTICE OF EDUCATIONAL RIGHTS FOR HOMELESS CHILDREN AND YOUTH**

The District provides educational and related services to homeless children and youth including preschool-aged homeless children in a manner that does not segregate or stigmatize students on the basis of their homeless status. The schools have the responsibility to meet the needs and eliminate barriers to school attendance for homeless students. These are the guidelines that emphasize the rights of homeless students:

- Have equal access to all educational programs and services, including transportation.
- Have access to preschool programs.
- Continue attending their school of origin, when deemed in the best interest of the child, for the duration of homelessness.
- Attend regular public school.
- Continue to receive all services for which they are eligible (special education, gifted and talented, English learner, etc.).

Disputes over eligibility, school selection, or enrollment are to be appealed to the Kentucky Department of Education using the Dispute Resolution for Homeless form located at the link below:

<https://education.ky.gov/federal/progs/txc/Documents/Homeless%20Dispute%20Resolution%20Form.pdf>

#### **CHILDREN IN FOSTER CARE**

Students in foster care shall have equal access to all educational programs and services, including transportation. Foster children are to be immediately enrolled in the new school. The District shall contact the student's prior school for relevant records. Foster children are eligible to attend their "school of origin" unless a determination is made that it is not in the child's best interest. When possible, such determination will be made in collaboration with the child welfare agency. Dispute resolutions shall be handled by all agencies involved in the determination of the foster child's placement. When possible, a child exiting the foster care program during the school year shall be allowed to complete the school year in the school of origin.