

LAUREL COUNTY BOARD OF EDUCATION

2025-2026



STUDENT CODE OF ACCEPTABLE CONDUCT and DISCIPLINE

www.laurel.kyschools.us

718 North Main Street

London, KY 40741

Telephone (606) 862-4600

Superintendent Denise M. Griebel

Approved by the Laurel County Board of Education

July 14, 2025

Table of Contents

Notification of FERPA Rights4

Notice to Individuals regarding Title IX.....5

Notice of Right to Request Teacher Qualifications 8

District Vision & Mission..... 10

District Staff 12

Laurel County Public Schools 13

Students’ Rights and Responsibilities 13

Parents’ and Guardians’ Rights and Responsibilities 15

Teachers’ Rights and Responsibilities 16

Principals’ and Administrators’ Rights and Responsibilities 17

Behavior Expectations and Range of Discipline 18

Assault and Threats of Violence/Notice of Penalties..... 19

Suspensions and Expulsions 20

Appearance/Dress Code 21

Athletics/Attendance and Absences..... 22

Driver’s License Qualifications “No Pass/No Drive” 26

Appeals Provision 27

Discipline Code 01. Attendance 28

Bus/Transportation Riding/Behavior.....29

Discipline Code 05. Bus 29

Conduct..... 31

Discipline Code 11. Inappropriate Personal Property31

Discipline Code 12. Misrepresentation..... 32

Discipline Code 13. Tobacco and Alternative Nicotine and Vapor Products..... 32

Discipline Code 14. Disruption 35

Discipline Code 15. Repeated and Continued Violations..... 36

Discipline Code 16. Disrespect 36

Discipline Code 17. Insubordination..... 36

Discipline Code 18. Profanity 37

Discipline Code 19. Electronic Communication 38

Discipline Code 20. Bullying/Hazing 40

Discipline Code 21. Harassment..... 41

Discipline Code 22. Fighting41

Discipline Code 23. Assault42

Discipline Code 24. Alcohol43

Discipline Code 25. Arson45

Discipline Code 26. Bombs45

Discipline Code 27. Burglary45

Discipline Code 28. Disorderly Conduct.....45

Discipline Code 29. Drug Offense 46

Discipline Code 30. Extortion 48

Discipline Code 31. Initiating a Riot 48

Discipline Code 32. Robbery..... 48

Discipline Code 33. Sexual Offenses 49

Discipline Code 34. Theft 49

Discipline Code 35. Threatening 50

Discipline Code 36. Trespassing..... 50

Discipline Code 37. Vandalism 50

Discipline Code 38. Weapons and Dangerous Instruments 51

Discipline Code 39. Miscellaneous 52

Directory Information 53

Students Experiencing Homelessness.....53

Emergency Evacuation 54

Exceptional Child Services..... 54

School Meals..... 57

Student Acceptable Use Policy to Access Electronic Media62

Interrogations and Searches of Student Property 68

Medication Procedures 69

Student Acceptable Use Policy Agreement Form 70

Public Release of Student Information Form 70

Verification of Receipt of Student Code of Conduct and
Discipline..... 71

Laurel County Public Schools Annual Notification of FERPA Rights

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

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

4. **The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.** Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.
5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office. U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605.**

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination

Laurel County Schools is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinator
Tharon D. Hurley
718 North Main St.,
London, KY 40741
tharon.hurley@laurel.kyschools.us
606-862-4600
www.laurel.k12.ky.us

Assistant Secretary for Civil Rights
U.S. Dept. of Education Office
for Civil Rights
400 Maryland Ave., SW
Washington, D.C. 20202-1100
1-800-421-3481;
1-800-877-8339 (TDD)
202-453-6012 (Fax)
OCR@ed.gov

The District is committed to fostering an environment free from discrimination on the basis of sex to the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August

14, 2020, Title IX and its regulations will control.

[Title IX of the Education Amendments of 1972](#)

Title IX is a federal law that states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” The U.S. Department of Education’s Office for Civil Rights (OCR) enforces Title IX.

Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as Title IX defines that term.)

The District’s policies and procedures for addressing reports and complaints of sex-based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

[Title IX Coordinator](#)

The District has appointed a Title IX Coordinator to coordinate the District’s efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinator’s name and contact information are as follows:

Tharon D. Hurley
718 North Main St.,
London, KY 40741
tharon.hurley@laurel.kyschools.us
606-862-4600
www.laurel.k12.ky.us

Who can contact the Title IX Coordinator?

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

How can I contact the Title IX Coordinator?

Any person can contact the Title IX Coordinator in person, by mail, telephone, or electronic mail, by using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

[Sexual Harassment Under Title IX](#)

What is sexual harassment?

Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

How does the District respond to reports of sexual harassment?

All students and employees are encouraged to report sexual harassment to the Title IX Coordinator. Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment.

The District also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

What is a formal complaint of sexual harassment?

Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.

To qualify as a formal complaint, the document must be filed by a complainant (a document of electronic submission that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator. The document must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.

How does the District respond to formal complaints of sexual harassment?

- Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations. The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09.428111 AP.11 referenced below and may be located at <http://policy.ksba.org/Chapter.aspx?distid=64> along with policies/procedures

03.113, 03.212, 09.13, 03.1621, 03.2621, 09.428111, 09.428111 AP.1, AP.11, and AP.21. Copies of these policies and procedures can be accessed from the link above or requested from the Title IX Coordinator.

Title IX Training

Title IX training materials utilized by the District may be reviewed here: www.laurel.k12.ky.us

NOTICE OF RIGHT TO REQUEST TEACHER/PARA-EDUCATOR QUALIFICATIONS

Our district receives federal funds for Title I, Part A programs as a part of the "Every Student Succeeds Act" (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s)/para-educator(s). Upon request, the district can provide the following information:

- the grade level/content certification and licensure of your child's teacher,
- college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- the services provided to your child by para-educators and their qualifications.

If you would like to request this information, please contact Denise Griebel, Superintendent of Laurel County Public Schools at (606) 862-4600 or by email at denise.griebel@laurel.kyschools.us. Please include your child's name, the name of the school your child attends, the name(s) of your child's teacher(s) and/or para-educator(s), and an address or email address where the information may be sent.

Student Participation in State/District Assessments

Parents/guardians may request Laurel County Public Schools to provide information pertaining to any state or district policy regarding student participation in any assessments mandated by the **Every Student Succeeds Act of 2015 (ESSA, P.L. 114-95)** and by the state or district. Laurel County Public Schools will maintain available information regarding each assessment required by the state to comply with ESSA, other state-required assessments, and, if the information is feasible to report, district-wide required assessments through the Laurel County Public Schools webpage(www.Laurel.kyschools.us).

From the Superintendent

Dear Parent or Guardian,

The Laurel County Public Schools are committed to establishing a safe, orderly environment in which a quality instructional program is delivered to every child and where each child has an opportunity to succeed every day. General behavior and disciplinary guidelines are necessary to ensure a safe, engaging, and productive learning climate. Optimal school discipline is implemented with a trauma-informed approach, supports instructional and acceptable behavior practices, and includes communication with all stakeholders - students, families, educators, and community resource agencies as necessary. The Laurel County Board of Education Student Code of Acceptable Conduct and Discipline summarizes the expectations for appropriate behavior and the disciplinary measures for inappropriate behavior or rule violations of students enrolled in any Laurel County School/Program. The Student Code of Acceptable Conduct and Discipline reflects current district and school policies and applicable laws.

It is the duty and responsibility of each student and parent/guardian to read, understand, and comply with the Laurel County Board of Education Student Code of Acceptable Conduct and Discipline.

Thank you for your positive involvement in your child's education and for helping us do great things for kids!

Sincerely,

Denise M. Griebel
Superintendent

Laurel County Public Schools

LAUREL COUNTY PUBLIC SCHOOLS

Vision Statement: The Laurel County Public Schools care about our students, community, and nation. We are driven to do our part to help build a prosperous future filled with opportunities for our students. We believe in doing great things for kids so that kids can do great things! We commit to providing students with these key attributes to ensure their success: strong moral character, appropriate and effective communication skills, critical thinking skills, innovation, and lifelong learning.

Mission Statement: The mission of the Laurel County Public Schools is to prepare students for success by providing a quality education to ensure the district's vision that all students will be people of character, effective communicators, critical thinkers, innovators, and lifelong learners. The Laurel County Public School's Portrait of a Successful Learner embraces a culture of collaboration to guarantee that high-quality instruction is delivered to ensure every child has an opportunity to succeed every day.

Purpose of Handbook

The purpose of the Laurel County Board of Education Student Code of Acceptable Conduct and Discipline is to publish the expectations for the appropriate behavior of students enrolled in any Laurel County School or Program. The Student Code of Acceptable Conduct and Discipline provides for the safe and orderly operation of schools and supports an engaging and productive learning environment where students can achieve at high levels.

This document has been provided annually since 1985 and is updated and approved each year after review for necessary changes and compliance with current Board policy and law. The Student Code of Acceptable Conduct and Discipline is available in the office of the Superintendent, in the office of each school Principal, and online on the District website. Upon enrollment annually, every student receives a copy of the Code of Conduct, and parents are requested to submit a signed statement that they have read the Code.

The Restorative Discipline Approach

In Laurel County, our approach to student discipline emphasizes restorative practices, which aim to build a supportive school community and foster a positive learning environment.

Our Beliefs:

- **Focus on Accountability**—We believe in holding students accountable for their actions and emphasize the importance of taking responsibility for one's own behavior.
- **Promotion of Growth and Learning**—We believe students should have a time for reflection and growth, where students can learn from their mistakes and develop strategies to make positive changes.
- **Building Relationships**—We believe in utilizing restorative practices such as dialogue, meditation, and conflict resolution to address underlying issues and promote understanding and sympathy.

Notice of Moment of Silence or Reflection:

At the commencement of the first class of each day, a moment of silence or reflection shall occur. Students are to remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice. Parents are encouraged to review these guidelines and to provide guidance to your student(s) regarding the moment of silence or reflection. All guidelines are listed in policy 08.1351.

Please refer to individual school SBDM policies and Board policies for further guidance.

District Staff

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Phone</u>
Denise M. Griebel	Superintendent	Central Office Building	606-862-4600
Tharon Hurley	Deputy Superintendent	Central Office Building	606-862-4600
Dan Smoot	Chief of Police	Central Office Building	606-862-4600
Tracie Smith	Dir of Elementary Education	G.C. Garland Building	606-862-4608
Kenna Williams	Director of Secondary Education	G.C. Garland Building	606-862-4608
Kristina Thomas	Chief Academic Officer	G.C. Garland Building	606-862-4608
Teresa Smith Todd Cox	Directors of Pupil Personnel	Central Office Building	606-862-4600
Jessica Smith	Director of Special Education/Preschool	G.C. Garland Building	606-862-4608
Mike Burns	Chief Information Officer	G.C. Garland Building	606-862-4608
Rob Hale	Director of Transportation	Bus Garage	606-862-4768
Molly Barnett	Community Education and Public Information Officer	Central Office Building	606-862-4600
Christie VanNorstran	Food Service Director	Central Office Building	606-862-4600
Jimmy Hall	Director of Finance	Central Office Building	606-862-4600
Danny Bishop	Physical Plant Director	Central Office Building	606-862-4600
Amy Sams	School Health Coordinator	G.C. Garland Building	606-862-4602

LAUREL COUNTY PUBLIC SCHOOLS

School	Principal	Phone
Bush Elementary	Elizabeth Cupp	862-4618
Camp Ground Elementary	Terrelle Likins	862-4625
Center for Innovation	Kate Ray	862-5580
Cold Hill Elementary	Melanie Gover	862-4632
Colony Elementary	Kyle Mink, Ph.D.	862-4639
Hazel Green Elementary	Brad Mullins	862-4637
Hunter Hills Elementary	Joe Boggs	862-4655
Johnson Elementary	Brandon Hensley	862-4664
Keavy Elementary	Jamie Clark	862-4672
Laurel Day Treatment	Tyler McWhorter	862-6605
Laurel Co eLearning Academy	Kate Ray	862-5580
London Elementary	TBA	862-4679
McDaniel Learning Center	R. Jaline Jackson	862-5580
North Laurel High	Jamie Davis	862-4699
North Laurel Middle	Phillip Jones	862-4715
South Laurel Middle	Regina Bishop	862-4745
South Laurel High	Jeremy Kidd, Ed.D.	862-4727
Sublimity Elementary	Melissa Farris	862-4692
Wyan-Pine Grove Elementary	Brent Collins	862-5400

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

expected. The school environment is a community of individuals who live and interact based upon shared rules, rights and responsibilities, expectations and common sense.

Student Rights

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

Student Responsibilities

- To attend school regularly and to take advantage of the opportunities offered by cooperating with those teaching and working at the job of learning and not to interfere with the rights of fellow students to an education.
- To show respect for the educational process by taking advantage of every opportunity to further his/her education.
- To responsibly use their freedom in such a way as not to offend the rights of others with obscene or damaging words or actions and, within the limits of good taste, to avoid the use of language in a discourteous, offensive, or inflammatory manner.
- To make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all, not just one or a few individuals.
- To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals, and to participate in all school programs and activities within the limits of capabilities and the established standards without regard to race, creed, or sex.
- To have the confidentiality of personal school records.
- Refrain from making false accusations for petty or vicious reasons.
- To refrain from acts or actions which would endanger self or others, including property, and to take necessary action to protect self and possessions.

- To make the best contribution possible with individual abilities, to support the school in all phases of the program or activity, and to behave in such a way that participation will be a contribution and not a detriment.
- To follow established procedures in requesting the release of personal records to persons not legally entitled to such records without proper consent.
- To report threats and/or behavior that would endanger school personnel/students.

PARENTS' AND GUARDIANS' RIGHTS AND RESPONSIBILITIES

Parents' and Guardians' Rights

(Notice: Parent access to student records will terminate at age 18 unless written authorization exists.)

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

Parent/Guardian Responsibilities

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

TEACHER RIGHTS AND RESPONSIBILITIES

Teacher Rights

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

Teacher Responsibilities

- To help students master the basic skills, develop positive self-concepts and self-confidence in order to respect the worth and dignity of others, clarify their values, and make choices that lead to responsible citizenship.
- To maintain a classroom atmosphere conducive to learning, with mutual respect and trust, and with appropriate discipline.
- To be supportive of the overall goals and objectives of the school system/ school.
- To implement the Board-approved curriculum by developing instructional activities, which meet students' academic needs.
- To be a model of a responsible citizen.
- To maintain ongoing professional development and to employ an understanding of human growth and development.
- To reply promptly with respect and courtesy to inquiries and suggestions from parents/guardians and administrators.
- To provide adequate supervision and teaching to students assigned to his/her care.
- To report threats and/or behavior that would endanger school personnel/students.

Traceable Communications: The Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. Please refer to policy 08.2324 for complete guidelines.

PRINCIPAL AND ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

Principal and Administrator Rights

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

Principal/ Administrator Responsibilities

- To work closely with superiors to ensure the adequacy and wise expenditure of educational funds.
- To keep superiors properly informed so that staff, facilities, and supplies are adequate within available resources.
- To support staff in any conflict or controversy when they are properly carrying out policies of the Board or the local school.
- To meaningfully involve parents and students in a cooperative sharing of the school program and environment.
- To follow job descriptions, board policies, and seek guidance when appropriate.
- To give prompt and responsible feedback in a constructive manner.
- To pursue professional development through participation in school district and other in-service endeavors.
- To report threats and/or behavior that would endanger other personnel/students.
- To notify parents they have the right to request information on the professional qualifications of their children's teachers.
- To provide parents, when requested, information regarding the professional qualifications of their children's teachers.

Traceable Communications: The Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. Please refer to policy 08.2324 for complete guidelines.

BEHAVIOR EXPECTATIONS AND RANGE OF DISCIPLINE

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

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

P-5 elementary schools will determine an appropriate alternate punishment for habitual misbehavior. The age and maturity of the child will be considered when determining discipline action. When a student continues to violate established rules and regulations, stricter measures may be taken. Pursuant to KRS 160.345, the Site Based Decision-Making Council of each school has the authority to increase disciplinary sanctions or establish other sanctions not addressed by the Board of Education.

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

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

Assault and Threats of Violence

Notice of Penalties and Provisions

There are serious penalties for this second-degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
 - a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
 - b) Makes false statements by any means, including by electronic communication, that may create potential or actual:
 1. Cause for evacuation of a school building, school property, or school-sanctioned activity;
 2. Cause for cancellation of school classes or school-sanctioned activity; or
 3. Fear of serious bodily harm among students, parents, or school personnel;
 - c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 - d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a

threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated if known.

4. Terroristic threatening in the second degree is a Class D felony.

SUSPENSIONS AND EXPULSIONS

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

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

APPEARANCE/DRESS CODE

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

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

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

ATHLETICS

All rules and regulations concerning qualifications for participation in school athletics are addressed in the *Athletic Handbook*. Copies are distributed annually and are available on the district website, [https://core-docs.s3.us-east-](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2991/LCPS/5808097/Athletic_Handbook_2025-26_FINAL_6-23-25.pdf)

[1.amazonaws.com/documents/asset/uploaded_file/2991/LCPS/5808097/Athletic_Handbook_2025-26_FINAL_6-23-25.pdf](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2991/LCPS/5808097/Athletic_Handbook_2025-26_FINAL_6-23-25.pdf)

Student-athletes and their parents must sign and submit to their school the statement provided in the handbook acknowledging that they have read the handbook and agree to comply with all that is stated therein. Students must submit annually a copy of a physical examination to the head coach of the sport in which the student participates.

KINDERGARTEN ENTRANCE

Beginning with the 2017-2018 school year per KRS 158.030, a child must be 5 years old by August 1 to enroll in kindergarten.

ATTENDANCE AND ABSENCES

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

Kentucky Compulsory Attendance

KRS:159.010 requires a parent or guardian or any other person residing in the state and having charge of any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) to send the child to school. They shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session or to the public school that the board of education of the district makes provision for the child to attend.

Drop-out Age

Any child who has not reached their 18th birthday by the beginning of the 2025-2026 school year is required to enroll in school.

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

In the event of unavoidable absences, students are required to make up all missed work and to provide appropriate excuse as defined below. Students missing excessive days of instruction by continuously submitting doctor excuses may be subject to investigation by Truancy Officers. (See Absenteeism Limits)

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

Excessive Absences

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

Excused Absences

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

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

All Laurel County Public Schools (with the exception of Day Treatment) will accept 8 parent notes for absences in the event of illness up to two consecutive days for a maximum of 8 notes per year (1 day = 1 parent note). In the event of an infectious disease, the Principal may determine allowable days. Illness lasting 3 or more consecutive days shall be considered excused if the student has a doctor's statement or hospital slip. Students/Parents under court orders or who have truancy allegations pending with the CDW are not allowed parent notes. Forged parent notes may result in parent notes being disallowed. The principal/designee or Director of Pupil Personnel may make this ruling.

Acceptable reasons for absences include but are not limited to:

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

be determined by the Principal to be of significant educational value and involve intensive instructional, experiential or performance programs in one or more core curriculum subjects

16. Illness that occurs at school is determined and documented by school officials

Absenteeism Limits

- After a student has accumulated three (3) unexcused absences, the Principal/Attendance Clerk will notify the parent(s) by mail.
- At six (6) unexcused absences, the Principal/Attendance Clerk shall notify the parent(s) by mail and hold a parent conference (in person or via phone).
- After a student has accumulated additional unexcused absences after the six-day letter was sent, then the Principal/Attendance Clerk shall notify the Pupil Personnel Department. The Director of Pupil Personnel shall notify the parents by sending a final notice letter by certified mail. The final notice remains in effect for one calendar year from the date it was issued.
- At nine (9) unexcused absences, the Principal/Attendance Clerk shall notify the parent(s) by mail. Other interventions such as calls, home visits, and conferences may be attempted to find solutions to the truancy. The school will also notify the Pupil Personnel Department.
- The Principal/Attendance Clerk shall notify the parent(s) by mail and the Pupil Personnel Department when a student has been absent twelve (12) unexcused days. The Director of Pupil Personnel will schedule a conference with the parent/guardian(s).
- If a student accumulates six (6) or more additional unexcused absences after the final notice was sent, educational neglect or truancy charges may be filed in the court system.
- Per HB 611, the DPP shall report any student who has been absent without excuse for fifteen or more days during the school year to the county attorney for determination of appropriate court intervention.

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

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

Court Ordered Students – Parents of students under a District or Family Court order to attend school, and parents or students who have a truancy/educational neglect allegation filed with the CDW or court system, may be required to sign a Release of Medical Information Form, cannot submit parent notes, and must submit more than a typical doctor excuse. Detailed diagnostic sheets and/or a statement from a physician are required. In some instances, attendance staff will contact medical providers to investigate any medical documents that have been submitted to the school.

Extended Illnesses, Injuries, or Accidents – Home/Hospital

Instruction (HHI) is a temporary, short-term program designed to provide educational services to children unable to attend school due to medical reasons. If a student is expected to miss 5 or more consecutive days due to illness or injury, the parent must contact the Home/Hospital Instruction Office at 606-862-4600 to request an application be sent to the student's attending physician. Completion of an application for Home/Hospital services requires approval by the HHI committee and does not guarantee the application qualifies for services. Any parent allowing excessive medical absences without contacting the HHI office is advised that excessive days absent may not be excused.

Unexcused Absences

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

Driver's License Qualification "No Pass/No Drive"

KRS 159.051 is a law related to a student's license or permit to operate a motor vehicle. Students ages fifteen (15) through seventeen (17) may have

their operator's license, intermediate license, permit, or privilege to operate a motor vehicle revoked or denied if they:

- Drop out of school
- Are declared to be academically deficient
- Have 9 or more unexcused absences in the preceding semester (including suspensions)
- Have not received passing grades in at least four (4) courses in the preceding semester
- MIDDLE school students are NOT permitted to drive to school and park on school campus
- Refer to individual school SBDM policies for further guidance

Appeals Provision

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

The School/Site Based Appeals Committee shall be appointed by the principal and composed of (minimum membership) principal or designee and two (2) teachers. The School/Site-Based Appeals Committee will hear appeals on unexcused absenteeism only. The committee will only rule on those cases that are appealed. A record, written or tape-recorded, shall be made of the hearing. In order to request an appeal for any case not waived, the request shall be made in writing to the Director of Pupil Personnel within five (5) working days after the decision of the School/Site Based Appeals Committee.

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

The District Wide Appeals Committee may meet monthly. The Appeals Committee will hear appeals on unexcused absenteeism only. All parties concerned shall be given notice of the date, place, and time of said hearing and shall be limited to review of the record made at the hearing before the School/Site Based Appeals Committee. If the District Wide Appeals Committee deems it potentially helpful to their decision, they may invite a hearing before the School/Site Based Appeals Committee or invite hearing further evidence, written or otherwise, giving the adverse party the opportunity to respond. Such decision shall be within the discretion of the District Wide Attendance Appeals Committee. This committee shall not hear appeals based on other criteria; however, decisions shall include examination of excused and unexcused absences and past attendance reports of individual students. In instances not specifically included in this document or covered by School Board Policy in other documents, this committee shall render a decision following, to the best of their ability, the intent of this policy. No member of either Committee described above should discuss the matter with the parent or teacher involved except during the committee meeting.

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

DISCIPLINE CODE 01. ATTENDANCE

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

BUS/TRANSPORTATION RIDING/BEHAVIOR

Students shall conform to transportation rules and regulations prescribed under state statutes, state and local regulations, and the District Transportation Services Policy. Transportation to and from school and School Sponsored/Related travel is a privilege and not a right for every student. To participate in this privilege, students must adhere to acceptable behavior. Violation of acceptable behavior will result in disciplinary action, including the potential removal of bus riding privileges. A school bus suspension is not an excused absence from school. Students will be expected to be at school each day of their suspension. Students who are serving a bus suspension may be permitted to ride a bus for educational and reward field trips.

While riding a bus, students are subject to all other district rules as well as those that would apply specifically to incidences while on the bus. Violations are not limited to the following code.

DISCIPLINE CODE 05. BUS

Behavior	Definition	Discipline Action Range
A. Throwing items on the bus		Conference to Suspension/ School expulsion
B. Smoking and use of tobacco/alternative nicotine or vape products, includes the use of electronic smoking devices.		Conference to Expulsion
C. Fighting on bus		Conference to Suspension/ school expulsion
D. Assault on another student or endangering the safety of other students		Conference to Suspension/ school expulsion
E. Abusiveness to driver	Verbal	Conference to Suspension
F. Abusiveness to driver	Physical	Conference to Suspension/ school expulsion

G. Changing seats while bus is in motion or having arms and/or head out of windows.		Conference to Suspension
H. Destruction of school bus.		Conference to Suspension/ school expulsion
I. Excessive noise/mischief/inappropriate language and/or gestures.		Conference to Suspension
J. Failure to face forward or remain in seat or assigned seat.		Conference to Suspension

Only the Laurel County Board of Education can expel.

CONDUCT

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

DISCIPLINE CODE 11. INAPPROPRIATE PERSONAL PROPERTY

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

DISCIPLINE CODE 12. MISREPRESENTATION

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

DISCIPLINE CODE 13. TOBACCO PRODUCTS/ ALTERNATIVE NICOTINE OR VAPING PRODUCTS

The Laurel County School System is dedicated to maintaining an orderly and healthy environment for students and employees. The following regulations are necessary to establish such an environment.

- I. The use of any tobacco product(s) and/or electronic smoking/vaping devices is prohibited in any building, on school grounds, at school-sponsored events, or in any vehicle owned or operated by the Laurel County Board of Education.
- II. Violations of Tobacco/Alternative Nicotine or Vaping Products Policy:
 - a. **1st Offense** – Confiscation of the alternative nicotine products, tobacco products, or vapor products and: The school counselor or other school-based mental health service provider shall provide to the parent or guardian and the student evidenced-based, age-appropriate nicotine cessation information to include but not limited to materials, programs, and referrals for treatment. Other

disciplinary measures may include up to one (1) day after school detention to in-school suspension.

b. **2nd Offense** – Confiscation of the alternative nicotine products, tobacco products, or vapor products and: The school counselor or other school-based mental health service provider shall provide to the parent or guardian and the student evidenced-based, age-appropriate nicotine cessation information to include but not limited to materials, programs, and referrals for treatment. Other disciplinary measures may include up to two (2) days After School Detention to one or more days In-School Suspension.

c. **3rd Offense** - Confiscation of alternative nicotine products, tobacco products, or vapor products: The school shall provide an opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during In-school suspension. Other disciplinary measures may include up to two (2) days of in-school suspension or one or more days of out-of-school suspension.

Stricter measures may be taken when a student continues to violate the above rules and regulations. (From Laurel County Student Code of Conduct and Discipline)

- III. School personnel will be on duty to prevent the use of tobacco and alternative nicotine or vapor-related products by students on school grounds. The following is a list of some of these measures.
 - a. Students will be dismissed from class only when absolutely necessary.
 - b. Restroom facilities will be monitored through the use of smoke devices and periodic monitoring by staff.
 - c. Bus loading and unloading will be strictly supervised under direction of the principal.
- V. This policy includes attendance at all athletic events and extracurricular activities such as band, club meetings, awards programs, athletics, field trips, practices (i.e., drama, academic, dance), etc.
- VI. Students under an order of the court who are in possession of, or using tobacco and alternative nicotine, or vapor related products, are in contempt of the court order and may be referred to the County Attorney.

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

DISCIPLINE CODE 14. DISRUPTION

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

H. Display of affection	Kissing, hugging, petting.	Conference to Suspension.
I. Disruption of Class/Other	Any action that causes disruption of the school environment.	Conference to Expulsion

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

Stricter measures may be taken when a student continues to violate rules and regulations.

DISCIPLINE CODE 16. DISRESPECT

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

DISCIPLINE CODE 17. INSUBORDINATION

Behavior	Definition	Discipline Action Range
A. Refuses a reasonable request	Failure to comply with a proper and authorized direction or instruction of a staff member.	Conference to suspension
B. Refuses to dress for P.E.	Failure to use the proper attire required in P.E.	Conference to suspension
C. Refuses to work in class	Failure to do your assigned work in class	Conference to suspension
D. Refuses suspension or detention	Failure to report or complete as directed by a staff member	Conference to expulsion

E. Refuses to report to proper authorities	Failure to report to the administrative office as directed by a staff member	Conference to suspension
F. Other	Failure to respond to any other reasonable direction given by a staff member	Conference to suspension

DISCIPLINE CODE 18. PROFANITY

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

Student Telecommunication Devices (including but not limited to cell phones, smart watches, iPads, etc):

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices and other related electronic devices. Students are prohibited from using a personal telecommunication device during instructional time, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher. Students shall not access social media unless authorized to do so by a teacher for an instructional purpose. 09.4261

- 1. Students shall not utilize a telecommunication device in a manner that would violate the district's Acceptable Use Policy, Student Code of Conduct, or SBDM Policies. During a school activity or event, the same guidelines governing electronic media apply to telephone use as well.
- 2. Students are responsible for keeping up with the devices they bring to school. School faculty and staff are not responsible for loss, theft, or destruction of devices brought onto school property.
- 3. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

DISCIPLINE CODE 19. ELECTRONIC COMMUNICATIONS

Behavior	Definition	Discipline Action Range
A. Sending, using, accessing, or displaying offensive, obscene language, messages, or pictures		Conference to expulsion
B. Harassing, insulting, distracting, or disrupting other computer users		Conference to suspension
C. Damaging computer systems or computer networks, including hardware and software		Conference to expulsion
D. Using or trying to gain access to another user's accounts or passwords		Conference to suspension

E. Giving assigned accounts or passwords to other users		Conference to suspension
F. Trespassing or vandalizing data in an unauthorized fileservers, program, folder, directory, or		Conference to expulsion
G. Intentionally wasting, degrading, or disrupting performance of limited resources		Conference to suspension
H. Using electronic communications for any illegal activity		Conference to expulsion
I. Knowingly place on a computer system or computer network any viruses or any destructive type		Conference to expulsion
J. Installing or using an unauthorized personal software or hardware to any computer system or		Conference to suspension
K. Revealing personal information to or establishing any relationships with unauthorized	Other AUP/Behavior violations	Conference to expulsion

DISCIPLINE CODE 20. BULLYING/HAZING:

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

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

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

Per KRS 508.180, "hazing" is defined as a direct action that substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

- a. Violate federal or state law
- b. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance that subjects the minor or student to a risk of serious physical injury
- c. Endure brutality of a physical nature, including whipping, beating or paddling branding, or exposure to the elements
- d. Endure brutality of a sexual nature
- e. Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student

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

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

DISCIPLINE CODE 21. HARASSMENT

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

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

DISCIPLINE CODE 22. FIGHTING

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

C. Mutual combat 3 rd Offense	Involves the exchange of mutual physical contact between students by pushing, shoving, or hitting- either with or without injury	In-school suspension to expulsion
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REPORTING BEHAVIOR TO AUTHORITIES

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

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

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

DISCIPLINE CODE 23. ASSAULT

Behavior	Definition	Discipline Action Range
A. Against Student	Battery, unlawful beating. Any physical force or violence unlawfully applied to another student. This can include jostling, tearing clothes, seizing, or striking another student.	Out-of-school suspension to expulsion

B. Against Staff	Battery, unlawful beating. Any physical force or violence unlawfully applied to a staff member. This can include jostling, tearing clothes, seizing, or striking.	Out-of-school suspension to expulsion
C. Other	Battery, unlawful beating. Any physical force or violence unlawfully applied to another person while under the jurisdiction of school authority. This can include jostling, tearing clothes, seizing or striking.	Out-of-school suspension to expulsion

DISCIPLINE CODE 24. ALCOHOL

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

Violations of Alcohol Policy:

1st Offense - Three (3) days of OSS and successful completion of an Intensive Outpatient Program (IOP) or an Individualized Counseling Program. Failure to complete the IOP or Individualized Program will result in automatic placement into the LCDT program for forty-five successful days. *Successful completion means the student earned 8 points daily without discipline incidents and exited with a clean drug screen.* It is the responsibility of the student/parent to provide weekly documentation of successful participation in the IOP/Individualized Program and documentation of completion of the IOP/Individualized Program. Failure to provide documentation will result in placement in the LCDT program for forty-five days.

If the student or parent elects not to participate in the above option for suspension and completion of an IOP/Individualized Counseling Program, the student will be placed in the Laurel County Day Treatment Program until they have completed forty-five (45) successful days. *Successful completion means the student earned 8 points daily without discipline incidents and exited with a clean drug screen.*

If a student fails to have a clean drug screen at the end of the forty-five days, this student will be enrolled in the LCDT for full program completion and one thousand (1000) points.

2nd Offense - Out-of-school suspension and referral to the Laurel County Day Treatment until successful program completion, one thousand (1000) points, *and exiting with a clean drug screen.*

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

DISCIPLINE CODE 25. ARSON

Behavior	Definition	Discipline Action Range
Actual	Setting a fire	Out-of-school suspension to expulsion
Attempt	Attempting to set a fire	Suspension to expulsion

DISCIPLINE CODE 26. BOMBS

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

DISCIPLINE CODE 27. BURGLARY

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

DISCIPLINE CODE 28. DISORDERLY CONDUCT

Behavior	Definition	Discipline Action Range
	Acting in a manner that is disruptive to the educational environment	Conference to expulsion

DISCIPLINE CODE 29. DRUG OFFENSE

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

Violations of Drug Offense Policy:

1st Offense - Three (3) days of OSS and successful completion of an Intensive Outpatient Program (IOP) or an Individualized Counseling Program. Failure to complete the IOP or Individualized Program will result in automatic placement into the LCDT program for forty-five successful days. *Successful completion means the student earned 8 points daily without discipline incidents and exited with a clean drug screen.* It is the responsibility of the student/parent to provide weekly documentation of successful participation in the IOP/Individualized Program and documentation of completion of the IOP/Individualized Program. Failure to provide documentation will result in placement in the LCDT program for forty-five days.

If the student or parent elects not to participate in the above option for suspension and completion of an IOP/Individualized Program, the student will be placed in the Laurel County Day Treatment Program until they have completed forty-five (45) successful days. *Successful completion means the student earned 8 points daily without discipline incidents and exited with a clean drug screen.*

If a student fails to have a clean drug screen at the end of the forty-five days, this student will be enrolled in the LCDT for full program completion and one thousand (1000) points.

2nd Offense - Out-of-school suspension and referral to the Laurel County Day Treatment until successful program completion, one thousand (1000) points, *and exiting with a clean drug screen.*

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

Behavior	Definition	Discipline Action Range
A. Use	Use of a narcotic, THC-infused, illegal or controlled drug, anabolic steroids, or any substance which, when taken internally or smoked, caused a change in a person's behavior.	Out of school suspension to expulsion
B. Possession	Possess any illegal substance which, when taken internally or smoked, causes a change in a person's behavior	Out of school suspension to expulsion
C. Sale/Distribution	Distribution or attempting to distribute any illegal substance	Out of school suspension to expulsion
D. Overdose	Taking too great a dose of any narcotic, illegal or controlled drug, including alcoholic beverages	Out of school suspension to expulsion
E. Paraphernalia	Possession, distribution or use of any drug related device	Out of school suspension to expulsion
F. Inhalants	Possession, distribution or use of any substance that could be inhaled illegally	Out of school suspension to expulsion
G. Failure to register legitimate prescribed and/or over-the-counter medication	Unintentionally failing to follow outlined procedure for the registration of medication	Conference to expulsion

DISCIPLINE CODE 30. EXTORTION

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

DISCIPLINE CODE 31. INITIATING A RIOT

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

DISCIPLINE CODE 32. ROBBERY

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

DISCIPLINE CODE 33. SEXUAL OFFENSES

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

DISCIPLINE CODE 34. THEFT

Behavior	Definition	Discipline Action Range
A. School Property	Unlawful taking and carrying away property belonging to Laurel County Public Schools (while the building is occupied) with the intent to deprive the lawful owner of use	Out-of-school suspension to expulsion
B. Staff Property	Unlawful taking and carrying away of property belonging to a staff member	Out-of-school suspension to expulsion
C. Student Property	Unlawful taking away property belonging to another student	Conference to expulsion
D. Student Locker	Removing any property from a locker other than the one assigned	Conference to expulsion

DISCIPLINE CODE 35. THREATENING: May require a clear threat assessment from a licensed mental health provider to return to in-person instruction

Please be advised of provisions set forth in KRS 508.078 and potential penalties under KRS 532.0603; 534.030

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

DISCIPLINE CODE 36. TRESPASSING

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

DISCIPLINE CODE 37. VANDALISM

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

DISCIPLINE CODE 38. WEAPONS AND DANGEROUS INSTRUMENTS

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

DISCIPLINE CODE 39. MISCELLANEOUS

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

Only the Laurel County Board of Education can expel.

DIRECTORY INFORMATION

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

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

EDUCATIONAL RIGHTS OF STUDENTS EXPERIENCING HOMELESSNESS

School-age youth who lack a fixed, regular, and adequate nighttime residence are, by definition, under the federal McKinney-Vento Act, considered homeless and have certain educational rights. Students experiencing situations such as the sharing of housing due to loss of housing, economic hardship, or a similar reason; living in hotels/motels or camping grounds; living in emergency or transitional housing/shelter or a nighttime residence that is not designed for or ordinarily used as sleeping accommodations for humans like cars, parks, public spaces, abandoned buildings, bus stations, etc. or students who are migratory and are experiencing any of the above situations may be considered homeless.

Eligible students have the right to receive a free, appropriate public education, enroll in school immediately even if lacking paperwork normally required, continue attending their school of origin receiving transportation to that school if needed and receive educational services comparable to those provided to other students according to the student's needs.

If you believe that you or your child may be eligible, please contact Teresa Smith, Director of Pupil Personnel of Laurel County Public Schools at (606) 862-4600 or by email at teresa.smith@laurel.kyschools.us or your/your child's school to find out what services and supports may be available. The Laurel County Public Schools will maintain student confidentiality and protect sensitive student information.

EMERGENCY EVACUATION, BUS, FIRE, TORNADO, EARTHQUAKE AND LOCKDOWN DRILLS

Emergency evacuation and fire drills will be held monthly throughout the year. Tornado drills will be conducted periodically prior to and during tornado season. Earthquake drills will be held semi-annually. Lockdown drills will be conducted periodically. Emergency Bus evacuation drills will be conducted four times per school year.

EXCEPTIONAL CHILD SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

T Smith/T Cox	Jessica Smith	Nancy Lewis
Directors of Pupil Personnel	Director of Special Education	Exceptional Student Program Coordinator
Laurel County Public Schools	Laurel County Public Schools	Laurel County Public Schools
718 N Main Street London, KY 40741	710 N Main Street London, KY 40741	710 N Main Street London, KY 40741

“Child Find” activities will continue throughout the school year. As part of these efforts the Laurel County Public School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children in the District who have a disability and need Special Education or 504 services. Any information the District collects through “Child Find” is maintained confidentially.

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

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

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

the Section 504 Coordinator at the address or phone number listed above for the Laurel County Public Schools.

SCHOOL MEALS

Laurel County Public Schools will be participating in the National School Lunch Program and the School Breakfast Program. As part of this program, Laurel County Public Schools will offer healthy meals every school day at **NO COST** to the students due to the implementation of the Community Eligibility Provision (CEP) for school year 2025-2026.

All students receive a free breakfast and lunch. Students must take the required food components to receive a free reimbursable meal. Students may purchase extra food items; these items must be paid for at the time of service, and students are not allowed to charge extra food items. You may deposit funds into your student's account to purchase additional items.

Any student with an outstanding school food service balance prior to the 2025-2026 school year is still responsible for the charges. All outstanding balances are delinquent and must be paid.

Adults must pay for their meal/food at the time of service; adult charges are not permitted. (Per Board Policy)

For more information, please visit our website at www.laurel.kyschools.us or you may contact Laurel County Public Schools, Attention: Christie VanNorstran, Food Service Director, 718 North Main Street, London KY 40741, 606.862.4600 or e-mail at christie.vannorstran@laurel.kyschools.us.

COMMUNITY ELIGIBILITY PROVISION (CEP)

The Community Eligibility Provision (CEP) provides meals at no charge to all students enrolled in our schools. The United States Department of Agriculture administers this program under the National School Lunch Program.

Your school will ask you to complete a household and income form to determine your eligibility to receive additional benefits and determine school funding levels through both state and federal programs. Completing the form will only take a few minutes and will benefit you and your school. This form will be provided at the beginning of school; please return it along with other materials to your school.

Questions on completion of the form should be directed to your school's FRAM Coordinator. The district Food Service Director can answer any questions regarding the CEP program.

LAUREL COUNTY PUBLIC SCHOOLS

CAFETERIA CHARGE AND COLLECTION POLICY

PURPOSE:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Food Service Program.

GOALS:

- To establish a consistent district policy regarding charges and collection.
- To encourage parents/guardians/adults/students to assume the responsibility of payments.
- To treat all students/customers with dignity in the serving line regarding meal accounts.
- To create positive situations with district staff, district business policies, students, and their parents.
- To establish policies that are age-appropriate.

POLICY COMMUNICATION:

Ensure this policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. It also must be provided to all school staff that may assist students in need. The policy will also be included in the student handbook and the Laurel County Public Schools website.

SCOPE OF RESPONSIBILITY:

- **FOOD SERVICE PROGRAM:** Responsible for maintaining charge records and notifying the student's parent/guardian/adult of outstanding balances.
- **SCHOOL DISTRICT:** Responsible for supporting the Food Service Program in collection activities.
- **SCHOOL PRINCIPALS:** Responsible for supporting the Food Service Program in collection activities.
- **PARENTS/GUARDIANS/ADULTS:** Immediate payment

ADMINISTRATION:

- Student charges are the responsibility of the parent/guardian.
- Households are encouraged to pay daily or prepay for extra items. Information about prepayment is included in charge notices, the student handbook and on the district website.
- Households have the option to pay online. Information about online payment is included in charge notices, the student handbook and on the district website.
- Households may limit the amount of funds that a student may use daily for purchases. Request must be in writing to the Food Service Director.
- Household may request that a student not be allowed to charge any amount. Request must be in writing to the Food Service Director.

ELEMENTARY & MIDDLE SCHOOL STUDENTS

- Charge notices (over -\$5.00) will be sent twice per month by the cafeteria manager. One will be mailed to the household and the other will be sent home with the student. The cafeteria manager will maintain records of notices sent.
- Charge notices (over -\$50.00) are sent once per month from the Central Office. Notices are mailed to the household. FS Clerk will maintain records of notices sent.
- Charges notices (over -\$200.00) may be sent to our board attorney for collection.
- All delinquent accounts on May 1 of the current year may be subject to collections for payment.
- Ala carte or extra items may not be charged.
- Food Service professionals are not to notify students of their meal charges in front of other students.

HIGH SCHOOL STUDENTS

- Charge notices (over -\$5.00) will be sent twice per month by the cafeteria manager. One will be mailed to the household and the other will be sent home with the student. The cafeteria manager will maintain records of notices sent.
- Charge notices (over -\$50.00) are sent once per month from the Central Office. Notices are mailed to the household. The Food Service Clerk will maintain records of notices sent.
- Charges notices (over -\$200.00) may be sent to our board attorney for collection.
- All delinquent accounts on May 1 of the current year may be subject to collections for payment.
- Ala carte or extra items may not be charged.
- Food Service professionals are not to notify students of their meal charges in front of other students.
- All senior charges must be paid before the graduation activities. Principals/staff will help with collection.

ADULT MEALS

- Adult/staff meals are to be either prepaid or paid for daily. Adults are not permitted to charge meals in the cafeteria.
- Program adults are those individuals who are employed in food service and are paid entirely from food service funds; these adults receive a meal at no cost. (Includes café managers/cooks/bakers/substitute cooks only). All other employees and visitors must pay for meals.

PAYMENT/CHARGE TRANSACTION RECORDS

- Each school cafeteria utilizes a computerized point of sale/register system that maintains a record of all deposits and purchases, this record will be made available to parents/guardians upon request.

INSUFFICIENT FUNDS

- Checks returned for insufficient funds will not be accepted for future payments, cash or money order will be your payment options.

PAYMENT PLANS

- Payment plans may be established with households to make the process of paying meal charges more manageable for families.
- When local officials determine further collection efforts are useless or too costly, the debt must be classified as bad debt.
- Nonprofit School Food Service resources may not be used to cover costs related to bad debt arising from uncollectable accounts. These funds must come from the school district's general fund or non-federal source.

REFUNDS

- Withdrawn Students – Upon request, a refund will be provided of unused funds.
- Graduating Students – In May, all seniors are notified of their balance; this amount may be refunded or transferred to another account upon request.
- Unclaimed Funds – Unclaimed funds will become the property of the Laurel County Public Schools School & Community Nutrition Program.

OTHER INFORMATION FOR PARENTS

The Laurel County Public Schools use a computer system for student meal purchases. All students are assigned a personal number when enrolled. All students have their own account, and money may be deposited into it on a daily, weekly, monthly, or yearly basis.

Parents may get information about student meal accounts by using the Parent Portal, or by contacting the cafeteria manager of your child's school or by calling Christie VanNorstran at 606.862.4600 or

christie.vannorstran@laurel.kyschools.us.

USDA Nondiscrimination Statement

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

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

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

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Access to Electronic Media and Industrial Technologies

(Staff/Student Acceptable/Responsible Use Policy)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

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

- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and others to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving District technological resources. Or if applicable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. In order to opt-out, modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties-). Each employee is responsible for the security of his/her own authentication credentials.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

In accordance with KRS 160.145, the Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include

instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

Networking, communication systems, and other options offering the ability to communicate directly with students may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities in accordance with Policy 08.2324.

Students may only be invited or granted access to Board approved traceable electronic communications systems, including social media platforms and other digital communication sites, if the District has verified that the system meets acceptable data privacy standards and includes appropriate protections for student information. Furthermore, the students must meet the platform's minimum age requirements before being granted access or invited to access.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends.

EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS FOR TECHNOLOGY USE

All employees and volunteers are subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or any other applicable statutory, regulatory or policy provisions governing employee conduct. This includes, but is not limited to, unauthorized electronic communications.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and the confidentiality of student information. Any conduct in violation of this Code – particularly involving technology or online resources - must be reported to the Education Professional Standards Board (EPSB) as required by law and may result in disciplinary action up to and including termination.

REPORTING PROCEDURES – POLICY 08.2324

A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the appropriate authority:

1. If the subject of the report is a staff member, notify the Principal.
2. If the subject is the Principal, notify the Superintendent.

3. If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

DIGITAL CITIZENSHIP AND RESPONSIBLE USE

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

DISREGARD OF RULES

Individuals who opt-out of required responsible use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for

accessing social media (unless authorized by a teacher for instructional purposes) and sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade-level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies;
2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
3. Maintaining and securing a usage log; and
4. Monitoring online activities of both minors and adults using District-owned or managed systems, regardless of the time, place, and means of utilization.

RESPONSIBILITY FOR DAMAGES

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

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Emerging Technologies

The District shall establish and maintain procedures that address the safe, secure and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI-enhanced or generative AI features. These procedures shall be reviewed and updated regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices. Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible use of these emerging technologies, including appropriate and inappropriate uses of AI (e.g., for inspiration vs. cheating, plagiarism).

INDUSTRIAL TECHNOLOGIES

The purpose of the District's industrial technology program is to assist in preparing students in 21st century technology and learning skills. Student use of the system will be governed by the AUP, District Policies, Student Code of Conduct, and Classroom Rules.

Creation of the following products are prohibited when using District Industrial technologies:

1. Weapons, parts of weapons, lethal objects, or any device that resembles any of the above.
2. Objects containing profanity or obscenity.
3. Objects that are or could be construed as drug paraphernalia or parts of drug paraphernalia.
4. Objects that could be construed as body parts.

ARTIFICIAL INTELLIGENCE RESOURCES

The use of Artificial Intelligence (AI) Resources by students is restricted under the following conditions:

1. Students are prohibited from using AI tools and platforms during school hours unless directly authorized and supervised by a teacher for a specific educational purpose.
2. AI generated content (e.g. essays, reports, artwork) may never be submitted as original student work unless it is part of an approved classroom project or assignment.
3. Unauthorized use of AI resources to complete assignments, cheat, or otherwise compromise academic integrity is strictly forbidden.
4. Students are prohibited from using any AI system that require input of personal information.

Use of Applications and Platforms with Integrated AI

1. Students are strictly prohibited from using unapproved AI-driven applications or platforms. If in doubt, students must consult with their classroom instructor prior to using any AI-enabled resource.
2. If an approved platform incorporated AI (e.g. educational tools, writing assistants), students may only use the AI functionalities under teacher supervision and for explicit educational purposes.
3. The use of AI features within these platforms must not undermine academic integrity, such as by generating classwork determined to be unoriginal or automating any tasks meant to develop student skills.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

REFERENCES:

KRS 156.675; KRS 160.145; KRS 365.732; KRS 365.734
701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R.
54.520
Kentucky Education Technology System (KETS)
47 C.F.R. 54.516
15-ORD-190

RELATED POLICIES:

03.13214/03.23214
03.1325/03.2325
03.17/03.27
08.1353; 08.2322; 08.2324
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261
10.5

INTERROGATIONS AND SEARCHES OF STUDENTS AND STUDENTS' PROPERTY

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

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

MEDICATION PROCEDURES

All medication (prescribed and non-prescribed, including over-the-counter medications) shall be registered in the school immediately upon arrival each day and must be accompanied by written orders from a licensed healthcare provider.

If your child is on medication prescribed by a Doctor, Physician's Assistant, Dentist, or Advanced Registered Nurse Practitioner the following procedures must apply: Prescription medication must be provided in pharmacy-labeled bottles, which includes the student's name, date, medication dosage, strength and directions for dispensing the medication in compliance with KRS 218A.210. In addition, written orders are signed by the prescribing healthcare provider and the signature of the guardian. The medication shall be stored in a safe, secure place designated by the principal. In addition, authorized school personnel shall have access, document administration and dispense medications to students. (KRS 158.834 and 158.836) Any medications not prescribed to the individual in possession may be considered an illegal substance.

Emergency medication (anaphylaxis, asthma, diabetes, seizures, etc.) Must be administered as per written protocol approved and signed by a physician, parent, and school nurse for the current school year. (KRS 158.383 and 158.834)

Documentation of Administration. All medication given must be documented on the school's medication log. The principal or designee will monitor the log periodically to identify students who are frequently or inappropriately using medication. The Principal is responsible for the log.

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

Signature Sheet

Student Acceptable Use Policy Agreement

Note: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITY OF MINORS

Print Student Name: _____

School: _____ Grade: _____

I hereby accept the service agreement as applied to the use of Laurel County School District's networked computer services as described starting on page 62.

Student Signature: _____

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

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Public Release of Student Information

This is the official notice that the previously listed directory information (page 53) concerning your child may be released as appropriate to the public. You may request that no other information be released concerning your child.

- ☐ I agree my child may have his or her photograph published
- ☐ I agree my child may have his or her name published
- ☐ I agree video of my child may be published

Signature: _____

Verification of Receipt of Student Code of Acceptable Conduct and Discipline

I have received and read a copy of the 2025-2026 Student Code of Acceptable Conduct and Discipline distributed by the Laurel County Public Schools.

I have read and completed the following forms:

- Student Acceptable Use Policy (p.62)
- Public Release of Information
- Verification of Receipt of Student Code of Conduct and Discipline

Signature: _____

Date: _____

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

Failure to submit written acknowledgment by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.