



ELLIOTT COUNTY SCHOOLS

**CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE,
STUDENT GUIDE, AND ATTENDANCE POLICIES**

2026 - 2027

PARENT/GUARDIAN/CUSTODIAN VERIFICATION FORM

**ELLIOTT COUNTY SCHOOLS
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE,
STUDENT GUIDE, AND
ATTENDANCE POLICIES**

VERIFYING RECEIPT

*****This form to be returned to the student's teacher or school office****

I have received and read the Code of Acceptable Behavior and Discipline, Student Guide, and Attendance Policies of the Elliott County School System. This also serves as Transportation Services Policy Acknowledgement Form. I acknowledge the receipt, comprehension, and agreement of adherence to the transportation services.

Student's Printed Name

Student's Signature (required for grades 6-12)

Date

Parent/Guardian/Custodian Printed Name

Parent/Guardian/Custodian Signature

Date

ELLIOTT COUNTY BOARD OF EDUCATION

Dolly Fannin, SUPERINTENDENT
SANDY HOOK, KY 41171

PHONE 606-738-8002
FAX 606-738-8050
dolly.fannin@elliott.kyschools.us

Brent Sturgill, Chair
Elisha Roseberry, Vice-Chair
Keith Mason, Board Member

Bridget Elliott, Board Member
Johnda Weaver, Board Member

M E M O R A N D U M

TO: Parents/Guardians

FROM: Dolly Fannin, Superintendent

SUBJECT: Code of Conduct – Student Guide

DATE: July 28, 2026

This Code of Acceptable Behavior and Discipline—Student Guide was officially reviewed and updated by the Elliott County Board of Education at a regular meeting of the Board held July 16, 2026. Please read and become familiar with this document.

If you have questions or need further clarification concerning this Code of Acceptable Behavior and Discipline—Student Guide, please contact your child's principal or this office.

TABLE OF CONTENTS

Development and Review/Orientation-----	4
Enrollment/Statement of Non-Discrimination/Statement of Philosophy-----	5
Opportunity/Responsibility and Rights-----	6
Supervision of Students/Access to School Property/Discipline Event/Resolution-----	8
Bullying-----	10
Saturday School-----	12
Suspension/Expulsion-----	14
Expelled/Convicted Students/ISS/Student Searches-----	15
Dress/Appearance/Clear Backpacks/Special Education/Weapons-----	16
Interviewing Students/Conduct on a Bus-----	17
Assaults and Threats of Violence-----	19
Assaults and Threats of Violence Penalties-----	20
Expulsion -----	22
Repeated Infractions/ Use of Prohibited Substances/Attendance Policy -----	24
Extra-Curricular/Truancy-----	26
Driver's License Revocation/ Telecommunication and Recording Devices -----	27
Telecommunication and Recording Devices-----	25
Access to Electronic Media-----	29
Tobacco/Alternative Nicotine/Vapor Products-----	33
School Food Service-----	34
Integrated Pest Management/Notification/Protection of Pupil Rights Amendment-----	35
Parent Notification for Testing-----	36
Reporting of Code Violations/Teacher Qualifications/Medication-----	37
Harassment/Discrimination/Early Graduation-----	39
Notice of Moment of Silence or Reflection-----	40
Traceable Communication-----	41
Asbestos Management-----	42
Contact Information-----	43
Sexual Extortion-----	44
Religious Beliefs Excusal-----	46

CODE OF ACCEPTABLE BEHAVIOR & DISCIPLINE—STUDENT GUIDE

ELLIOTT COUNTY SCHOOLS

As Adopted
July 12, 1993

Revised: August 9, 1996; September 12, 1997; August 13, 1999; August 12, 2000; July 13, 2001; August 9, 2002; July 11, 2003; July 16, 2004; July 8, 2005; July 14, 2006; July 13, 2007; July 11, 2008; July 10, 2009; July 16, 2010; July 15, 2011; July 20, 2012; July 15, 2013; July 14, 2014; July 20, 2015; July 21, 2016; July 18, 2017; July 18, 2018; July 16, 2019; July 27, 2020; July 15, 2021; July 21, 2022; July 20, 2023; July 18, 2024; July 17, 2025; July 16, 2026

DEVELOPMENT AND REVIEW

The Code of Conduct—Student Guide for the Elliott County Schools was developed and revised by a committee after a careful review of applicable federal and state laws, Kentucky Administrative Regulations, and Conduct Codes—Student Guides currently being used throughout the country. It will be reviewed annually after the close of each school year and any necessary or desirable changes will be implemented prior to the opening of the next school year.

ORIENTATION

Each Principal shall give a yearly orientation/copy to this Code for parent/guardians, teachers, and students, during which time, provisions for effectively communicating with disabled and non-English speaking students shall be established and used at the beginning of the school year or upon initial entrance into the school system. Issues, concerns, or questions relating to the Statement on Rights and Responsibilities and Student Code of Conduct may be directed to the school Principal. The Statement on Rights and Responsibilities and Student Code of Conduct is established as a systematic guide to be referenced and applied in managing the students' conduct in all settings. The application of the Code to matters of student behavior is not limited to school buildings and grounds or to times when the student is in route to or from school but extended to any activity that is school related or school sponsored, either on or off the school campus. The Code also applies to behavior occurring off school grounds that threatens the safety and well-being of students or staff and directly threatens the school's ability to ensure a safe learning environment for all students. Consultation with the Superintendent is required prior to imposing any disciplinary

action for such behavior occurring off school grounds. The Student Code of Conduct is not an all-encompassing document; it may not address specific issues resulting from unusual circumstances.

The prudent judgment and discretion of administrators shall prevail in such instances. School-based decision-making councils are required to adopt policies to be implemented by the Principal, Teachers and Staff. Students and parent/guardians are advised that each school will have specific policies dealing with selection and implementation of discipline and classroom management techniques; including a Positive Behavior Interventions and Supports (PBIS) system, as well as responsibilities of the student, parent/guardian, teacher, counselor and Principal.

ENROLLMENT REQUIREMENTS

Students enrolling in the Elliott County Schools must provide the following items to the school:

1. A certificate of immunization as required by KRS 158.035, OA6 76-256 shall be presented within 14 (fourteen) days.
2. A sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:
 - a. If a student has been expelled from school: or
 - b. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs. Assault includes sexual assault. (Policy 09.12)
3. Proof of age, which may be a birth certificate or an affidavit of the inability to produce a copy of the birth certificate. (Policy 09.121 AP.1)
4. Social Security Card
5. Proof of address/residency (911 address)
6. Custodial or guardianship documents (if not the biological parent/guardian)

STATEMENT OF NON-DISCRIMINATION

As required by federal law, the District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, disability, or age in its programs and activities and provides equal access to its facilities.

Notice of the name, work address, and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

STATEMENT OF PHILOSOPHY

It is the intention of the Elliott County Board of Education to provide a safe environment where learning can take place without unnecessary confusion, disruption or misunderstanding; a place where children can enjoy positive interactions with their peers as they develop knowledge, skills and experiences, providing a successful transition into adulthood. In order to bring about these goals, students, teachers and parents/guardians/custodians must have a clear understanding of the rules of conduct necessary in our educational society. It is expected

that this Code of Acceptable Behavior & Discipline—Student Guide will provide all interested parties with the guidelines established for that purpose. When these guidelines are uniformly followed and enforced with attention to possible extenuating circumstances, the quality of the educational program and product cannot but help be improved. Consistent enforcement of the Code of Conduct—Student Guide and school rules should be utilized at all times.

STUDENTS SHOULD EXPECT THE OPPORTUNITY FOR:

- A. A system of public education that meets the needs of the individual student.
- B. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- C. Physical safety and protection of their personal property.
- D. Consultation with teachers, counselors, administrators, and other school personnel.
- E. Free election of their peers in student organizations in which the students have the right to seek and hold office.
- F. Involvement in school activities without being subject to discrimination.
- G. Respect from other students and school personnel.
- H. Presentation of complaints of grievances to school authorities and receipt of replies from school officials regarding such matters.
- I. Academic grades based on academic performance.
- J. Examination of personal school records by their parents/guardians or authorized representatives. This right transfers to the student at age 18. In addition, students/guardians/custodians may seek correction of student record information deemed inaccurate.
- K. Students, parents and/or guardians to file grievances as provided in general board policies

PARENTS/GUARDIANS HAVE THE RESPONSIBILITY:

- A. To instill in their children the values of an education.
- B. To instill in their children a sense of responsibility.
- C. To help children understand that disruptions in the school are detrimental to the educational program of all students.
- D. To become familiar with the educational program and procedures.
- E. To inform children about the disciplinary procedures of the school and emphasize the importance of following rules.
- F. To see that children attend school regularly and promptly.
- G. To determine the facts of any situation before passing judgment.
- H. To recognize that school personnel's first priority must be to concern themselves with students and education during school hours.
- I. To support the good efforts of the school personnel.
- J. To demonstrate respect for the teachers, administrators, and school personnel at school and all school related activities.

TEACHERS HAVE THE RESPONSIBILITY TO:

- A. Present subject matter and experiences to students and to inform students and parents/guardians/custodians of achievement and/or problems.

- B. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- C. Assist in the administration of such discipline as necessary to maintain order throughout the school without discrimination.
- D. Evaluate students' assignments and return them within a reasonable time frame.
- E. Exhibit and reward exemplary behavior or work of students
- F. Exhibit neatness and cleanliness of personal dress and hygiene.
- G. Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students.
- H. Recommend for retention in a class any student who fails to meet the basic standards.
- I. Maintain necessary records of student's progress and attendance as accurately as possible.
- J. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- K. Care for the equipment and physical facilities of the school.

TEACHERS HAVE THE RIGHT TO:

- A. The support of co-workers, administrators and parents.
- B. Work in an educational environment with a minimum of disruptions.
- C. Expect all assignments, including homework, to be completed.
- D. Remove any student from class, whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the office or other designated area.
- E. Safety from physical harm and freedom from verbal abuse.
- F. Provide input to aid in the formulation of policies that relate to their relationship with students and school personnel.
- G. Take action necessary to protect their own person and property or that of persons in their care.
- H. Be involved with parents/guardians/custodians on student behavior counseling, as well as with the principal and/or counselor.

PRINCIPALS/ADMINISTRATORS HAVE THE RIGHT TO:

- A. The support of students, parents/guardians/custodians, and teachers in carrying out the educational programs and policies established by the school system.
- B. Provide input for the establishment of procedures and regulations that relate to the school.
- C. Safety from physical harm and verbal abuse.
- D. Take necessary action in emergencies to protect their own person or property or the persons or property of those in their care.
- E. Impose discipline action for any student whose conduct is in violation of this code of acceptable behavior and discipline.
- F. Administer the school environment to provide the proper learning atmosphere.
- H. Utilize In-School Suspension Program (ISS) for discipline cases as an alternative to suspension.
- I. Utilize Saturday School for discipline cases as an alternative to suspension.

PRINCIPALS/ADMINISTRATORS HAVE THE RESPONSIBILITY TO:

- A. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- B. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her own best judgment.
- C. Exhibit exemplary behavior in action, dress, and speech.
- D. Implement and evaluate all aspects of the educational program to improve learning and comply with policies, regulations, procedures, and laws of the district, state and federal government.
- E. Direct a program of dissemination of information explaining the Code of Conduct to the school community.

SUPERVISION OF STUDENTS

Students will be under the supervision of a qualified adult. Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities including non-faculty coach or non-faculty assistant may accompany students on athletic trips as provided in statute. Students shall not be excused to leave the school grounds for lunch. Reference Policy 03.1161 and 09.22.

ACCESS TO SCHOOL PROPERTY DURING THE SCHOOL DAY

Unless they are authorized visitors, only those students who are enrolled in the District and on property for an official school purpose, such as receiving instruction or participating in a school sponsored extra-curricular activity, shall be permitted on the property during the school day. If a student who is officially absent, on home/hospital instruction, or virtual instruction wishes to come onto property during the school day, the student shall first go to the Principal/designee, seek permission to be on the property, and check in. Permission may be granted for the student to be on school property if the purpose relates to educational needs of the student that cannot be accomplished outside of school hours, and the student remains on the property only for the time needed to accomplish that purpose. This requirement is necessary to address supervision and safety concerns of students (09.221).

Discipline Event and Resolution Levels			
Due process shall be given at each level.			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Description: Behaviors that impede orderly classroom procedures, or interferes with the orderly operation of the school.	Description: More frequent or severe behaviors which impede orderly classroom procedures or interferes with the orderly operation of the school.	Description: Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others.	Description: Behaviors which result in violence to another's person or property, or which pose a direct threat to the health or safety of others.
Procedures:	Procedures:	Procedures:	Procedures:

Teacher/staff intervention and redirection. Event and resolution are maintained by teacher either formally or informally.	Administrator investigates behavior event and interview necessary participants. Parent conference may be held. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.	Administrator investigates behavior event, interviewing all necessary participants. Parents are contacted. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.	Administrator investigates behavior event, interviewing all necessary participants. Parents are notified. Administrators may call Law Enforcement and assist in prosecution. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.
(LEVEL 1) BEHAVIOR EVENT EXAMPLES	(LEVEL 2) BEHAVIOR EVENT EXAMPLES (and continued Level 1 behaviors)	(LEVEL 3) BEHAVIOR EVENT EXAMPLES (and continued Level 1 and Level 2 behaviors)	(LEVEL 4) BEHAVIOR EVENT EXAMPLES (and continued Level 1, 2, and 3 behaviors)
Tardy to class Dress code violation Failure to complete assignments Disruptive behavior Failure to follow staff instructions Electronics/Cell phone infraction Inappropriate displays of affection Verbal harassment	Bus disturbance Bullying Cyber bullying Harassment Hazing Menacing Harassing communication Stalking	*Fighting (1 st offense) Vandalism (< \$100) Stealing, Theft (< \$100) Profanity or Vulgarity Inappropriate sexual behavior Cheating Failure to serve assigned ISS	*Fighting (2 nd offense and over) **Assault-Felony **Assault-Misdemeanor **Terroristic Threatening (Bomb Threat, Arson, False Alarms) **Vandalism (> \$100) **Stealing, Theft (> \$100)
	Cheating Disruptive behavior Failure to follow staff instructions Electronics/Cell phone infractions Gambling Inappropriate behavior Leaving campus Signing parent/staff note or excuse Skipping school Truancy (4 th school tardy or 4 th unexcused absence) Tobacco—possession or use	Violation of Computer Access (AUP) Self- Harm Threats or Threats to others	**Arson **Weapons possession/use/transfer Look alike weapons used to intimidate **Fraud or falsely reporting an incident **Drug distribution (Includes alcohol, controlled substances, inhalants, prescriptions.) **Drug Possession/Use (Includes alcohol, controlled substances, inhalants, nonprescription, look-alike drugs) **Distribution, possession, and/or use of intoxicating substances, including but not limited to, synthetic marijuana, bath salts, or any simulated controlled substance
BEHAVIOR RESOLUTION OPTIONS	BEHAVIOR RESOLUTION OPTIONS (by an administrator)	BEHAVIOR RESOLUTION OPTIONS (by an administrator)	BEHAVIOR RESOLUTION OPTIONS (by an administrator)
Verbal redirection Privileges withheld Special seating Behavior charting Conference with student	Bus privilege revoked Warning Conference Parent contact Counseling	Bus privilege revoked Warning Conference Parent contact Counseling	Bus privilege revoked Conference Parent contact Counseling Schedule change

Team conference with student Parent contract/conference In School Suspension (ISS)	Schedule change Referral to outside agency Peer counseling Detention hall Driving privileges revoked Extended ISS Restricted activity Behavior contract Before school or after school detention	Schedule change Referral to outside agency Peer counseling Detention hall Driving privileges revoked Extended ISS Restricted activity Behavior contract Restitution Out of school suspension Alternative placement Referral to Law Enforcement Expulsion Mental health referral/assessment Court designated worker referral	Referral to outside agency Peer counseling Detention hall Driving privileges revoked Extended ISS Restricted activity Behavior contract Restitution Out of school suspension Alternative placement Referral to Law Enforcement Expulsion Court designated worker referral
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*A physical struggle, contact, or quarrel where no participant is identified as a victim.

**These behavior events require reports to Law Enforcement.

BULLYING

Bullying includes behavior commonly understood as bullying, as well as cyber bullying, hazing, menacing, harassing communications, stalking, and other abusive behavior toward students or staff members. All types of bullying behaviors are strictly prohibited because every student and staff member deserves a safe environment in which to work and learn. This school district is committed to dealing with bullying behaviors in our schools to create a safe environment.

Bullying:

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.

Bullying encompasses a continuum of behavior. Examples of behaviors that fall into this category include, but are not limited to: inappropriate and unwanted physical contact (including hitting, kicking, shoving, and pushing); intimidating and threatening comments (oral, written, or electronic); name calling or put-downs (selecting or using a nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something the student does not want to do; setting someone up to be bullied or encouraging a student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone's belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person.

Cyber bullying:

Cyber bullying involves the use of information and communication technologies such as e-mail, text messages, instant messaging, personal Websites, blogs, online games, and online personal polling Web sites to support deliberate, repeated, and hostile behavior by any individual or group, that is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information which can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying. This can include the use of any device that records audio, video, or still images of another person for no legitimate purpose, or the use of audio, video, or still images of another person for purposes prohibited by the Code of Acceptable Behavior and Discipline.

Hazing:

Hazing involves behavior used as a way of initiating new members into a group. It usually consists of some ritualistic test involving the new member being required to perform a task or a series of tasks which are intended to be demeaning, degrading, harmful, or embarrassing to the new member or which require the new member to engage in conduct toward others which is demeaning, degrading, harmful, or embarrassing. Hazing can include the forced or coerced consumption of drugs or alcohol or the forced or coerced performance of lewd or suggestive acts.

Menacing:

Menacing involves actions, sometimes accompanied by words, used to intentionally place another person in reasonable apprehension of imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe they are about to be slapped or punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck, or raise their hands in anticipation of being struck.

Harassment:

Harassment involves the intent to intimidate, harass, annoy, or alarm another person. One or more of the following behaviors accompanies this intent:

1. striking, shoving, kicking, or other physical contact with another person;
2. the attempt to strike, shove, kick, or engage in other physical contact toward another person;
3. using an offensively coarse utterance, gesture, or display toward another person;
4. addressing abusive language toward another person;
5. following a person in or about a public place or places;
6. engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person which serves no legitimate purpose; or
7. damaging or committing theft of the property of another student; substantially disrupting the operation of the school; or creating a hostile school environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

Harassing Communications:

Harassing Communication involves the intent to intimidate, harass, annoy, or alarm another person. One or more of the following behaviors accompanies this intent:

1. communicating with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
2. making a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
3. communicating with or about another student, anonymously or otherwise, by telephone, the Internet, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

Stalking:

Stalking involves intentional conduct which is directed at a specific person or persons; which seriously alarms, annoys, intimidates, or harasses the person or persons; which serves no legitimate purpose, and which would cause a reasonable person to suffer substantial mental distress. Stalking does not involve merely following another person or regularly observing another person's actions, but includes behavior which conveys a threat of harm to the other person or which can be reasonably anticipated to cause the other person to fear harm.

Conduct fitting the above definitions and other similar definitions which injures, degrades or disgraces the victim, disrupts the educational process and/or interferes with other students' opportunities to obtain an education, will be subject to disciplinary action. Students should generally maintain a "hands-off" policy with regard to other persons' bodies and possessions, and no student should engage in behavior toward someone else which they would not want directed toward themselves. For the remainder of this section, all of these behaviors will be generally referenced as "bullying."

Students who witness these behaviors or who are subject to these behaviors are encouraged to report the behavior to a teacher or other staff member. Efforts will be made, if possible, to protect the confidentiality of anyone making a report. Retaliation against a student who has made a report of bullying will be treated as a violation of this section as well.

"Harassment" and "Harassing Communications" under the category of "Bullying" are separate from the definition of "Harassment/Discrimination" which involves behavior based on race, color, national origin, age, religion, sex, or disability. However, a report of a violation of this section will be evaluated by school personnel to determine whether it should be treated as a report of harassment/discrimination, which would require an investigation under the "Harassment/Discrimination" section of this code of Acceptable Behavior and Discipline.

SATURDAY SCHOOL

Saturday School provides a constructive and meaningful alternative to suspension. It is important in modifying student behavior that the student remains in school as much as possible. By requiring students to correct misbehavior on their own time rather than taking time away from school, Saturday School will serve as a deterrent. Saturday School offers students a provisional educational program that allows them to make up work missed due to excessive absences.

Parents/guardians/custodians will be notified when a child has been assigned Saturday School. Saturday School will meet in the designated school with assigned teacher(s). No lunch facilities are available. Students are responsible for bringing lunches. They will not be permitted to leave the campus.

Saturday School is from 9:00 am to 1:00 pm. The principal will have the option of assigning more than one day depending on the severity of the offense. Pupils who are tardy to Saturday School will be assigned additional time in Saturday School. There will be a morning and afternoon break permitted by the teacher in charge. Pupils are not permitted to talk without permission from the teacher. No drinks or snacks are permitted in the room at any time.

All makeup work that is completed while in Saturday School will be counted toward a grade. Students will be responsible for bringing assignments to be completed due to school/class absence or tardiness. Failure to do assigned work or cooperate with the teachers may result in additional time in Saturday School. Additional skills will be part of the Saturday School curriculum such as basic skills in reading and math, study skills and behavior management skills. Parents/guardians/custodians are strongly encouraged to attend the last hour of each Saturday their child is in attendance, as family involvement/social skills will be addressed. Student refusal to attend Saturday School will be viewed as insubordination and will result in further disciplinary action.

Transportation to Saturday School is the responsibility of the student and his/her parent/guardian. Students will not be permitted to use the telephone except in an emergency. Families should have transportation plans in place.

Valid reasons for absence from Saturday School include: 1) family death or emergency, and 2) medical emergency or illness verified by a health care professional.

All school rules apply while in Saturday School.

Saturday School does not do away with suspension as a viable alternative for discipline. Gross violations may still necessitate suspension. Pupils who are issued several Saturday School days without correction of the problem may be considered beyond control and eligible for suspension or expulsion from school.

The following characteristics/criteria will be used in determining whether a student is a candidate for Saturday School:

- Students at risk of academic failure as measured by formal and informal data.
- Students who engage in continued acts of disruptive behavior or drug-related problems as measured by school records or court reports.
- Placement by the court system.
- Students who have chronic truancy problems as measured by attendance reports and other data provided by the district's Director of Pupil Personnel.

It is of utmost importance that the goal of this program be in the forefront at all times – increasing student achievement and self-esteem and decreasing the factors that lead to dropping out of school.

SUSPENSION

All students have specific rights related to due process when they encounter a suspension or expulsion procedure. A pupil shall not be suspended until after at least the following due process procedures have been provided:

1. The pupil has been given oral or written notice of the charge or charges against him/her that constitutes cause for suspension.
2. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them.
3. The pupil has been given the opportunity to present his/her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension unless immediate suspension is essential to protect persons or property to avoid disruption of the on-going academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practical, but no later than three (3) school days after the suspension.

If it is determined that a student is to be suspended, he/she will NOT be allowed to participate or attend any extracurricular activity, club meeting, sports event, graduation, graduation practice, band function, etc. from that time until such suspension is terminated and the student returns to the regular school on the next scheduled school day during the current school year.

In the event the suspension is for an offense that does not demand immediate removal from school and the student is scheduled to participate in academic testing or tests beyond the school curriculum, such students will be allowed to participate in such testing of that school day.

EXPULSION

The Elliott County Board of Education has the right to expel any student whose misconduct falls into the appropriate category as shown in this code. Before expulsion, the parent/guardian/custodian and child have a right to a hearing before the Board of Education. The decision of the Board shall be final. As a result of the violation, the principal may recommend expulsion of the student to the superintendent who, in turn may schedule a hearing. Prior to the scheduling of the hearing the pupil will be given a written notice of the charge(s) which constitute cause for expulsion, be advised of the right and opportunity to present witnesses on his/her behalf; and be advised of the opportunity for a hearing before the Board. The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drugs or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others (09.435).

EXPELLED/CONVICTED STUDENTS

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

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

Assault shall mean any physical assault, including sexual assault.

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

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

IN SCHOOL SUSPENSION (ISS)

ISS provides a beneficial and meaningful alternative to suspension. It is important in modifying student behavior that the student remains in school as much as possible. ISS is a temporary isolation of a student from one or more classes while under supervision. It may be imposed by the principal or designee for violation of school rules or policies where the infraction does not necessarily warrant another form of discipline. Students under the Individuals with Disabilities Education Act (IDEA) P.L. 105-17 must be placed in ISS consistent with forgoing statutory provisions and any and all applicable statutes. Depending on the infraction student may be assigned to complete restorative justice/intervention module before returning to the regular class. ISS will be housed in the multipurpose room.

STUDENT SEARCHES

School officials have the right to search students or their property, if a reasonable suspicion exists that the search may reveal evidence the student has violated a school rule, Board policy, or the law. The purpose of searching students, their belongings, lockers, desks, or automobiles is to protect the safety and property of others. Additionally, a search may be made to maintain the ongoing educational process of the school. In no instance shall the school official strip-search any student.

Canine units may be utilized for the purpose of providing a more safe and secure learning environment. Parents/guardians will be notified if the canine unit reacts to their child's property.

DRESS AND APPEARANCE

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions that significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils is prohibited. Please refer to individual school's SBDM dress and appearance policies for information specific to that school.

CLEAR BACKPACKS

All Elliott County students will carry a clear backpack (not mesh). Students are allowed to carry a standard 9 inch by 11-inch purse, lunchbox, and/or pencil case in their backpack that is not required to be clear. Athletic/Sport Activity/Uniform bags are not required to be clear must be immediately deposited at the office on arrival for safe storage until the end of the school day or beginning of a scheduled event requiring the bags to be transferred to the appropriate location.

SPECIAL EDUCATION

In cases involving sanctions short of suspension, students with disabilities are generally subject to this code as any other student unless the program devised by the child's Admissions and Release Committee provides otherwise. Suspension and expulsion may be discipline options insofar as they are consistent with the Individuals with Disabilities Education Act (IDEA) 20 U.S.C. ~ 1400 et.seq. and corresponding state law and regulations.

In addition, children identified with disabilities may be subject to placement in interim alternative educational settings in the case of disciplinary infractions involving dangerous weapons or drugs insofar as consistent with the forgoing statutory provisions. (See particularly KRS 158.150 and 20 U.S.C. section 1415(K)G.)

WEAPONS

Weapons Prohibited—This policy applies to all persons on school property, per KRS 527.070. Knowingly carrying, bringing, using, or possession of any (dangerous or deadly) weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited.

Dangerous Weapons—A dangerous weapon is any device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. **Knives—including pocket, hunting, and multi-tools—are included in the list of weapons prohibited at school.** Violation of this policy by students shall require that the principal immediately make a report to the superintendent, who shall determine if charges for expulsion from the school district should be filed under Policy 09.435. Violations by visitors shall be reported to a law enforcement agency.

Federal Requirements—The penalty for students bringing a firearm or destructive device to school or onto the school campus/property under jurisdiction of the District shall be expulsion

for a minimum of twelve (12) months under policy 09.435. However, the board may modify such expulsions on a case-by-case basis. Any student who brings to school a firearm or weapon, as defined by federal law, may be referred to the criminal justice or juvenile delinquency system.

Exceptions—An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.

State Reporting Requirements—Employees of the District shall promptly make a report to a school administrator and the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. For state reporting purposes, a deadly weapon shall be defined as:

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

Enforcement—In the enforcement of this policy, principals may be authorized, if they have reasonable suspicion, to conduct searches in compliance with applicable board policies.

INTERVIEWING STUDENTS BY LEGAL AUTHORITIES

Police officers may be allowed in the school. Board policy 09.4361 provides specifics concerning officers in the schools.

Representatives of the Department of Human Resources may interview students as needed based on KRS 620.030.

CONDUCT ON A SCHOOL BUS

PUPILS' RESPONSIBILITIES

Pupils shall conform to transportation rules and regulations prescribed under state statutes¹, state and local regulations, and the District Transportation Services Policy.

INSTRUCTION IN BUS CONDUCT AND SAFETY

District Transportation Services Policy shall be provided to all transported students and their parents/guardians. Each student and at least one (1) of their parent/guardians shall acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy.

PUPILS TO WAIT AT ASSIGNED STOP

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

CROSSING ON DRIVER'S SIGNAL

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

CROSSING IN DRIVER'S VISION

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

SEATING

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

SEATED UNTIL COMPLETE STOP

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

BODY NOT TO PROTRUDE FROM WINDOW

Pupils shall not extend their arms, legs, or heads out the bus windows.

CHANGING SEATS

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

PUPIL NOISE

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

Principal Authority

Consistent with the District Code of Acceptable Behavior and Discipline, the Principal/designee has authority to discipline pupils who ride school buses.

Reporting of Violations

Bus drivers shall promptly report any violation of District policy or school rules to the Principal. Drivers may file a written or electronic complaint or report of student misconduct (06.34 AP.2) including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing related, at least in part, to misconduct that occurred during the operator's transportation of the student.

Discharge of Pupils from Bus

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event

a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian. Drivers shall only discharge students in compliance with the Policy 09.2261.

Withholding of Riding Privileges

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. Drivers may, upon filing a written report to the Superintendent/designee, refuse future transportation to students in violation of the Code of Acceptable Behavior and Discipline until an interim or final determination of disciplinary action has been made.

The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.

*A student suspended from his/her regular bus is suspended from all buses including buses used for extracurricular activities

Restitution of Damages

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

Students with Special Needs

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.²

ASSAULTS AND THREATS OF VIOLENCE

Any student who threatens, physically assaults, batters or abuses school personnel or another student on school property, at a bus stop, or at a school function shall be subject to appropriate disciplinary action, including suspension or expulsion.

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

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

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal,

the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

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

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

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

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

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

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

ASSAULT AND THREATS OF VIOLENCE-NOTICE OF PENALTIES

Any student who threatens, assaults, batters, or physically or verbally abuses school personnel or another student on school property, at a bus stop, or on a school function shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action. Threatening or violent behavior shall include, but not be limited to: verbal or written statements or gestures by students indicating intent to harm themselves, others, or property; or physical attack by students so as to intentionally inflict harm to themselves, others, or property. (09.425)

In compliance with the section of KRS 158 requiring written notice to all students, parents/guardians, please be advised that 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).

Provisions of 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 any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a place of worship, or 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 at a school in order for a violation of this section to occur;
 - b. Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:
 - i. Causing evacuation of a school building, school property, or school sanctioned activity;
 - ii. Causing cancellation of school classes or school sanctioned activity; or
 - iii. Creating 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
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 communicated, if known.
1. Terroristic threatening in the second degree is a Class D felony.
 2. Terroristic threatening in the second degree is a Class C felony when, in addition to the violations above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Expulsion

BOARD MAY EXPEL

The Board may expel or extend the expulsion of any student from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in an **appropriate alternative program or setting.**¹

The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;
2. To have brought a weapon **on school property** under its jurisdiction or a bus stop per Board Policy 05.48; or
3. **Is in grade six (6) to twelve (12) and is determined by the Board to have recklessly, with a deadly weapon or dangerous instrument, or intentionally caused or attempted to cause physical injury to a District employee on school property or at a school function under the Board's jurisdiction. In considering the actions of a student a Board shall use the definitions of "dangerous instrument," "deadly weapon," and "physical injury" in KRS 500.080 and "intentionally" and "recklessly" in KRS 501.020.**

School personnel does not include a student who is employed by the school or enrolled in any school-based apprenticeship program.

The Board may expel a student for longer than twelve (12) months.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of **school personnel or other students** on or off school property, **including bus stops and school functions** (and the incident is likely to substantially disrupt the educational process); the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students. **Educational services provided shall not include transportation from the student's residence to, or returning from, an appropriate alternative program setting.**

An expelled student shall not participate in any school-sponsored extracurricular or interscholastic activity while the student is expelled.

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

HEARING AND RECORDS REQUIRED

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board.¹ The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.³ If applicable, a bus driver shall have the opportunity to be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian.

Within thirty (30) days prior to the end of a student's expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010.

BOARD DECISION FINAL

The Board may establish an appeals committee and delegate authority to hear appeals to the committee. Otherwise, the Board's decision shall be final.¹

Within five (5) days of a student being expelled the District shall enter the expulsion in the student's record within the student information system.

RETURN TO SCHOOL

An expelled student shall be allowed to return to school in accordance with KRS 158.150.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)^{1&3}

TRANSFER OF RECORDS

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

REPEATED INFRACTIONS

In dealing with repeated infractions, a series of varied consequences should be used rather than the same response over and over. If possible, the teacher or administrator should record the nature of the repeated infraction, the disciplinary action applied, and the apparent effectiveness of each method used. This information can be beneficial in several ways. For example, it can be referred to in determining what strategies to use for other infractions and it will supply documentation of the number of alternative strategies that have been used with each student. It may be necessary to increase the disciplinary action for repeated infractions when alternatives are exhausted and the repeated misconduct continues.

USE OF ALCOHOL, DRUGS, AND OTHER PROHIBITED SUBSTANCE

All student participants and their parents/guardians (if the student is under the age of eighteen (18) must sign the Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing form before the student shall be permitted to try out for any extracurricular activity or to be authorized to drive or park on school property. Board Policy 09.423 outlines sanctions and violation consequences.

ATTENDANCE POLICY

It is the policy of the Elliott County Board of Education to enforce all laws pertaining to the compulsory attendance of all students enrolled in the District. We expect every student to be in attendance each day that school is in session, in class on time, and participating in a full day of instruction. We believe that attendance is the student's and parent/guardian's responsibility, with support provided by the school.

Individual schools shall encourage good attendance and follow-up on student absences. (See your school's "Student Information Packet" for more details.) If a determination of excused absences cannot be made, it will be reported to the Director of Pupil Personnel who will ascertain the reason for the absences and assist in eliminating any problems encountered. If efforts to correct the attendance are not successful it will be necessary to proceed against the child/parent/guardian in an appropriate court of law as prescribed by officers of the court and state law.

Any student who is absent from school for the day must submit a **WRITTEN** excuse to the principal/designee the first day the student is in attendance. Any student who is absent from school any portion (sign-in/sign-out) should submit a written excuse to the principal/designee the first day the student is in attendance. Parent notes must be submitted within five (5) days of the student's absence. **The maximum number of written excuses (parent notes) is FIVE (5) for whole or half days and FIVE (5) for tardies.**

Parent Or Custodian To Send Child To School (KRS 159.010) / Age Limits For Compulsory Attendance

Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or charge of any child between the ages of six (6) and eighteen (18) 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 school that the board of education of the district makes provision for the child to attend). A child's age is between six (6) and eighteen (18) when the child has reached his sixth birthday and has not passed his eighteenth birthday.

SB 35 (April 2006) clarifies that a student who is at least 5 years of age can enter and advance in the primary program if the student is determined to have acquired the academic and social skills taught in kindergarten as determined by local board policy. 704 KAR 5:060 states that 5-year-old Kindergarten students' parent/guardians can be subject to the Compulsory Attendance Law. This regulation applies only after the first two (2) months of school to allow for withdrawal of 5-year-olds demonstrating a lack of maturity or readiness for beginning the primary school program. The Elliott County School District mandates a full day kindergarten program.

ABSENCES

In accordance with revisions to 702 KAR 7:125 and effective July 1, 2006, attendance for all students will be calculated based on the actual time the student is absent from school. A student who is absent for sixty (60) minutes or less of the regularly scheduled school day is tardy.

VALID (EXCUSES) ABSENCES may include the following:

- Death in student's immediate family* - requires note from parent/guardian
- Illness of an immediate family member* requiring the treatment of a health care professional – requires note from parent/guardian
- Attendance at a funeral of an immediate family member¹ - requires note from parent/guardian
- Family emergency – requires note from parent/guardian
- Court appearances requiring the student's presence – requires note
- Driver's permit/license – ½ day only
- Religious holiday – requires note from parent/guardian
- Illness of student – requires note from parent/guardian
- Medical or dental appointments (only a portion of the day should be used and students must bring to school a statement showing that they kept the appointment)
- Documented military leave
- One day prior to departure of parent/guardian called to active military duty
- One day upon the return of parent/guardian from active military duty
- Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities

INVALID (UNEXCUSED) ABSENCES may include the following:

- Working at home/business (farming, gardening, babysitting, etc.)
- Missing the bus (oversleeping)
- Non-school trips/vacations that do not qualify as education enhancement opportunities
- Distance from school and/or bus stop

EXTRA-CURRICULAR PARTICIPATION

Students shall not be allowed to participate in extracurricular activities (ball, cheerleading, etc.) unless they are in attendance that day. A student not in attendance the day following any extra-curricular activity shall not be allowed to participate in the next succeeding extra-curricular activity in which he/she is scheduled to participate.

TRUANCY

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

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

Any student who has been reported as a truant two or more times is a habitual truant (KRS 159.150).

Any public school student who has attained the age of 18, but who has not reached his or her 21st birthday, will be held accountable for school attendance and subject to penalties associated with school truancy laws. The parent or guardian of a public school student who has not reached his or her eighteenth birthday will be accountable if the student fails to comply with school truancy laws. Any court-appointed guardian of a public school student who has not reached his or her twenty-first birthday will be accountable if the student fails to comply with school truancy laws (HB 72-2005 Legislative Session). KRS 159.990 states that parents, guardians, or students (depending on student ages, as described above), who intentionally fail to comply with attendance requirements shall be fined one hundred dollars (\$100) for the first offense, and two hundred fifty dollars (\$250) for the second offense. Subsequent offenses are classified as Class B misdemeanors.

Students who are absent from school should be allowed and encouraged to make up the work that they miss. If the absences are **excused**, work missed must be turned in with 5 days and completed on their own time.

Elliott County Schools shall implement the following truancy procedures for students in Kindergarten through high school:

- Three (3) unexcused absences – a letter is mailed to parent/guardian/student notifying them of the unexcused absences and that the student is truant.
- Six (6) unexcused absences – a letter is mailed to parent/guardian/student and to the Director of Pupil Personnel notifying them of the unexcused absences. The Director of Pupil Personnel will serve a **FINAL NOTICE** on the parent/guardian/student. This notice states that legal action may be taken and either the parent/guardian/student will be referred to district court.

If a Final Notice has been served, ONLY the following will be accepted as "excused absences":

- Doctor's excuse for the appointment time with allowance for travel time
- Other valid reason as determined by the Principal

DRIVER'S LICENSE REVOCATION

The Principal/designee shall notify the Superintendent of students who are fifteen (15) years of age but less than eighteen (18) years of age who become academically deficient or drop out of school as defined in KRS 159.051. The Superintendent/designee shall report, within ten (10) days after receiving notification, send the required student information to the Transportation Cabinet for driver's license, permit or driving privilege revocation.¹

ACADEMIC AND ATTENDANCE DEFICIENCIES

Academic and attendance deficiencies for students fifteen (15) years of age but less than eighteen (18) years of age enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

REINSTATEMENT OF DRIVING PRIVILEGE

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

TELECOMMUNICATION AND RECORDING DEVICES

DEFINITION OF PERSONAL TELECOMMUNICATIONS DEVICE

A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device or a cellular telephone.¹

Telecommunication device does not include any device a student is authorized to use pursuant to the Individuals with Disabilities Education Act, the Americans with Disabilities Act, or the Rehabilitation Act of 1973.

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess 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.

When use is permitted, the following conditions shall apply:

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.

Students shall not access social media unless authorized to do so by a teacher for instructional purpose;

Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or recording devices.

Students shall not utilize a telecommunication or recording device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

RECORDING DEVICES

Students shall not be permitted to use any recording device unless the use is for an educational purpose and unless the student obtains prior approval as provided by this policy.

A recording device is any device that stores or records a moving or still image or stores or records sound, regardless of whether it does so by analog or digital means or otherwise, and regardless of whether the audio or video recording feature is combined with another device that students are permitted to possess. This definition includes video cameras, digital video cameras, digital video recorders, telephones with built-in audio or video recording or camera features, and any tape- recording device. This definition does not include video cassette recorders, digital video recorders, tape recorders, or CD or DVD recorders or writers which are used to capture audio or video from another device.

PRINCIPAL PERMISSION FOR RECORDING DEVICE USE

Students may request permission from the Principal to use a recording device, but must provide information for the Principal to use in determining whether the use is for a legitimate educational purpose. The Principal's decision shall be final.

Examples of a legitimate educational purpose may include, but are not limited to, recording a teacher's lecture (with the teacher's permission); creation of video, audio, or still-photographs for use in a school project or assignment; or use of a recording device as may be necessary to permit a student to benefit from educational services due to a disability or other similar reason.

No prior approval is required for students to take pictures or record audio or video at the direction of a teacher, coach, or sponsor of a club or activity. This includes recording athletic events or other competitions, creating material for school publications such as newspapers or yearbooks, or recording performances as part of a music or drama or similar class or school sponsored or endorsed club.

If students are granted permission to use a recording device in a way that will capture video or a still-image of another student, they must obtain and submit to the Principal

documentation of permission granted by the student involved, except where the subject of the picture or video is participating in a school athletic event or other school competition, is engaged in activity that is an appropriate subject for inclusion in a school publication such as a newspaper or yearbook, is participating in a performance of a music or drama or similar class or school-sponsored or -endorsed club, or is a spectator at any such school competition, event, activity, or show.

Devices shall not be used in a manner that violates confidentiality or privacy rights of another individual.

NOTICE OF POLICY

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

ACCESS TO ELECTRONIC MEDIA

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 other 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 for District employees and qualified school volunteers to communicate electronically with students enrolled in the district.

A District employee or qualified school volunteer shall not engage in unauthorized electronic communication.

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.

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.

See policy 08.2324 for complete details and guidelines regarding Traceable Communications.

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.

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:

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.

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).

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.

TOBACCO/ALTERNATIVE NICOTINE/VAPOR PRODUCTS-

Certified and Classified

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity. HB 11 requires all local Boards to adopt and implement policies that prohibit the use of the above-mentioned products at all times on or in school property and states that school employees are required to enforce the policies.

TOBACCO/ALTERNATIVE NICOTINE/VAPOR PRODUCTS-Students

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity.

Evidence-based, age-appropriate nicotine prevention and cessation material shall be distributed to all students at the beginning of each school year, and students shall have access to the material throughout the school year.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the Code of Acceptable Behavior and Discipline.

PENALTIES

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vape products and:

For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment;

A second incident shall result in providing information listed above and disciplinary action as determined by the Board and included in the District Code of Acceptable Behavior and Discipline; and

Third and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete evidence-based, age-appropriate nicotine education program during an in-school suspension.

SCHOOL FOOD SERVICE

The Elliott County School District strives to provide students with the best possible nutrition while they are at school because proper nutrition is important for both physical and educational development. Nourishing meals assist children in making the most of their educational opportunities.

Accordingly, it is the policy of this school system that the sale of foods of minimal nutritional value shall be prohibited throughout the school grounds between the start of the school day and the end of the last lunch period.

This prohibition applies to all food sales on school grounds in compliance with the National School Lunch Program 7 CFR Part 210.11- Competitive Food Services. Further, 702 KAR 6:090 Competitive Food and Beverage Sales and Service requirements is a necessary regulation "to ensure that students have an opportunity to fully avail themselves of at least one (1) meal planned with dietary and nutritional needs in mind." **Specifically, the sale of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus.**

Elliott County Schools offer school breakfasts and lunches to students each day. Breakfast and lunch are served at different scheduled periods each day. There is no charge for student meals. Adult staff members' breakfast price is \$3.25 and lunch is \$5.00.

Elliott County Schools have a closed lunch period, which means that no student is permitted to leave campus for lunch and no restaurants will be permitted to deliver to any school campus between 7:30 a.m. and 3:00 p.m. All students are to go to the cafeteria during the lunch period. All students will return all plates and utensils to the dishwashing area and leave the table and floor in a clean condition. The lunchroom supervisor will dismiss students from the cafeteria.

INTEGRATED PEST MANAGEMENT

The Elliott County Board of Education has implemented a special program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health, and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for the IPM program. The application of pesticides in the school or on school grounds during times when children are present is limited by state regulation, but there may be occasions when, after consulting with a certified pesticide applicator, the school administration determines that a pesticide application is necessary when children are present in the school. Parents or guardians who wish to receive a telephone call prior to the application of pesticides in the school when children are present or who wish to be notified twenty-four (24) hours in advance of a planned pesticide application, other than when bait is used, or as soon as possible when an emergency pesticide application is necessary, please call 606-738-8002.

NOTIFICATION PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection, and use of information for marketing purposes, and certain physical examinations. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for hearing, vision or scoliosis

screenings, or any physical exam or screening permitted or required under state law); and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

3. Protected information surveys of students;
4. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
5. Instructional material used as part of the educational curriculum.

The Elliott County School District shall annually notify parents and eligible students of the specific or approximate dates for the activities listed above. This will serve as notification that the forms are available in each school and the district office for a student who wishes to opt out of participating in those activities.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-4605

PARENT NOTIFICATION FOR TESTING

Parents have the right to request state or local policies on student participation in state testing. More information can be found in board policy 08A222.

KSA

Elliott County students take the Kentucky Summative Assessments (KSA) to meet federal and state testing requirements. They are developed by Kentucky teachers and align with the Kentucky Academic Standards in each content area.

KSA are the annual summative assessments given in grades 3 through 8, 10 and 11 to Kentucky public school students. KSA provides content area assessments, including reading and mathematics at all grades, and science, social studies, writing, and editing and mechanics once per grade band (i.e. elementary, middle, and high).

These assessments are Kentucky's measure of student proficiency and progress on the state content standards. These standards establish goals for what all students should know and be able to do in each grade. KSA are online assessments with only a small percentage of accommodated students taking it on paper. It goes beyond multiple-choice questions to include extended response and technology-enhanced items for students to demonstrate critical thinking and problem-solving skills.

Assessments provide critical information about student learning, but no single assessment should ever be the sole factor in making an educational decision. It is important to remember that assessments provide only one measure of student learning, but when

combined with grades, classroom activities, unit quizzes and tests, and district-level assessments, the end-of-year assessments can help provide a more complete picture of a child's abilities over the course of the school year and path toward academic success on these content standards.

REPORTING OF CODE VIOLATIONS

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

NOTICE TO PARENTS OF TEACHER'S QUALIFICATIONS

Parents may request the District to provide information regarding the professional certification of their child's classroom teachers. In complying with such requests, the District shall provide the information designated by federal law (03.112).

STUDENT MEDICATION

Non-licensed school personnel, who provide medication administration, including emergency medications and administration or assisting with the self-administration of insulin subcutaneously to students in a school setting must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160.

Over-the-counter medications can be administered at school by trained school personnel with a medical practitioner's order and signed parental permission.

Emergency medications for minor injuries will be available. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian is on file.¹

Prescription Medications

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. Authorization forms are only valid for one school year or until treatment changes. A new authorization for medication administration must be completed if there is a change in medication, dosage, time and/or frequency, and a new prescription bottle (or medication label, if applicable) from the pharmacy indicating the prescription change should be provided.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. If there is a discrepancy between the information on the parent/guardian authorization form and the prescription label, then, either, a new authorization form must be completed by the parent/guardian, or a new prescription bottle or label issued by the dispensing pharmacy. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee.

Prescription medications shall not be given beyond the date specified on the authorization form or beyond the expiration date on the label. Parent/guardian shall have the ultimate

responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been prescribed, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same." Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

Nonprescription Medications

Over the counter (OTC) medications should not be administered in a school setting without a medical practitioner's order as well as signed parental consent. OTC medications are permitted to be administered when part of standing order or protocols signed by a medical practitioner.

Self-Administration

Student self-administration is allowed in certain situations with a written health care provider's authorization which permits a student to responsibly carry self-administered medication. The authorization form must be completed by the parent/guardian and health care provider and be on file in the student's school. The authorization must be renewed each school year and the health care provider shall include the following information:

- The student is capable of administering the prescribed medication;
- The name and purpose of the medication;
- The prescribed dosage of the medication;
- The times in which, or circumstances under which, the medication may be given; and
- The period of time for which the medication is prescribed.

The parent/guardian shall be notified if the student uses the medication inappropriately or more often than prescribed.

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.²

Students with a documented life-threatening allergy or designated staff shall be permitted to carry an injectable epinephrine device in all school environments. The injectable epinephrine device shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.³

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

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

HARASSMENT/DISCRIMINATION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. Students who engage in harassment/discrimination of an employee or another student shall be subject to disciplinary action, including but not limited to suspension and expulsion. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator (09.42811).

EARLY GRADUATION PROGRAM

Students who meet all applicable legal requirements shall be eligible for the Early Graduation Program (EGP) in relation to receipt of a graduation diploma and an Early Graduation Certificate. Students wishing to participate in the EGP shall notify the secondary school Principal by submitting the Early Graduation Program Letter of Intent Form, available on the Kentucky Department of Education (KDE) website, at the beginning of grade nine (9) or as soon as the intent is known to the student, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate.

A student shall not be prohibited from completing the EGP if the student meets all requirements. Students who enroll in the EGP and meet all applicable legal requirements shall receive a high school diploma, an Early Graduation Scholarship Certificate, and scholarship award.

A Letter of Intent to Apply shall be entered into the student information system by October 15 of the year the student intends to graduate.

A student who has indicated an intent to complete the EGP may participate in the state administration of the college entrance exam prior to the junior year, if needed.

The District shall provide each high school with a policy established by the Board for students wishing to participate in the EGP. The policy shall include:

- a. Criteria for supporting the development and monitoring of the student's ILP;
- b. Goal planning related to the demonstration of the capacities listed in KRS 158.645 and the essential workplace ethics characteristics listed in KRS 158.1413(1);
- c. Completion of a professional resume; and
- d. Completion of one (1) postsecondary admissions application that may be used at a Kentucky public two (2) year community and technical college, or a Kentucky four (4) year public or non-profit independent institution accredited by the Southern Association of Colleges and Schools.

Each EGP participant, with the support of the comprehensive school counselor/designee, shall:

- a. Submit the Early Graduation Program Student Letter of Intent Form, signed by the student's parents, to the Principal as soon as the intent is known to the student, but no later than the first thirty (30) school days of the academic year in which the student intends to graduate;
- b. Identify all EGP requirements and develop a strategy within the ILP for meeting those requirements; and
- c. Complete an entrance interview with the Principal/designee to discuss postsecondary goals and career aspirations.

- d. Meet the college readiness benchmarks established by the Council on Postsecondary Education in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation;
- e. Earn the ten (10) foundational credits listed in 704 KAR 3:305;
- f. Successfully complete one (1) or more courses or programs that meet the financial literacy requirement and Kentucky Academic Standards;
- g. Successfully meet the civics requirement; and
- h. Successfully complete the EGP performance-based project, portfolio, or capstone.

Each high school shall develop performance descriptors and evaluation procedures for an EGP performance-based project, portfolio, or capstone.

Performance descriptors and evaluation procedures developed by the high school shall be designed to provide students an opportunity to demonstrate the critical knowledge, skills, and capacities required for post-secondary and career success and shall include:

- a. Demonstration of capacities listed in KRS 158.645 and the essential workplace ethics characteristics listed in KRS 158.1413(1);
- b. Demonstration of an ability to apply the academic standards as a lifelong learner and contributing member of society;
- c. Demonstration of written and verbal communication skills needed for post-secondary and career success; and
- d. Demonstration of an ability to think critically, synthesize information, and draw conclusions.

Each high school shall maintain and make readily available to the KDE the EGP participant's performance-based project, portfolio, or capstone for a minimum of five (5) years.

Any student seeking to graduate early who receives services deemed essential by the District shall engage in meaningful consultation with a school-based mental health services provider on the creation of a continuity of services plan prior to graduation.

The District shall ensure the creation of a continuity of services plan for all students identified as a homeless child, a migratory child, or youth engaged in foster care. A transition plan shall be completed for children aging out of foster care.

The District shall award credit toward high school graduation based on:

- a. A standards-based Carnegie unit credit that shall consist of at least 120 hours of instructional time in one (1) subject; or
- b. A performance-based credit based on the Kentucky Academic Standards established in 704 KAR Chapter 8.

A District that awards performance-based credit shall adopt a policy that awards performance-based credit toward high school graduation for satisfactory demonstration of learning based on rigorous performance standards aligned to 704 KAR Chapter 8. The school shall establish performance descriptor and evaluation procedures to determine if the content and performance standards have been met.

Performance-based credit criteria are contained in 704 KAR 3:305.

NOTICE OF MOMENT OF SILENCE OR REFLECTION

A moment of silence or reflection is required in all schools and notification of such is required by KRS 158.175.

The moment of silence or reflection shall occur at the commencement of the first class of each day with the following guidelines included in the statute and Policy 08.1351:

- 1. The moment of silence or reflection shall be at least one (1) minute but not exceed two (2) minutes in duration;

2. 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;
3. District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection.

Parents are encouraged to review these guidelines and to provide guidance to your student(s) regarding the moment of silence or reflection.

TRACEABLE COMMUNICATIONS

The Board shall designate a traceable communication system for District employees and qualified school volunteers to communicate electronically with students enrolled in the district. 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.

A District employee or qualified school volunteer shall not engage in unauthorized electronic communication as defined in KRS 160.145. A District employee that violates this policy may be subject to disciplinary actions in accordance with, for certified employees KRS 161.120 and 161.790, and for classified employees KRS 161.011. A qualified school volunteer that violates this policy may be prohibited by the District from future school volunteer opportunities

CONSENT TO AUTHORIZE

A parent may submit written consent to authorize a designated District employee or qualified school volunteer who is not a family member to participate in private electronic communication with his or her child outside of the traceable communication system.

WRITTEN DISCLOSURE

A District employee or qualified school volunteer may submit a written disclosure notifying the District of a commercial, nonprofit, or local government affiliation that could reasonably result in private communication with a student outside of the traceable communication system. Upon filing the written disclosure, subsequent private electronic communication directly related to the disclosure is no longer subject to KRS 160.145.

REPORTING

A District employee or qualified school volunteer that participated in unauthorized electronic communication is subject to KRS 160.145 or reasonably believes that another District employee or qualified school volunteer participated in unauthorized electronic communication that is subject to KRS 160.145 that has not been previously reported shall immediately notify the Principal or applicable supervisor.

If the subject of the report is the Principal or District-wide employee, the reporting employee or volunteer shall immediately notify the Superintendent.

If the subject of the report is the Superintendent or a Kentucky Department of Education employee assigned to a school or area technology center within the District on a full-time and continuing basis, the reporting employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the local Board.

Upon receipt of a report alleging that a District employee or qualified school volunteer violated KRS 160.145, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
2. If the individual that is the subject of the report is a certified employee:
 - a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
 - b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790;
3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.01; and
4. If the individual that is the subject of the report is a qualified school volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the qualified school volunteer may be prohibited from future school and District volunteer opportunities.
5. Notwithstanding any statute to the contrary, notify the parent of each student that is an alleged party to the unauthorized electronic communication of each material phase of the investigation and disciplinary action including but not limited to a written summary of the results of an investigation and the final outcome of the disciplinary action.

A Principal or Superintendent who violates this reporting requirement shall be subject to disciplinary action in accordance with KRS 161.120 and KRS 156.132.

ASBESTOS MANAGEMENT PLAN FOR ELLIOTT COUNTY SCHOOLS

This notice is being issued to inform concerned individuals that the Elliott County Board of Education meets both National and State regulations that relate to asbestos-containing building material (ACBM).

An inspection for building materials that contain asbestos has been completed for all buildings owned, leased, or otherwise occupied by the Elliott County Board of Education. A certified inspector has conducted this inspection and an accredited laboratory evaluated the material samples. Building materials with as little asbestos as one percent (1%) have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school district is on file at the Elliott County Board of Education Office. Also, a copy of the Asbestos Management Plan for each individual school is on file in each respective school's office.

We will continue to notify the public at least once each year on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued from

additional inspections, normal surveillance practices, response actions, or remodel work that might disturb building materials that contain asbestos. Every precaution will continue to be used to protect the well-being of students and employees of the Elliott County Public School System.

CONTACT INFORMATION

Name	Title	Email	Phone Number
Dolly Fannin	Superintendent	dolly.fannin@elliott.kyschools.us	606-738-8002
Jill Copley	Academic Officer	jill.copley@elliott.kyschools.us	606-738-8002
Brian Brammell	Operations Officer	brian.brammell@elliott.kyschools.us	606-738-8002
Whitney Moore	Transportation Director	whitney.moore@elliott.kyschools.us	606-738-8202
	Technology Director		606-738-8204
Jennifer Turner	Intermediate Principal	jennifer.turner@elliott.kyschools.us	606-738-8402
Megan West	Primary Principal	megan.west@elliott.kyschools.us	606-738-8202
Joseph Markwell	Middle School Principal	joseph.markwell@elliott.kyschools.us	606-738-8102
Emily Adkins	High School Principal	emily.adkins@elliott.kyschools.us	606-738-8052
Jennifer Whitt	Director of Special Education Director of Pupil Personnel	jennifer.whitt@elliott.kyschools.us	606-738-8002

Elliott County Board of Education

Dolly Fannin, Superintendent
Sandy Hook, Kentucky 41171
PHONE 606-738-8002
FAX 606-738-8050
dolly.fannin@elliott.kyschools.us

BRENT STURCHILL, Chair
ELISHA ROSEBERRY, Vice Chair

KELLY MASON, Board Member
BRIDGET ELLIOTT, Board Member
JOSHUA WEAVER, Board Member

Dear Parents and Guardians,

Ensuring the safety and wellbeing of our students is one of the many responsibilities that we have as a school district. Senate Bill (SB) 73², related to sexual extortion, was recently passed by the legislature and requires the district to provide the following information about sexual extortion to help ensure that parents/guardians have the resources they need to support their student(s) and protect them from being victimized (KRS 531.125).

Sexual extortion, also known as sextortion, occurs when someone threatens another person – through violence, harm to reputation, or distribution of explicit material – with the intent to coerce them into unwanted actions. These actions may include engaging in sexual conduct, providing explicit content, providing money or valuables, or complying with demands against the victims' will. These situations can cause significant emotional distress and place victims in dangerous situations. Many victims feel forced to comply because they fear the repercussions. Below is the exact language in SB 73/KRS 531.125, followed by resources provided to support you and your student.

Sexual Extortion is defined as:

(1) A person is guilty of sexual extortion when he or she communicates, through any means, a threat to:

(a) Injure the property or reputation of another person or commit violence against another person with the intent to coerce that person to:

- 1. Engage in sexual conduct; or**
- 2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or semi nudity; or**

(b) Distribute any matter depicting another person engaged in sexual conduct or in a state of nudity or semi nudity with the intent to coerce that person to:

- 1. Engage in sexual conduct;**
- 2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or semi nudity;**
- 3. Provide the payment of money, property, services, or any other thing of value to the perpetrator; or**
- 4. Do any act or refrain from doing any act against his or her will.**

² The full text of SB 73 is available at <https://apps.legislature.ky.gov/recorddocuments/bill/25RS/sb73/bill.pdf> and becomes effective June 27, 2025. SB 73 creates a new statute, KRS 531.125, and is available at <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=56088>.

Schools are required to display posters with resources to help young people report and seek support if they believe they or someone they know are victims of sextortion. One of the most effective ways to protect youth is by encouraging open communication with trusted adults.

Parents and guardians play a key role in keeping their student(s) safe by discussing healthy relationships and by respecting boundaries. Together, we can help ensure these children understand that sexual extortion is NEVER their fault, and that there is always someone out there to help them navigate these situations if they find that they have fallen victim to these predators. Offenders often manipulate, groom, or trick young people into sharing images and scare them into submission. To support families, the National Center for Missing & Exploited Children (NCMEC) provides resources to help parents talk with their student(s) about these risks and take steps to remove harmful images from the internet.

What Parents Should Know About Sextortion:

<https://www.missingkids.org/content/dam/netsmartz/downloadable/tipsheets/sextortion-what-parents-should-know.pdf>



Even if an explicit image or video has been shared, there are ways to have it removed. Parents and guardians can help young people by using NCMEC's Take It Down tool and reporting the content to the platform or app where it was posted. For more information, visit these resources:

Take It Down – Remove Explicit Images: <https://takeitdon.ncmec.org/>



Our district is committed to helping you keep your students safe from sexual extortion. Please do not hesitate to contact school or district staff with any questions or concerns related to this critical issue.

Thank you,
Dolly Fannin
Superintendent
Elliott County School

Religious Beliefs Excusal

NOTICE

At the beginning of each school year, or upon enrollment of a student during the school year, the District shall provide written notice to all parents/guardians that the curriculum used in their child's grade level may contain material that families may find in conflict with their sincerely held religious beliefs. The notice shall inform parents/guardians of their right to request excusal from specific curriculum. The District is not required to identify or enumerate specific materials in the annual notice.

REQUEST FOR EXCUSAL

A parent/guardian may request that their child be excused from instruction involving specific curricular material that the parent/guardian sincerely believes conflicts with their religious beliefs; however, this Policy does not apply to entire courses or subject areas. No provision of this Policy shall be construed to authorize the excusal of a student from curriculum, instruction, or programming that is required by federal law or federal regulation.

Excusal under this Policy means the student is not required to read, listen to, view, or participate in discussion of the specifically identified material. Excusal does not extend to the entire course, unit, or subject area in which the material appears.

A student may not be excused under this Policy from curriculum or instruction that is required by Kentucky law or Kentucky administrative regulation, including but not limited to any course of study, instructional content, or assessment mandated by statute or by the Kentucky Board of Education. The right of excusal established by this Policy applies only to discrete instructional materials within a course and does not authorize excusal from a course or subject area in its entirety.

All requests for excusal under this Policy shall be submitted in writing to the Principal of the school in which the student is enrolled and shall include:

- a. the name of the complainant;
- b. the name and grade level of the student;
- c. a reasonably detailed description of the specific material to which the parent/guardian objects, sufficient to allow the Principal to locate and evaluate the material; and

d. a statement that the parent/guardian sincerely believes the identified material conflicts with their religious beliefs.

DISTRICT REVIEW OF REQUEST

The District shall not inquire into the reasonableness, validity, or internal consistency of the claimed religious belief, and shall not require the parent/guardian to identify a specific religious denomination or institution. The Principal/designee shall review the identified material to confirm whether it demonstrably contains the content described before acting on the request. If the Principal determines that the identified material does not demonstrably contain the content described by the parent/guardian, the request may be denied.

If the Principal denies a request, the parent/guardian may appeal in writing to the Superintendent within ten (10) calendar days of the Principal's decision. The Superintendent shall render a written decision within thirty (30) calendar days of receipt of the appeal, affirming or overruling the Principal's decision.

If the Superintendent denies the appeal, the parent/guardian may appeal in writing to the Board within ten (10) calendar days of the Superintendent's decision. The Board shall render a written decision within thirty (30) calendar days of receipt of the appeal, affirming or overruling the Superintendent's decision.

RESULT OF EXCUSAL

No student shall be penalized, disciplined, or subjected to differential treatment by any District employee because the student's parent/guardian has submitted a request under this Policy, whether granted or denied.

This Policy is independent of, and does not alter, limit, or supersede the rights provided under KRS 158.1415 or KRS 158.192. A parent/guardian seeking rights under either of those statutes shall proceed under the applicable statutory framework.

This Policy does not affect any right, obligation, or requirement imposed by federal law or federal regulation governing curriculum, instructional content, or student participation in educational programs.