District Code of Discipline, Acceptable Behavior, and Attendance Policies
2026-2027

The McLean County School Board of Education does not discriminate on the basis of race, color, age, national origin, religion, marital status, gender, or disability in employment, educational programs, or activities.

The Law firm Frymire, Evans, Peyton, Teague and Cartwright has reviewed the McLean County District Code of Discipline, Acceptable Behavior, and Attendance Policies.

The McLean County Board of Education annually reviews the District Code of Discipline, Acceptable Behavior, and Attendance Policies. A committee of teachers, and administrators meet to consider recommendations and to make needed revisions.

The McLean County Board of Education reviewed and approved these revisions on July 16, 2026

The District Code of Discipline, Acceptable Behavior, and Attendance Policies are made available to all students in McLean County Schools via the district's web site unless a paper copy is requested. All students receive orientation to the rules and regulations contained therein. New students enrolling in the McLean County Schools shall be given a copy of the District Code of Discipline, Acceptable Behavior, and Attendance Policies and shall be given orientation to the rules and regulations contained therein.

Questions concerning the District Code of Discipline, Acceptable Behavior, and Attendance Policies may be directed to Ashley Troutman, Assistant Superintendent of Student Services, (270) 273-5257. You may also write to McLean County Board of Education, P.O. Box 245, Calhoun, KY 42327.

PHILOSOPHY

The McLean County Board of Education believes that effective student discipline is necessary for the welfare of all students and is a primary ingredient in the educational process. It is the purpose of these District Code of Discipline, Acceptable Behavior, and Attendance Policies to provide a uniform system of discipline for the staff of the McLean County Schools. The McLean County Schools District Code of Discipline, Acceptable Behavior, and Attendance Policies was reviewed and amended by the McLean County Public Schools District Code of Discipline, Acceptable Behavior, and Attendance Policies Committee.

COMMITTEE MEMBERS

Kelly Foster
Keith Cartwright
Ashley Troutman
Lonnie Strader
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Jason Bowman
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Tommy Burrough
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Adopted by the McLean County Board of Education on July 16, 2026

TABLE OF CONTENTS

District Code of Discipline.....1

Philosophy & Committee Members 2
Table of Contents 3
Senate Bill 181 (Traceable Communications) 4-6
Responsibilities 6-8
Rights/General Notice 8-10
Pledge of Allegiance & Moment of Silence/Reflection 10-11
Due Process Procedures/Grievance Procedure.....11-12
School Fees 12
Lunch Program.....13
Harassment/Discrimination 13
Bullying/Assault/ Threatening or Violent Behavior 13-15
Report to Authorities /Retaliation.....15-16
Weapons 16-17
Student Behavior on School Buses 17
Distribution of Discipline Policy 17
Disciplinary Actions 18-19
Suspension/Expulsion Procedures 20-21
Use of Tobacco Products.....21
Drugs, Alcohol, & Other Prohibited Substances/ Paraphernalia 21-22
Student Search and Seizure.....22-23
Possession of Telecommunications 23
Violation Categories & Definitions 23-30
Disciplinary Responses to Student Misconduct.....30-35
Special Needs/ Student Driver's License 35-36
District Owned Technology.....36
Non-Residents Students/Cross District Transfers.....36-37
Attendance Policy/ Absences and Excuses.....38
Truancy Defined/ Verification Required.....38-39
Excused Absences/Unexcused Absences.....39-40
Check In/Check Out Policies.....40
Home/Hospital Instruction (Homebound)/Make-up Work 40-41
Elementary Retention.....41
Health Care Issues & Screening 41-42
Notification of FERPA Rights/Teacher Qualifications.....43-44
Notification of Restraint & Seclusion and Asbestos.....44
Testing Notifications.....45-46
Terroristic Threats/Definitions/Penalties.....46-48

Dear MCPS Families,

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, unless authorized, shall not engage in unauthorized electronic communication as defined in KRS 160.145.

✓Approved Communication Tools for McLean County Public Schools Includes

1. Apptegy Rooms (which features text messaging for added convenience)
2. District Email
3. Google Workspaces (Classroom, Docs, Sheets, and Slides)
4. School Level Social Media Pages/ One Way Communication
5. Hudl - One Way Communication
6. Other board approved platforms as needed

For more information refer to policy 08.2323 and 08.2324

Thank you for your continued support and partnership as we implement this important law. I understand that there will be many questions surrounding the implementation of this bill. If you have any questions, please don't hesitate to contact me at 270 273 5257.
Sincerely,
Tommy Burrough
Superintendent, McLean County Public Schools

RESPONSIBLITIES

A student's responsibilities are to:

- Attend school regularly and to take advantage of the opportunities offered by cooperating with those teaching and to work at the job of learning and not to interfere with the rights of fellow students to an education
- Exercise freedom in such a way as not to offend the rights of others with obscene or damaging words or actions
- Obey rules, and to question them in a way earnestly seeking explanation for understanding and not just for the purpose of argument
- Make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all & are encouraged to report code violations
- Exercise courtesy and reason at all times
- Refrain from acts or actions which would endanger self or others, including property
- Make the best contribution possible with individual abilities, to support the school in all phases of program or activity, and to behave in such a way that participation will be a contribution and not a detriment

A parent's/guardian's responsibilities are:

- Instill in their children their values of an education
- Instill in their children a sense of responsibility
- Instill in their children a sense of respect
- Understand that unnecessary interruptions in the school are detrimental to the educational program for all children
- Be familiar with the educational programs and procedures
- Inform students about the disciplinary procedures of the school and emphasize the importance of following the same
- See that students attend school regularly and promptly
- Check with school officials regarding the facts of any situation that they might question
- Support the efforts of school personnel
- Demonstrate respect for the teachers, administrators, school personnel at school and all school-related activities
- See that students exhibit neatness and cleanliness in their personal attire and hygiene

- Provide the principal with a list of designated persons having permission to check their child out of school
- Pay required fees and meal charges (unless on fee waiver)

Staff's responsibilities are to:

- Present subject matter and experiences to students and to inform students and parents/guardians of achievement and/or problems
- Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement
- Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis
- Evaluate students' assignments and return them as soon as possible
- Exhibit exemplary behavior in action and speech
- Exhibit neatness and cleanliness of personal dress and hygiene
- Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students
- Maintain necessary records of student progress and attendance
- Follow and enforce rules and regulations of the Board of Education and of the school

Principals/designated administrators responsibilities are to:

- Create and foster an atmosphere of mutual respect and consideration among pupils and staff members
- Administer discipline fairly and equally, following the guidelines set forth herein, utilizing good judgment
- Exhibit exemplary behavior in action, speech, and dress
- Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation
- Direct a program of dissemination of information explaining the code of conduct to the school and community
- Notify parents of significant behavior problems
- RIGHTS

Students have the right to:

- An education preparing the student to reach maximum potential for contributing to the individual's welfare and that of society
- Responsible freedom of speech and expression
- Request an explanation of the purpose of rules
- Suggest rules or changes in existing rules, working through student representatives
- Due process in regard to disciplinary action
- The protection of person and property to the fullest extent possible by the school
- Participate in school activities within established standards without regard to race, creed, or gender
- Participate voluntarily in surveys to gather data for applicable programs

Parents have the right to:

- Send their child to a school with an environment where learning is valued
- Expect that classroom disruptions will be dealt with fairly, firmly, and quickly
- Enroll students in the McLean County School District where they shall attend classes regularly and promptly with minimal interruptions
- Expect the school to maintain high academic standards
- Review the student's academic progress and other pertinent information which may be contained in the student's personal records
- Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period
- Allow their children to participate in surveys to gather data for applicable programs

Staff has the right to:

- The support of co-workers, administrators, and parents
- Work in an educational environment with a minimum of disruptions
- Expect that all assignments, including homework, be completed and turned in as assigned

- Removal of any student from class whose behavior significantly disrupts a positive learning environment. Removal of a student for more than one class period shall be the responsibility of the school principal or assistant principal
- Safety from physical harm and freedom from verbal abuse
- Take action, necessary in emergencies, to protect their own person or property, or the persons or property of those in their care
- Provide input to aid in the formation of policies that relate to their relationship with students and school personnel

Principals/designated administrators have the right to:

- The support of the students, parents, and teachers in carrying out the educational programs and policies established by the school system
- Provide input for the establishment of procedures and regulations that relate to the school
- Safety from physical harm or verbal abuse
- Take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care
- Suspend or assign to Alternative Educational Program (AEP) any student whose conduct disrupts the educational process
- Administer the school environment to provide the proper learning atmosphere

Corporal punishment is prohibited.

GENERAL NOTICE

Due to potential changes that could occur after the review and publishing of this document any conflict between this handbook and the policies and procedures of the McLean County Board of Education the school board policies shall prevail. These policies can be found at www.mclean.kyschools.us/ under Policies and Procedures.

Pledge of Allegiance & Moment of Silence or Reflection

Each student shall be afforded the opportunity to begin each school day with the Pledge of Allegiance to the Flag of the United States. No student shall be required to participate in the Pledge against the student's or the parents' wishes.

MOMENT OF SILENCE OR REFLECTION

The moment of silence or reflection shall occur at the commencement of the first class of each day and shall be implemented with the following guidelines:

- It shall be of at least one (1) minute but not to exceed two (2) minutes in duration;
- Students 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;
- 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; and
- Notification shall be sent to parents/guardians providing information on the policy and encouraging them to provide guidance to their pupils regarding the moment of silence or reflection.

Guests/Visitors Entering the Building

All guests/visitors are required to report to the main entrance, buzz in and state their name and purpose of their visit. Once visitors are allowed inside the building they are required report to the front office of the building, provide valid identification, and state the purpose of their visit. A visitors badge should be visibly displayed on a visitor's outer garment if they should be allowed to leave the main office.

DUE PROCESS PROCEDURES

The following due process is to be followed in connection with the suspension of a pupil from school:

- The pupil is to be given oral or written notice of the charges which constitute cause for suspension and if the charges are denied, an

explanation of the evidence against said pupil must be made and the pupil given an opportunity to present his/her version of the facts relating to the charges

- Generally, the notices and hearing should precede the pupil's removal from school, since the hearing may immediately follow the misconduct. But if prior notice and hearings are not feasible, as where the pupil's presence endangers persons or property or threatens to disrupt the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practical,
- Other provisions of the Kentucky Revised Statutes and the McLean County Board of Education policies are to also be carried out in the suspension or expulsion of pupils from school.

GRIEVANCE PROCEDURE

Any student, parent, representative of a student, or citizen having complaints or questions relative to any McLean County education program or practices, including but not limited to: Title I, Title VI, IDEA-B, Title II, Title IX, Section 504, Migrant Education Program, Vocational Education, as amended by the acts of 1976 and 1984, E.D.G.A.R., and the program for Gifted and Talented students, shall follow the procedure outlined below when having the need to pursue a grievance of an official nature:

- Report grievance to local school principal within fifteen (15) school days following the alleged violation; if after ten (ten) school days satisfaction is not received;
- Report grievance to McLean County School Superintendent; if after ten (10) school days satisfaction is not received;
- Request a hearing before the McLean County Board of Education if appropriate by placing, in writing, the areas of disagreement and relief sought. The Board will provide a written response within ten (10) school days after the next regularly scheduled meeting of the Board.
- The decision of the Board of Education shall be final.
- See Policy 8.23 for Harmful to Minors Complaint Resolution Process

SCHOOL FEES

The McLean County Public Schools will implement the following procedures relating to the payment of school fees/financial obligations:

- All students will be expected to pay their school fees at the beginning of the school year, or upon receiving their schedules. It will be permissible to establish a fee payment schedule.
- **No student shall be allowed to participate in any extra-curricular activities** until they have paid their school fees, until they have paid their school financial obligations, or remain current with payments established with a fee payment schedule with their school.
- Any senior failing to meet their financial obligations shall not be permitted to participate in Commencement exercises.
- School fees for participants in the Federal Free or Reduced Lunch Program will be adjusted accordingly.

SCHOOL LUNCH PROGRAM

The National School Lunch Program is a federally assisted meal program operating in public and non-profit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

STUDENT-ADULT LUNCH CHARGES POLICY

STUDENT CHARGES

No charges will be allowed on ala-carte items. Any unpaid account may be forwarded for collection through the court system.

NOTE: In order to collect all unpaid meal charges and end the year with a zero charge balance we will not allow charges the last fifteen (15) attendance days of the school calendar.

Adult Charges – Board Employees will be allowed one (1) charge at a given time on full meals only. No charges shall be allowed on ala-carte items. No other adults may charge meals.

HARASSMENT/DISCRIMINATION

Harassment/discrimination is intimidation by threats or acts of physical violence or the expression of hatred, contempt, or prejudice toward an individual. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical behavior of a sexual nature. When sexual harassment is alleged, the District's Title IX coordinator shall be notified.

Harassment/discrimination of any type is not permitted. A student has the right to attend school free from harassment and should not be subjected to discrimination for any reason. Schools will strive to ensure that these rights are protected and that appropriate consequences are provided to offenders.

BULLYING

Behaviors such as hazing, bullying, menacing, taunting, intimidating, harassment, verbal or physical abuse of others, or threatening behavior either personally, through a third party or electronically will not be tolerated and will result in disciplinary action (ODA). Serious incidents may result in criminal charges being filed with local law enforcement agencies. Students, who believe they are victims of bullying/hazing, or who have observed other students being bullied or hazed, shall report such incidents to District Personnel for appropriate action. Each school will place instructions at various places around the building with instructions detailing how they can report incidents of bullying/hazing.

Bullying includes 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.

Students who violate this policy shall be subject to disciplinary action, including but not limited to suspension, alternative school placement, and expulsion.

Hazing- see Board Policy 09.422 and KRS 508.180

ASSAULT

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 (the bus driver will notify their supervisor by radio) pending any further disciplinary action that may occur. Please see Board Policy 09.425 and KRS 158.150

Mandatory Expulsion for a period of at least 12 months for students who:

Is determined by the board 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; or is determined by the board to have brought a weapon to a school under its jurisdiction. In determining whether a student has brought a weapon to school, a local board of education shall Use the definition of "unlawful possession of a weapon on school property" described in KRS 527.070;

Students in grades 6-12 that have been 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 school district employee on school property or at a school function under the board's jurisdiction. In considering the actions of a student under this subparagraph, a local board of education shall use the definitions of "dangerous instrument," "deadly weapon," and "physical injury" in KRS 500.080, and "intentionally" and "recklessly" in KRS 501.020.

Students may be expelled for having possessed prescription drugs or controlled substance for the purpose of sale or distribution at school under the board's jurisdiction. Students that have physically assaulted or abused another student on school property, at a bus stop, or at a school function under the board's jurisdiction.

THREATENING OR VIOLENT BEHAVIOR SHALL INCLUDE, BUT NOT BE LIMITED TO:

- Verbal or written statements or gestures by students/adults indicating intent to harm themselves, others, or property.
- Physical attack by students/adults so as to intentionally inflict harm to themselves, others, or property.
- Making bomb threats and other threats of harm against students, schools, school buses, school employees, or school functions. These offenses are now felonies. Any school time missed due to a bomb threat will be made up during that day, if possible.
- Any similar act or statement.
- **Terroristic Threatening in the second degree is defined in state law (KRS 508.078)**
  (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:**
  b) Makes false statements by any means, including by electronic communication, for the purpose of:
    1. Causing evacuation of a school building, school property, or school-sanctioned activity;
    2. Causing cancellation of school classes or school-sanctioned activity; or
- **3. Creating fear of serious bodily harm among students, parents**
- Threats to harm others are a disciplinary violation. Student threats will be evaluated by a threat assessment team. Consequences will depend on the seriousness of the behavior. In some cases, the student(s) may be required to obtain a mental health clearance.
- Threats to harm self will be evaluated by school threat assessment teams and may result in a referral for a mental health evaluation and services.

REPORT TO AUTHORITIES

- Students should report incidents of bullying or violations of the Code of Acceptable Behavior and Discipline to any staff member, who shall take appropriate action as defined by the code. The staff member 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.

- When they have reasonable belief that an act has occurred on school property, on school sponsored transportation, or at a school sponsored function that involves assault resulting in physical injury, a sexual offense, kidnapping or assault involving the use of a weapon, or any felony offense, the principal shall immediately report such an incident to law enforcement officials, providing the students name, address, and all other required information.

RETALIATION

Employees and other students shall not retaliate against a student because s/he reports an incident of bullying or a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The superintendent/designee shall take measures needed to protect students from such retaliation.

WEAPONS

This policy applies to students, staff members, and visitors to the school. Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

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 district schools should be filed under Policy 09.435.

Violations shall be reported to a law enforcement agency.

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, shall be referred to the criminal justice or juvenile delinquency system.

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.

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and ten thousand ($10,000.00) fine.

STUDENT BEHAVIOR ON SCHOOL BUSES

Riding a school bus is a privilege and all students shall obey the instructions of the school bus driver and the rules of the Board while boarding, riding, and getting off the buses.

The Principal/Assistant 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 and transportation director in cases where bus-riding privileges have been withheld.

In the case of habitual, serious conduct violations or gross misconduct. The principal may remove riding privileges up to the remainder of the school year with consultation of the Director of Transportation.

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

Gross misconduct is defined as any act(s) that would endanger the lives or morals of the occupants of the bus or to interfere with the driver's ability to safely operate the bus.

Students going home with a friend after school requiring a change of bus or drop-off point must have a note, signed by a school official, from the parent giving permission.

DISTRIBUTION OF DISCIPLINE POLICY

The school principal shall annually distribute the student discipline policy to students with a cover sheet acknowledging parent review of the discipline policy. Each principal shall require the discipline policy to be reviewed in homeroom during the first week of school.

DISCIPLINARY ACTIONS

In the event that a student violates the rules and regulations, which have been set forth by the McLean County Board of Education and/or the school in which the student is enrolled, or violates a state or federal law while on school property including a bus or while attending a school sponsored event, he/she shall be subject to a prescribed form of punishment. The punishment will be administered as follows:

Classroom Discipline - Teacher-implemented discipline measures such as reteach classroom expectations, conference with student, notify parent, assign class/lunch detention, re-assign seats.

Conference – May involve students, parents, guardians, teachers, school staff and principals in discussion about student misbehavior and potential solutions that address social, academic and personal issues related to the behavior.

Detention – Extra time spent before, during or after school engaged in a constructive activity or a time the student can reflect on the behavior infraction that has lead the student to detention. The school or district is not responsible for transportation to or from detention time.

Bus Suspension - The removal of bus privileges based upon school bus rule violations

Alternative Education Placement (AEP) – is an alternative educational placement for students who have failed to meet the behavioral requirements in the school. Students placed in AEP are provided a program of strict discipline, intensive instruction (class-work), values examination, and rehabilitation. Students shall be assigned to AEP by the principal or assistant principal. Any student placed in AEP will be prohibited from participating in or attending any extracurricular

activity. Any misbehavior while assigned to AEP may result in additional time to be served or immediate suspension from school and may be referred to the Board of Education for a disciplinary hearing. Students in AEP may be assigned a front seat when being transported on school buses.

Alternative Behavioral Center (ABC) – This program is for students, in grades 6 - 12, that have been removed from the regular school setting due inappropriate disciplinary infraction listed on pages 30-35. Students placed in ABC are provided a program of strict discipline, intensive instruction (class-work), values examination, and behavior modification. Any student placed in ABC will be prohibited from participating or attending extracurricular activities.

Suspension – The student is prohibited from attending school, being on school district property and school sponsored activities, for a period of one (1) day to ten (10) days depending upon the severity of the offense. To be reinstated in school, the student must participate in a conference with his parents or legal guardian and the school administrator.

Prior to any suspension, the principal shall:

- Inform the student either orally or in writing, of the particular misconduct and the basis for such accusation
- Provide the student an opportunity to explain his/her version of the situation

In the event that the student's continued presence on the school premises poses a danger to other persons or property or is an ongoing disruption to the academic process, the principal may immediately remove the student from the school premises without the benefit of the above-stated procedures.

Expulsion – The student is barred from school, being on school district property and school-sponsored activities for the remainder of the semester or for the remainder of the school year at the discretion of the McLean County Board of Education.

Before a student is expelled from school, the Superintendent of McLean County Schools shall give due notice in writing that the student is entitled to a hearing before the McLean County Board of Education, as provided for in KRS 158.150 (see Section III).
The accumulation of three (3) suspensions in one school year may result in referral for a disciplinary hearing for possible expulsion.
* Refer to page 13 for mandatory expulsion

Referral to Law - Is an action by which a student is reported to any law enforcement agency or official, including a school police unit or School Resource Officer, for an incident that occurs on or off school grounds, during a school-related event, or while taking school transportation, regardless of whether official action is taken.

SUSPENSION AND EXPULSION PROCEDURES

The principal or assistant principal may suspend a pupil for such conduct as specified in this handbook and shall report such action in writing immediately to the Superintendent.

Any student displaying/exhibiting behavior disruptive to the educational process may be suspended by the principal/assistant principal and/or referred immediately to the McLean County Board of Education for a due process hearing for possible expulsion, if said behavior is not specifically outlined in the Discipline Policy. Three (3) copies of a letter are to be written giving the specific reason(s) for the suspension. One copy is sent to the parent or guardian of the pupil, one copy submitted to the Superintendent, and the other copy kept on file in the school.

The length of suspension shall not exceed ten (10) days. A student suspended three (3) times in a single school year may be referred to the McLean County Board of Education for a due process hearing (see Special Needs, if applicable).

A pupil recommended for expulsion by the principal shall be suspended from school by the principal or assistant principal until the Board of Education has reviewed and made a ruling on the case.

Expulsion of a pupil will not become final until the parent or guardian, or other person who has legal custody, has had the opportunity to participate with the pupil in a hearing before the Board of Education. In an expulsion hearing the Board shall be guided by OAG 78-673.

- A student shall have notice of the charges against him
- The student may be represented by legal counsel at his/her own expense
- The student is entitled to an impartial hearing; including the right to cross examine witnesses who appear and to have witnesses testify on his behalf, hearsay may be admitted at the discretion of the Chairman
- The student shall be notified in writing of the Board's decision
- The hearings may be held in Executive Session at the parent's request

USE OF TOBACCO PRODUCTS

Students shall not possess, smoke, or use tobacco products including electronic vapor devices or any other nicotine delivery devices at school, on a school bus, or at any school-related activity on school grounds.

DRUGS, ALCOHOL,OTHER PROHIBITED SUBSTANCES, and PARAPHERNALIA

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any alcoholic beverage or any controlled prohibited drugs and substances, or any substance which "looks like" a controlled substance, including synthetic substances, on or about school property, at any location of school-sponsored activity, or in route to or from school or a school-sponsored activity. In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

TRAFFICKING

Illicit trade that involves the cultivation, manufacture, distribution, and/or sale of prohibited, controlled substances. It is a serious felony that goes beyond simple possession.

DEFINITIONS
Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Statutes or any other substance added by KRS 218A.020. Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law. Prohibited substances include:

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

PARAPHERNALIA

Paraphernalia is not to be possessed or provided to another person. Examples include: vapor devised that test positive for prohibited substances, pipes, rolling papers, clips, stones and other devices believed to be, by school authorities, used for the storage, processing, delivery or consumption of the above mentioned drugs.

PENALTY
Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities. In addition, violations may result in notification of appropriate legal officials.

STUDENT SEARCH AND SEIZURE

Student lockers are the property of the school and are subject to the Board's regulation and supervision. When a student is assigned a locker the student becomes joint owner of the property with the school. School authorities, however, retain the right to search the locker at any time for the purpose of determining if illegal substances, contraband, or school property is present. By signing this handbook knowledge of receipt I acknowledge that locker inspection or search and seizures is permissible and is a condition of locker issuance. Locker inspection or

searches are not carried out as a harassment technique, but as a duty when the health, safety, or welfare of students is involved.

In a search and seizure situation, the following procedures shall be followed:

- A student's person, property or vehicle will only be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
- Illegal items (weapons, firearms, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety, security, or other's safety and security may be seized by school officials.
- Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. A general inspection of school properties such as lockers, desks, etc., may be conducted on different occasions by the school principal and/or assistant principal. During these inspections, items that are school property may be collected (example: overdue library books).
- All items of contraband, which have been seized, will be turned over to the Law Enforcement, with the County Attorney being notified by letter, or returned to the true owner, depending on the situation.
- The student will have the opportunity to be present when a search of personal possessions is to be conducted unless:
    - The student is absent from school; or
    - School authorities decide that the student's presence could endanger his/her health and safety.
- A canine detection agency or law enforcement may periodically search for banned substances.

POSSESSION OF TELECOMMUNICATIONS

It is the belief of the McLean County Board of Education that students should maintain the right to possess a telecommunication device provided they observe the following conditions:

- Devices shall not be used in a manner that disrupts the educational process. (KRS 165.675)
- 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 devices. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property.

VIOLATION CATEGORIES AND DEFINITIONS

Categories and Definitions are subject to change pending legislative and state administrative updates.

Abuse of a Teacher - Intentional verbal, mental or physical abuse of a teacher or administrator; Per KRS 161.190, Abuse of a teacher, classified employee. or school administrator is prohibited: Whenever a teacher, classified employee, or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher, classified employee, or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

Academic Cheating/Plagiarism - Providing, receiving or viewing answers to quiz or test items or independent assignments. Having books, notes/notebook, or mobile devices out during a test without permission. Copying other's work and representing it as one's own.

Alcohol: Distribution/Possession/Use - Student is in possession of, using, transferring, or intending to distribute alcohol. (See Drugs/Alcohol information following this section)

- Distribution: Disperse, sell, transfer, or possess with intent to distribute, sell, or transfer
- Possession: Possessing, storing in one's vehicle, locker, or on their person
- Use: Using or being under the influence

Arson - Student plans and/or participates in malicious burning of property.

Assault - Student engages in actions involving serious physical contact where injury may occur, for example hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.

- 1st Degree Assault: intentionally causes serious physical injury {reference KRS 500.080 for complete definition of "serious physical injury," particularly for children ages 12 and under) to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person; complete definition found in KRS508.010
- 2nd Degree Assault: same as 1st Degree Assault, although it includes causing serious physical injury without a weapon or instrument; complete definition found in KRS 508.020; {reference KRS 500.080 for complete definition of "serious physical injury," particularly for children ages 12 and under")
- 3rd Degree Assault: recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers; complete definition found in KRS 508.025 {reference KRS 500.080 for complete definition of "physical injury")
- 4th Degree Assault: intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument; complete definition found in KRS 508.030; {reference KRS 500.080 for complete definition of "physical injury")

Attendance Policy Violation – See page 25

Bullying - Behaviors such as hazing, bullying, menacing, taunting, intimidating, harassment, verbal or physical abuse of others, or threatening behavior either personally, through a third party or electronically. Bullying includes 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. (see Bullying section on page 11)

Bus Rule Violation - Pupils shall conform to transportation rules and regulations prescribed under state statutes state and local regulations, and the District Transportation Services Policy. See Board Policy 09.226.

Burglary of School Property - Knowingly entering or remaining in a building with the intent to commit a crime, especially theft

Criminal Abuse - Intentionally abusing another person causing physical injury
Dangerous Instrument/Possession – Any instrument, article or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.
Destruction of School Property - willfully or wantonly defacing, destroying, or damaging school property, fixed or tangible.
Disruptive Behavior - Student engages in behavior causing an interruption in a class/activity or disrupts the educational process. Disruption includes defiance, sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior
Disorderly Conduct - Being in a public place with intent to cause inconvenience, annoyance, or alarm, or creating a risk. For example, running in hallways, kicking doors, walk-outs, sit-downs or picketing, advising others to contribute to a disruptive event, and failing to disperse from a crowd after being asked to do so by a school official or police officer.
Disrespectful Behavior - Delivers socially rude or dismissive messages
Dress Code Violation - Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. (See District Minimum Standards for Student Dress following this section)
Drugs Distribution/Paraphernalia/Possession/Use - Student is in possession of, using, transferring, or intending to distribute drugs, Illegal drugs/substances, synthetic drugs, prescription drugs/over the counter drugs, imitations/ look-alikes or paraphernalia. (See Drugs/Alcohol information following this section)

- Distribution: Disperse, sell, transfer, or possess with intent to distribute, sell, or transfer
- Paraphernalia: equipment used for the storage, processing, delivery or consumption of the illicit drugs (see more on page 18)
- Possession: Possessing, storing in one's vehicle, locker, or on their person
- Use: Using or being under the influence

Failure to Follow School Rules - Student does not comply with regulations established by the school/district that does not involve behavioral violation included on this list.
Failure to Serve - Student does not attend sessions assigned as disciplinary action.
Fighting - Student is involved in mutual participation in an incident involving physical violence.

• Student to Other: McLean Student to anyone not a student of the district or an employee
• Student to Staff: McLean County Student to any McLean County Staff member
• Student to Student; Mclean County Student to another McLean County Student

False Alarm -Pulling a fire alarm or reporting a fire or other dangerous situation without valid cause.

Forgery- Student has signed a person's name without that person's permission.

Fraud - Student intentionally uses deceit, trickery, or some dishonest means for profit or to gain some unfair or dishonest advantage.

Gambling - Wagering money or property.

Hazing – a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:
(a) Violate federal or state criminal law;
(b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
(c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
(d) Endure brutality of a sexual nature; or
(e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student;

1st Degree - A person is guilty of hazing in the first degree when he or she intentionally or wantonly engages in an act of hazing that results in serious physical injury or death to a minor or student.

2nd Degree - A person is guilty of hazing in the second degree when he or she recklessly engages in an act of hazing.

Harassing Communications - intent to intimidate, harass, annoy, or alarm another person by means of electronic or written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication.

Homicide - a person causes the death of another human being under circumstances which constitute murder, manslaughter in the first degree, manslaughter in the second degree, or reckless homicide.

Insubordination - Student refuses to comply with the directions or instructions given by school authorities.

Intentionally Providing False Information - Willfully or maliciously giving false information, record, or accusation against school personnel or other students.
Intimidation/Harassment - Harassment is the intent to intimidate, harass, annoy or alarm another person through the delivery of disrespectful messages in any format related to gender, ethnicity, race, religion, disability, physical features, or other protected class (KRS 525.080 and 525.070). (See Intimidation/Harassment/Bullying information following this section)
Kidnapping - Unlawfully restraining another person with intent to hold for ransom, inflict bodily injury or terrorize a person, to shield or hostage. (Complete definition found in KRS 509.040)
Leaving Campus - Student is in an area that is outside of school boundaries as defined by the school.
Loitering - Student is in an unauthorized area of school campus.
Menacing - Intentionally places another person in apprehension or imminent physical injury. (Complete definition found in KRS 508.050)
Mild Sexual Behavior- Public displays of affection (such as kissing and excessive hugging), consensual sexual acts, mooning, patting buttocks (as opposed to grabbing), etc. which are of a consensual or harmless nature.
Motor Vehicle Theft- steal or use someone else's vehicle without permission
Out Of Area Violation - Student is out of assigned area without permission from school staff.
Profanity/Vulgarity- Use of profanity, including swearing or the use of vulgar or inappropriate words, objects or gestures.
Possession of Stolen Property - Student is in possession of property of another person or institution taken without permission or knowledge of the owner.
Rape - Includes forcible rape and statutory rape.
Robbery/Theft- Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.
Self-Endangerment - Student makes threats or engages in behavior to physically harm or injure self.
Sexual Acts - Inappropriate behavior of a sexual nature including, but not limited to, consensual sex.
Sexual Assault - Unwanted touching in a sexual manner.
Sexual Offense (non-touch) - Includes all non-touch sexual offenses, not limited to lewd behavior, obscene behavior and indecent exposure.

Skipping Class - Student leaves or misses class without permission.
Skipping School - Student leaves or misses school without permission.
Stalking - Intent to stalk another person or make explicit or implicit threat to place a person in reasonable fear of sexual contact, physical injury or death. (Complete definitions found in KRS 510.140 and KRS 508.150)
Tardy to Class: Student is late to class or to the start of the school day multiple times as defined by the school.
Telecommunication Devices - Student engages in inappropriate use of cell phone, music/video players, camera and/or computer. This includes taking unwanted photos/videos of others without permission. (See Possession of Telecommunications page 20)
Terroristic-Bomb: Bomb threat or threat of other explosive device.
Terroristic Threat -1) Intentionally making false statements about placing a weapon of mass destruction on school property; 2) Intentionally placing a counterfeit weapon of mass destruction on school property; 3) Intentionally threatening to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or school staff; 4)Threatening to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or S) Intentionally making false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.
Terroristic - Chem/Bio/Nuc: Chemical, biological or nuclear threats.
Threatening another Student -To cause reasonable apprehension or threat of physical harm to another student through statement, communication conduct or gesture.
Threatening Staff-To cause reasonable apprehension or threat of physical harm to a staff person or school representative through statement, communication conduct or gesture.
Theft/Stealing- Student participates in an activity that results in stealing of property.
Tobacco Products: Use/Smoking/Possession/Distribution-Student possesses, distributes, intends to distribute, or uses tobacco and/or electronic nicotine delivery devices. {See Tobacco and Related Products Information following this section)
Trespassing - Student forcibly enters or proceeds into unauthorized areas of Board owned or leased buildings or facilities, their roofs, or their spaces.

Truancy – see page 25
Vandalism - The destruction or disfigurement of property
Verbal Abuse -Using abusive or demeaning language to attack or injure an individual, this could include but not limited to talking back, name calling, creating socially rude interactions.
Violation of District Tech Policy -Any failure to use district-owned hardware, software, electronic devices, Web pages or networks for intended educational purposes as described in the district's Acceptable Use Policy.
Violation of Personal Electronic/Telecommunication Device Policy -Student disrupts the educational process and/or violates district and/or school policies related to personal electronic or telecommunication devices. (See Telecommunication Devices Information following this section page 20)
Wanton Endangerment - Wantonly engaging in conduct which creates a substantial danger of physical injury.
Weapons: Possession/Distribution/Use (Look-alike & Toy Replicas) -Student is in the possession of knives and/or guns (real or look-alike), or other objects readily capable of causing bodily harm. (See Weapons information following this section)

Administrative Responses to Behavior Violations

Administrator will determine the appropriate level of response based on, but not limited to, previous behavior, severity and circumstances

Inappropriate or Disruptive Behavior	**Classroom Discipline**	**Conference**	**Detention**	**In-School Removal**	**Out-of-School Suspension**	**Board Issued Expulsion**	**Referral to Law**	**Bus Suspension**
Abuse of A Teacher					x	x	x	
Academic Cheating/Plagiarism	x	x	x	x				
Alcohol Distribution/Possession/Use				x	x	x	x	
Arson				x	x	x	x	
Assault				x	x	x	x	
Attendance Policy Violation		x					x	

Administrative Responses to Behavior Violations

Administrator will determine the appropriate level of response based on, but not limited to, previous behavior, severity and circumstances

Inappropriate or Disruptive Behavior	**Classroom Discipline**	**Conference**	**Detention**	**In-School Removal**	**Out-of-School Suspension**	**Board Issued Expulsion**	**Referral to Law**	**Bus Suspension**
Bullying				x	x	x	x	
Bus Rule Violation		x	x	x	x	x	x	x
Burglary of School Property					x	x	x	
Criminal Abuse				x	x	x	x	
Dangerous Instrument/Possession		x	x	x	x	x	x	
Destruction of School Property	x	x	x	x	x	x	x	
Disruptive Behavior	x	x	x	x	x			
Disorderly Conduct	x	x	x	x	x	x	x	
Disrespectful Behavior	x	x	x	x	x			
Dress Code Violation		x	x	x				
Drugs Distribution/Paraphernalia/Possession/Use					x	x	x	

Administrative Responses to Behavior Violations

Administrator will determine the appropriate level of response based on, but not limited to, previous behavior, severity and circumstances

Failure to Follow School Rules	x	x	x	x				
Failure to Serve			x	x	x			
Fighting		x	x	x	x		x	
False Alarm				x	x	x	x	
Forgery	x	x	x	x	x		x	
Fraud	x	x	x	x	x		x	
Gambling		x	x	x				
Homicide					x	x	x	
Hazing				x	x	x	x	
Harassing Communications		x	x	x	x	x	x	
Insubordination	x	x	x	x	x			
Intentionally Providing False Information	x	x	x	x				
Intimidation/Harassment			x	x	x	x	x	
Kidnapping					x	x	x	
Leaving Campus			x	x	x			

Administrative Responses to Behavior Violations

Administrator will determine the appropriate level of response based on, but not limited to, previous behavior, severity and circumstances

Loitering		x	x	x	x			
Menacing				x	x	x	x	
Mild Sexual Behavior	x	x	x	x				
Motor Vehicle Theft				x	x		x	
Out Of Area Violation	x	x	x	x				
Profanity/Vulgarity	x	x	x	x	x			
Possession of Stolen Property			x	x	x		x	
Possession of Unauthorized ltem(s)	x	x	x	x	x		x	
Rape					x	x	x	
Robbery/Theft					x	x	x	
Self-Endangerment		x					x	
Sexual Acts		x	x	x	x		x	
Sexual Assault					x	x	x	
Sexual Offense (non-touch	x	x	x	x	x			
Skipping Class		x	x	x				

Administrative Responses to Behavior Violations

Administrator will determine the appropriate level of response based on, but not limited to, previous behavior, severity and circumstances

Skipping School			x	x				
Stalking				x	x	x	x	
Tardy To Class	x	x	x	x				
Telecommunication Devices	x	x	x	x	x		x	
Terroristic-Bomb				x	x	x	x	
Terroristic Threat				x	x	x	x	
Terroristic - Chem/Bio/Nuc				x	x	x	x	
Threatening another Student		x	x	x	x	x	x	
Threatening Staff		x	x	x	x	x	x	
Theft/Stealing		x	x	x	x	x	x	
Tobacco Products: Use/Possession/Distribution		x	x	x	x		x	
Trespassing		x	x	x	x	x	x	
Truancy		x					x	
Vandalism				x	x	x	x	
Verbal Abuse	x	x	x	x	x			
Violation of District Tech Policy	x	x	x	x	x			

Administrative Responses to Behavior Violations

Administrator will determine the appropriate level of response based on, but not limited to, previous behavior, severity and circumstances

Violation of Personal Electronic/Telecommunication Device Policy	x	x	x	x	x			
Wanton Endangerment					x	x	x	
Weapons Possession/Distribution/Use (Look-alike & Toy Replicas				x	x	x	x	

STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students with disabilities are those students for whom there is an Individual Education Program (IEP) or 504 Plan as provided in federal and state regulations. A student receiving special education services or Section 504 accommodations may be disciplined according to McLean County Public Schools Code of Conduct. Additional behavioral interventions, treatment and consequences may be part of the Individual Education Program or the Section 504 accommodations plan. Decisions related to disciplinary actions for these students, which may include suspension and expulsion for serious offenses, are made in accordance with federal and state regulations and McLean County Public Schools Special Education Procedures.

STUDENT DRIVER'S LICENSE/LEARNER/S PERMIT

Students who are under eighteen (18) years old and have a driver's license, learner's permit, or attempts to get a learner's permit must prove that he/she is attending school and passing. Students are required to have passed at least 66% of the courses from the previous semester. They must have fewer than nine (9) unexcused absences the previous semester. This proof is provided by the school and can be picked up in the school office. At the end of each semester in compliance with state law the school will send a list to the Kentucky Department of Transportation. The list will contain the names of students who have dropped out of school. Have had more than eight (8) unexcused absences, or have failed to pass at least three (3) courses during the semester. Failure to meet these requirements

will result in loss of the driver's license and/or permit. If a student's license and/or permit is revoked by the Department of Transportation, he/she may contest it by requesting a hearing in District Court.

DISTRICT OWNED/PROVIDED TECHNOLOGY

Any use of district owned/provided technology, including email and/or internet, is subject to the KY Freedom of Information Act (open records).

NON-RESIDENT STUDENTS
GUIDELINES FOR ADMISSIONS AND RETENTION

The Student:

A. Does not cause overcrowding.
B. Maintains a good academic standing (C average or better).
C. Has no major discipline infractions.
D. Pays all financial obligations.
E. Maintains good attendance.
F. Provides his/her own transportation.

If any of the guidelines are not met, (or for any other reason deemed appropriate by the Board of Education) the student will be referred to the Mclean County Board of Education for a hearing and the board may elect to expel the student from the McLean County School System and returned to their district of residency.

Cross District Transfer Requests Guidelines

ASSIGNED ZONES

All pupils shall be assigned by geographic attendance zones and will attend the school designated to serve their area of residence. Specific areas served by each attendance zone will be marked on a map in the central administration office. The Board may revise attendance zones from time to time to attain maximum utilization of school facilities.[1]

No student may be assigned to or required to attend a charter school by the District. Please see Board Policy 09.11

EXCEPTIONS

Employees of McLean County Public Schools, who work at a school outside of assigned zone of residence, may request from the Board of Education to transfer their child to the school of their employment. All requests must be made and approved on an annual basis. The Board reserves the right to reject the request for the following reasons:

1. The request causes overcrowding in the classroom or school,
2. The student's departure causes classroom size to be an uneconomical number,
3. The student has major disciplinary infractions,
4. The student has failed to maintain good attendance,
5. Any other reason deemed appropriate by the Board.

*Students who have siblings in a McLean County Elementary School shall be allowed to apply for transfer under the same exceptions listed above.

Students who attend a school, other than their assigned school, shall provide their own transportation to and from school.

REQUESTS FOR TRANSFER

In compliance with Every Student Succeeds Act of 2015 and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. The assigned school is designated by the state as being "persistently dangerous"; or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school. [2]

ATTENDANCE POLICY

ABSENCES AND EXCUSES

The Board of Education requires pupils to attend regularly and punctually the school in which they are enrolled.

Any student who is absent/tardy (10) times or more, per semester, regardless of reason is subject to a review hearing. The attendance committee may consist of the Director of Pupil Personnel, Principal, Assistant Principal, and parent.

When students have excessive absences (more than 10 days per semester) they may not be allowed to participate in extracurricular activities at the discretion of the principal.

ABSENCE/TARDY

In accordance with 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. An absence/tardy will be based on the number of minutes a student misses instructional time, which includes being late to school, leaving school before classes are dismissed or missing all of the school day. To be considered absent from school a student must miss approximately 30% or more of the school day. To be considered tardy from school a student must miss less than 30% of the school day. Students must be signed in on an entry log if late to school or signed out of school on an exit log if leaving the building during any part of the instructional day. The Principal/Assistant Principal shall determine whether the absence will be excused or unexcused.

TRUANCY DEFINED

This District records excused and unexcused absences daily to comply with Kentucky School law 159.150, which states, "Any child who has been absent from school without valid excuse for more than three (3) days, or tardy on more than three (3) days, is a truant…"

VERIFICATION REQUIRED

Students must submit, within two (2) days, upon return to school after an absence, a note signed by the parent/guardian or physician as appropriate, stating the reason for the absence. If a note is not received within 2 days, the absence or tardy will be considered unexcused.

EXCUSED ABSENCES

A valid excused absence includes student illness (including mental or behavioral health), visits to a MD, DO, APRN, PA, DC, DDS, DMD, Psychiatrists, Psychologists, or a mental health therapists, hereinafter health care provider ; death in the family, religious holidays, court appearance, driving test, one day attendance at Kentucky State Fair, or other reasons approved by the school administrator. Each senior shall receive one college day with prior approval. Written verification of excused absences must be given to the appropriate school staff upon the student's return to school. Parental statements verifying illnesses are limited to five (5) days. If a note is not provided to the school and the student tells the school staff they were sick or any other reason deemed by the school administrator as an excused absences, school staff will write a note to excuse the student in place of a parent written note. After the student has missed the maximum number of days allowed under this provision, a statement from a health care provider shall be required for additional absences for personal illness. After five (5) notes from a single health care provider, the principal may refer the student to the attendance committee for an attendance review. The student, his/her parents or both may attend the attendance committee review and discuss the reasons for the absences. At their sole discretion, the attendance committee may require, at the sole expense of the student or his/her parents, the opinion of a health care provider other than the health care provider writing the majority of the previous excuses for future absences. Student may be granted excused absences for unusual or extreme circumstances: after review of the student's academic, behavior, and attendance records and with a written request submitted at least three (3) days prior to the absence. Any approved absences will be deducted from the five (5) days (parental notes).

UNEXCUSED ABSENCES

The McLean County School District has the following policy for unexcused absences:

- 1st- Unexcused – Student will receive a letter from the school principal.
- 2nd Unexcused – Student will receive a final notice from the Director of Pupil Personnel.

- 3rd Unexcused – Student may be referred to the Court Designated Worker.
- Per KRS 159.140, the Director of Pupil Personnel will be required to notify the County Attorney's office when a student accumulates 15 or more unexcused absences throughout the academic year.

CHECK IN/CHECKOUT POLICY

If a student comes to school late, the student must be signed in at the front office.

A child is not to leave the school grounds during the regular school day for any reason whatsoever, unless approval is obtained from the principal or his/her representative. No one other than the legal guardian may checkout a student from school unless the parent has listed other individuals on the enrollment form. Individuals checking students out will be asked for proper identification.

Any person entering the building must sign in at the school's front office and show a valid photo ID. If they are picking up a student, they must sign the sign-out log in the office. This service can be done through the secretary and prevent classroom interruption. No student is ever dismissed from the classroom unless the office notifies the teacher.

HOME/HOSPITAL INSTRUCTION (HOMEBOUND)

The purpose of Home/Hospital Instruction is to provide educational services to students who cannot attend school for extended periods, due to illness, injuries or chronically recurring physical or mental conditions. An extended period refers to an absence equal to or greater than five (5) consecutive school days.

Children not able to come to school for health reasons shall be provided instruction at home or the hospital or sanitarium. The instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit. This may be counted as equivalent to the attendance of one (1) child to five (5) days in school. A parent or responsible adult must be present in the home during the scheduled time of instruction. An instructional session may be delivered in person or electronically.

Students that are exempted from school attendance more than six (6) months shall provide two (2) signed statements of support from health personnel.

MAKE-UP WORK
Students shall be allowed to complete make-up work for excused absences. Students will have two (2) days to make up their missed work for the first day's absence and one (1) day for each additional day's absence to complete the missed work. Requesting make-up work is the responsibility of the student

ELEMENTARY RETENTION

Decisions about student placement within the Primary Program. Student placement recommendations are made by a committee composed of the classroom teacher, other relevant staff, the principal and the parent(s) or guardian. Evidence to support student placement should be provided by the teacher. This evidence should include a variety of student work samples, complete observational checklists of academic, social, and developmental progress, as well as anecdotal records. Under KRS 158.140 & 158.031 final placement decisions are given to the local education agency (i.e., school principal).

HEALTH CARE ISSUES

All students shall undergo those preventive health care, dental and vision examinations as required by Kentucky Administrative Regulations including, but not limited to, required immunizations and physicals before entering kindergarten and the sixth grade. Immunization certificates shall be on file within two weeks of a student's enrollment in school and shall be kept current. Students failing to have the required certificates will not be permitted to attend school and shall, when appropriate, be reported as truant to the juvenile court. Forms relating to exemptions from immunization requirements are available at each school.

SCREENING TESTS

702 KAR 1:160 allows school districts to select which grades will be screened for vision, hearing and growth/development. McLean County Board Policy 09.21 AP.2 states that the following physical assessment shall be conducted:

GROWTH & DEVELOPMENT	PROVIDED BY
First year primary	Health Provider Or
Grade 6	

	County Health Department
VISION	**PROVIDED BY**
Preschool	Local optometrist
First year primary	
Fourth year primary	McLean Co Lion's Club, School staff, or other
Grade 5	
HEARING	**PROVIDED BY**
Preschool	Speech Therapist
First year primary	
Second year primary	
Third year primary	
Fourth year primary	

Throughout the school year the McLean County Public Schools provides free vision 3rd and 5th and hearing screenings K-3rd for students in pre-kindergarten, kindergarten, 2nd, 4th, 6th and 8th grades. This information is shared only on a need to know basis. Other community health care providers may be assisting with these screenings. If we screen your child and find any unusual findings we will contact you concerning this manner. If you DO NOT want your child to take part in the vision and hearing screenings provided by the district, please notify your child's school in writing, which screenings you are opting out of. Be aware that these screenings are still mandatory and will need to be completed elsewhere at the parent's expense. For additional information, please contact the School Health Program Office at (270) 273-5257.

Notification of Health Services

McLean County Public Schools have the following services available to students and the parents have the right to refuse in writing consent for services.

- District School Nurses
- District Social Worker

· District staff trained to administer medications (including Emergency Medications)
· Mountain Comprehensive Care Mental Health Services (parent will be notified for consent)

NOTIFICATION OF FERPA RIGHTS

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

1. ***The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.***

   Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. ***The right to inspect and review logs documenting disclosures of the student's education records.***

   Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3. ***The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.***

   Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

   If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him\her of the right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

   Exceptions that permit disclosure without consent include:

   a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

      A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

      This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

   b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.

   c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

   d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

5. ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students***.

   To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

6. ***The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard and institutions of higher education.***

   Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

7. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Notification of Teacher Qualifications

Parents have the right to request teacher qualifications in accordance with ESSA 112(e)(1)(A) and 34 C.F.R. Part 200.61
Our district receives federal funds for Title 1, Part A programs as a part pf the Every Students Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you would like to request this information, please contact Shannon Lindsey, Personnel Director, by phone at 270 273-5257 or via email at Kelly.Foster@mclean.kyschools.us. Please include your child's names, name of the school your child attends, the names of your child's teacher(s) and an address or email where the information may be sent.

Notification of Restraint and Seclusion Policy and Procedure Location

Appropriately trained staff may use physical restraint when a student's behavior poses an imminent danger of physical harm to self or others and as permitted under KRS 503.050, 503.070, and 503.110. Physical restraint shall not be used as a punishment or discipline or to force compliance or to retaliate.
704 KAR 7:160 Use of Restraint and Seclusion in Public Schools went into effect on February 1, 2013. The regulation is designed to enhance safety for both students and staff by limiting the use of physical restraint and seclusion, training teachers on more effective ways to improve student behavior, and training teachers on how to safely conduct restraints when absolutely necessary. The District policy and procedures regarding Restraint and Seclusion can be accessed at http://policy.ksba.org/m11 - Students - 09.2212

NOTIFICATION OF LOCATION ASBESTOS MANAGEMENT PLAN

Inspection of the McLean County Schools for asbestos-containing materials has been completed and a Management Plan is available for viewing at the office of the Superintendent of Schools between the hours of 8:00am and 3:00pm Monday through Friday. Management Plans for individual schools may be seen at the Principal's office during the same hours. This notification is required and in accordance with the Environmental Protection Agency's Regulation 40 CFR Part 763.93 (e) (10) of the EPA Asbestos-Containing materials in Schools: Final Rule and Notice.

Tommy Burrough
Superintendent
McLean County Schools

REFERENCES:
KRS 158.070, KRS 159.051, KRS 159.150, KRS 158.180, KRS 158.183
702 KAR 7:125, 704 KAR 7:100
OAG 76-566, OAG 79-68, OAG 79-539, OAG 96-28
RELATED POLICY:
09.122, 09.432

Testing Notification

Sections 1112(e)(2)(A)-(B) of the Every Student Succeeds Act (ESSA) requires the following regarding testing transparency. (2) TESTING TRANSPARENCY.— (A) IN GENERAL. – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. (B) ADDITIONAL INFORMATION. – Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including— (i) the subject matter assessed; (ii) the purpose for which the assessment is designed and used; (iii) the source of the requirement for the assessment; and (iv) where such information is available—(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results. Information about these requirements can be found on the Kentucky Department of Education's Assessments webpage (https://education.ky.gov/AA/Assessments/Pages/default.aspx).

Dear Parent/Guardian,
Our most important function in McLean County School District is to provide the safest learning environment possible for all of our students and school staff members.
Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to

either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30th of 2018, Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

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

(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:**

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

1. Causing evacuation of a school building, school property, or school-sanctioned activity;

2. Causing cancellation of school classes or school-sanctioned activity; or

3. Creating fear of serious bodily harm among students, parents, or school personnel

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, 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.

Penalties

Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or $1,000-$10,000 fine (KRS 532.020).

Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or $1,000-$10,000 fine (KRS 532.020).

Violating a felony (juvenile) fine not to exceed $500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.

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

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact me at your convenience.

Sincerely,

Tommy Burrough,
Superintendent
McLean County Public Schools