

**CODE OF ACCEPTABLE BEHAVIOR  
AND DISCIPLINE  
2018-2019 SCHOOL YEAR**

**ROWAN COUNTY SCHOOLS**

**John Maxey, Superintendent  
415 West Sun Street  
Morehead, Kentucky 40351**

**“Together We Can”**

**Education is a joint effort of  
family, school, and community.**

Rowan County School District Mission Statement

**The Mission of the Rowan County School District is to provide individuals with sufficient knowledge and skills to allow for lifelong learning, to have respect for themselves and others, and to become productive citizens in an atmosphere that encourages creativity, physical, and emotional well-being through joint effort of the family, school, and community.**

**SECTION VI: Special Issues**

**Rowan County Sportsmanship Standard**

The Rowan County Sportsmanship Standard requires its officials and school staff to enforce sportsmanship rules for coaches, players, and spectators. We **WILL NOT** tolerate unsportsmanlike behavior between opposing coaches, players, spectators, or directed toward game officials. Unsportsmanlike behavior includes: trash talking, taunting, baiting, and the use of abusive and/or obscene language. Spectators who violate this policy are subject to immediate ejection from the facility. School officials have been instructed **NOT** to issue warnings.

**Student Demonstration and Strikes**

The Rowan County Board of Education does not intend to discourage or prohibit the peaceful expression of opinions or ideas concerning the Rowan County Schools; however, it is required to provide proper school facilities and to maintain an appropriate program of instruction. Furthermore, it is required to bar any disruption of the schools, or interference, with their normal operation. Therefore, to ensure the orderly process of education and business affairs connected with the school and the safety of persons and property, the procedures below will be followed in case of any type of disruptive demonstration on school property or within school buildings.

1. The disruption shall be brought to the immediate attention of the superintendent, or designee, by the administrative head of the school. The superintendent shall have the authority to alert the police.
2. Students participating in a disruptive demonstration shall be directed by the principal, or his designee, to go to their regular classroom assignment. If feasible, the principal will arrange for a meeting between the administration and the individuals, or leaders, or the group to discuss the problem which has caused the disorder.
3. Nonstudent demonstrators and other unauthorized persons will be directed by the principal to leave the building.
4. If these steps fail to stop the demonstration, the superintendent, or designee, will ask the police to remove the demonstrators and any individual failing to comply with the request to leave the school grounds.
5. If necessary for safety, students and staff may be directed to leave the building and school property.
1. As soon as normal educational and business processes can be resumed, the superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the board.
7. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.



**Weapons (Rowan County Board Policy 05:48): This policy applies to students, staff members, and visitors to the school.**

### **WEAPONS PROHIBITED**

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

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. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

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](#).
- Law enforcement officials, including peace officers and police as provided in [KRS 527.070](#) and [KRS 527.020](#), are authorized to bring weapons onto school property in performance of their duties.

### **FEDERAL REQUIREMENTS REGARDING STUDENTS**

The penalty for students possessing a firearm at school or bringing a firearm other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.<sup>1</sup>

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

**STATE POSTING REQUIREMENTS (CONTINUED)**

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.<sup>1</sup>

The above criminal penalty shall not apply to those persons listed in [KRS 527.070](#) (3).

**STATE REPORTING REQUIREMENTS**

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred 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. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife;
4. billy stick, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

**ENFORCEMENT**

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

**Harassment/Discrimination 09.42811**

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

Students who feel they are the object of Harassment/Discrimination have the right to protection as described in School Board Policy 09.42811.

Please contact **Carol Blair/Julie Mays**, 415 West Sun Street - phone (606) 784-8928 to report. Appropriate forms will be provide (09.42811 AP.2)

## **Bullying**

There are various definitions of 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.

*Cyberbullying*: using the internet, mobile phone or other digital technologies to harm others.

An act of bullying may fit into more than one of these groups. Each reported incident will be recorded, investigated, and may be reported to law enforcement agencies. The resolution will be determined by the administrator.

## **Reporting of Code Violations 09.438 AP.1**

Students wishing to report bullying or other 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.

## **Retaliation Prohibited**

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

## **Alert Assessment**

The district has established procedures that MAY BE utilized to assess threats of harm to self or others. See policy 09.22.

## Special Education

**All Special Education students will follow the same student code of conduct and disciplinary responses as their peers unless determined otherwise by the Admissions and Release Committee.**

### **FERPA-Notice of Rights under the Family Educational Rights and Privacy Act (09.14)**

2018-2019

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

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

Parents or student who has reached age 18 should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or student who has reached age 18 believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.**

Parents or student who has reached age 18 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 student who has reached age 18, the District will notify the parent or student who has reached age 18 of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or student who has reached age 18 when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

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

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

Upon request, the district shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

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

**(5) The Superintendent or the Superintendent's designee is authorized to release Board approved directory information.**

Directory information is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released without consent. This information shall include student names, addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing within 30 calendar days after the Annual FERPA Notice has been distributed. The written request must specifically state what information may not be classified as "Directory Information." **The Rowan County School District keeps educational records in a secure location in each school and Board office.**

**The Rowan County School District obtains written consent from a parent or eligible student before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.** Information shall be released to Armed Forces recruiters and institutions of higher education upon their request without consent.

**(6) For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs of services.**

The Rowan County School District may destroy the educational records of a child without a parent's request **five** years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Rowan County School District may retain for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, class attended, grade level completed, and year completed.

Written Policies and Procedures have been developed which describe the district's requirements regarding the confidentiality of personally identifiable information. There are copies in the Principal's office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

Carolyn Y. Blair  
Director of Pupil Personnel  
Rowan County Schools  
415 West Sun- Street  
Morehead, KY 40351  
606-784-8928

The District office is open Monday thru Friday, from 8:00 a.m. to 4:30 p.m.

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

**Carol Blair, Director Pupil Personnel, Director Special Education/Section 504 Coordinator**  
**Julie Mays, Asst Director Special Education/Section 504 Coordinator**

Rowan County Schools  
415 West Sun Street  
Morehead, KY 40351  
606784-8928

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

### **Child Find**

The Rowan County School District keeps educational records in a secure location in each school and Board office.

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

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Rowan County School District may destroy the educational records of a child without parent request 5 years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Rowan County School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

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

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

Children eligible for State-Funded Preschool program include three-and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 160%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

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

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

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

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

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

If you know a child who lives within the boundaries of the Rowan County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 606-784-8928 or send the information to:

**Carolyn Y. Blair**, Director of Special Education & Section 504  
**Julie Mays**, Asst. Director of Special Education & Section 504  
Rowan County Schools  
415 West Sun Street  
Morehead, KY 40351 (606) 784-8928

If you know of a child who attends a private or home school within the boundaries of the Rowan County School District, who may have a disability, and may need but is not receiving Special Education services, please call 606-784-8928 or send the information to:

**Carolyn Y. Blair**, Director of Special Education  
**Julie Mays**, Asst. Director of Special Education  
Rowan County Schools  
415 West Sun Street  
Morehead, KY 40351 - (606) 784-8928

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

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

**Carolyn Y. Blair**, Director of Pupil Personnel  
Rowan County Schools  
415 West Sun Street  
Morehead, KY 40351 - (606) 784-8928

The District office is open Monday through Friday, from 8:00 a.m. to 4:30 p.m.

The Rowan County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the district to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Director of Pupil Personnel, the Director of Special Education or the Section 504 Coordinator at the address or phone number listed above for the Rowan County Schools.

**The Protection of Pupil Rights Amendment (PPRA)**

**The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. Please contact Ms. Carol Blair, Director of Pupil Personnel, at 784-8928 for more information. See 09.14 A.P. 122 STUDENTS 09.14 AP.122**

**PPRA Forms**

**OPT-OUT FOR SPECIFIC ACTIVITIES**

(For activities *not funded* in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district’s “Notification of Protection of Pupil Rights Amendment” (PPRA) procedure 09.14 AP.112.

On \_\_\_\_\_ at \_\_\_\_\_  
*Date Name of School/Site*  
 there will be a protected information survey conducted. This activity consists of:

*Description:* \_\_\_\_\_  
 \_\_\_\_\_

If you do **not** want your child(ren) to participate, please sign below and return the form to your Principal/designee by \_\_\_\_\_

*Five (5) days before activity or as directed*

**OPTIONAL:** You may also opt out of the activity by calling or e-mailing your Principal/designee no later than \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_  
*Five (5) days before activity or as directed Phone*  
 \_\_\_\_\_  
*E-mail Address*

If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity.

If, you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before survey is administered to a student.

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)	SCHOOL	GRADE

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

**STUDENTS      09.14 AP.122**  
**(Continued)**

**PPRA Forms**

**CONSENT FOR SPECIFIC ACTIVITIES**

(For activities ***funded*** in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA) procedure 09.14 AP.112.

On \_\_\_\_\_ at \_\_\_\_\_  
*Date* *Name* *of* *School/Site*

there will be a survey, analysis, or evaluation, and your consent is required so that your child(ren) may participate. This activity consists of:

*Description:* \_\_\_\_\_  
\_\_\_\_\_

Please sign below in the event you consent to your child(ren)'s participation and return this form to your \_\_\_\_\_  
Principal/designee by \_\_\_\_\_  
*Five (5) days before activity or as directed*

If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

-----  
As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

Review/Revised:7/19/2005

## STUDENTS 09.14 AP.112

### **Notification of PPRA Rights-----Distribute this notice annually to parents and students.**

The Protection of Pupil Rights Amendment (PPRA) affords parents 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 minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student’s parent;
  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 parents; 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 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. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.
  
- ◆ **Inspect, upon request and before administration or use:**
  1. Protected information surveys to be used with students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. 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. 20202-8520*

Review/Revised:7/17/2007

# Application to Walk

## (Elem/Middle School/High School)

Acceptable purposes for walking are riding home with parent who works at facility, participating in athletics (this must be specific and students must be on activity roster), participating in other extra or co-curricular activities/events (this must be specific and students must be on activity roster), walking home, and/or request by parent.

For safety purposes, students should not walk along any main roads including Viking Drive. Students shall use sidewalks/crosswalks as much as possible. Students shall not 'cut through' the Vocational/Technical School (this applies to campus' on Viking Drive).

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

I give permission for \_\_\_\_\_

to walk to/from:

BDA Middle	_____	BDA High	_____
CES	_____	MES	_____
RCMS	_____	RCSHS	_____
RES	_____	THE	_____

Purpose \_\_\_\_\_

\_\_\_\_\_.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

## Lice/Nits

School personnel shall actively pursue the prevention and control of head lice in the district's schools by developing a consistent screening and follow-up program for all students in the attempt to establish and maintain a Lice Free Policy.

Principals and school personnel shall adhere to the following guidelines:

1. When students are observed/reported to have head lice (bugs) anytime during the school year:
  - a. Students with an active case of head lice (live bugs) their parents will be notified and arrangement made to transport the student home.
  - b. Students are not transported home with nits-they are to remain at school.
  - c. Parents of students in that class **MAY** be notified at the PRINCIPAL'S discretion.
2. Nurse/staff shall offer parents:
  - a. Visual evidence of lice in student's hair.
  - b. Written/verbal **information only** on possible inspection, treatment and removal of lice/nits from hair and household treatment.
3. Students may return to school when the following steps have been completed:
  - a. One application of lice treatment has been applied to the student's hair – may be the same day and should not be later than the next day.
  - b. He/she brings a note signed by parent indicating treatment had been made and household treatment suggestions had been met.
  - c. He/she returns to school after treatment and has a thorough head check before the end of the day by nurse/staff.
  - d. If lice (live bugs) are found again, parents will be notified and the student will be transported home
  - e. Student will be excused the day they are transported home and the next day if school is in session. If sent home on Friday/day before break, the student will be expected to return the next day school is in session. Any succeeding days will be determined unexcused.
4. The nurse/staff/Principal may:
  - a. Establish education/information programs on lice (live bugs) control methods.
  - b. Provide information on lice (live bugs) control and prevention.
  - c. Maintain Lice (live bugs) Protocol on each case of reported infestations
  - d. Make decisions relating to transporting a student home, making referrals and/or reinstating a student.
  - e. In cases of recurrent infestations, a home visit may be made by Rowan County School personnel or a referral made to DCBS

## Student Enrollment and Homeless/Immigration Status

### McKinney-Vento Homeless Education ( Policy 09.12 AP.1)

#### **IMMIGRANT STATUS**

The Principal/designee shall notify school staff that a student's right to enrollment does not depend on his/her or the parent/guardian's immigration status.

School personnel should not engage in any practice that would inhibit or discourage an unauthorized alien student or any other student from attending.

#### **HOMELESS STUDENTS AND UNACCOMPANIED YOUTH**

The term "homeless" shall refer to children and youths who lack a fixed, regular and adequate nighttime residence and includes those that are:

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

#### **GUIDELINES FOR ENROLLMENT**

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. Types of reliable proof of a student's identity and age may include, but are not be limited to:
  - Passport
  - Military identification or immigration card
  - Baptismal certificate
  - Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student's birth
  - Any religious record authorized by a religious official
  - Recording of the student's name and birth in a family Bible or other religious text
  - 
  -

## **GUIDELINES FOR ENROLLMENT (CONTINUED)**

- Notarized statement from the parents or another relative or guardian as to the date of the student's birth
  - Prior school record indicating the date of the student's birth
  - Driver's license or learner's permit
  - Adoption record
  - Affidavit of identity and age
  - Any government document or court record reflecting the date of the student's birth
  - Oral proof when the native language of a parent or guardian is not a written language.
3. A student's exact date of birth (month, day and year) is not required for initial enrollment.
  4. When a student is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs and street outreach programs may offer proof of age and identity of a student for initial enrollment purposes.
  5. The District Homeless Student Liaison shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain essential records that are not in existence and immediately place the student in appropriate programs.
  6. To the extent possible, the District Homeless Student Liaison shall attempt to provide required notices to non-English speaking parents via written language understandable to the general public and in the native language or other mode of communication of the parent with documentation of the attempt. If the native language of the parent is not a written language, the Liaison should take steps to ensure that the notice is translated orally or by other means so that the parent understands the content of the notice and that there is written evidence of the translation to the extent possible with documentation of the attempt.

**Susan Chin, Homeless Liaison 784-8911 or Carol Blair, Homeless Liaison 784-8928**

### **CHILDREN IN FOSTER CARE**

Students in foster care shall have equal access to all educational programs and services, including transportation, which all other students enjoy.

Foster children are to be immediately enrolled in a new school. The District shall contact the student's prior school for relevant records.

Foster children are to be immediately enrolled in a new school. The District shall collaborate with the Cabinet to ensure immediate and appropriate enrollment of the child and immediately contact the student's previous school for relevant records. The previous school shall provide the new school records maintained within the student information system by the Kentucky Department of Education within three (3) working days of receipt of a request. Remaining records shall be provided within ten (10) working days of request.

Foster Care Liaison will work to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services in writing that the Cabinet has designated its Foster Care Liaison for the District..

Children in foster care, including preschool aged children if the District offers a preschool program, shall be eligible to attend their “school of origin” unless a determination is made that it is not in the child’s best interest. Such determination will be made in collaboration with the child welfare agency. Dispute resolutions shall be handled by all agencies involved in the determination of the foster child’s placement.

When possible, a child exiting the foster care program during the school year shall be allowed to complete the school year in the school of origin.

**Carol Blair, Foster Care Liaison 784-8928**

### **Migrant**

The Migrant Education Program (MEP) is authorized by Title 1, Part C of the Elementary and Secondary Education Act (ESEA). The **Eastern Kentucky Regional MEP** (606-547-1414) provides a variety of educational services to families who work in agriculture, **regardless of their nationality** or legal status. This program is **free of charge** to all eligible families and **may** include tutoring, free lunch eligibility, educational field trips, summer programs, parent involvement activities, emergency needs and referrals to other services as needed. There are two main guiding questions and they are as follows:

“In the past three years, has your family lived in another Kentucky school district, another state, and/or another country?”

“ In the past three years, has anyone in your household had a job working with livestock (cattle, pigs, sheep, dairy, etc), eggs, chickens, crops (wheat, corn, soybeans, etc), vegetables, processing (meant, fruit, vegetables, trees, etc), tobacco, fruits, hay, nurse, sod, greenhouse, trees, timber, plants, flowers, or soil preparation?”

**Carol Blair, Migrant Coordinator, 784-8928**

### **Religious Liberty**

The supreme court of the United States has ruled that the establishment clause of the first amendment to the United States constitution requires that public schools neither advanced nor inhibit religion. Rowan County School District will remain neutral in matters of faith and should treat religion with fairness and respect.

### **Visitors to the Schools (10.5 /10.5 AP.1)**

LEGAL: THE OFFICE OF CIVIL RIGHTS REQUIRES DISTRICT WEBSITES TO BE ACCESSIBLE TO THOSE WITH DISABILITIES.

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District’s public school program to visit the schools. To ensure that school personnel are aware of visitors’ presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal’s office upon entering the school and identify themselves, as well as declare their purposes for visiting.

### **REGISTRANTS**

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on the clearly defined

grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
  - a. A sex crime; or
  - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

A registrant who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;

**REGISTRANTS (CONTINUED)**

- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

**CONDUCT/PROHIBITION ON RECORDING**

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

**PETS/OTHER ANIMALS**

With the exception of service/assistance animals required by an individual, visitors to the schools shall not bring pets or other live animals into school buildings unless the Principal has granted prior permission to do so.

**Use of Tobacco Prohibited**

The use of any tobacco product is prohibited in any building owned or operated by the Board.



**ACCOMMODATION**

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

**WEBSITE ACCESSIBILITY**

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District’s website will conform to the W3C WAI’s Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

**KRS 158.154-- Report to Law Enforcement**

It is the principal's duty to report to law enforcement assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, etc.

**STUDENTS      09.4361 AP.21**

**Record of Student Arrest at School**



COMMUNITY RELATIONS 10.5 AP.24  
WEBSITE ACCESSIBILITY COMPLAINT AND GRIEVANCE FORM

THE OFFICE OF CIVIL RIGHTS REQUIRES DISTRICTS TO HAVE A COMPLAINT PROCESS REGARDING WEBSITE ACCESSIBILITY. THIS NEW FORM MEETS THAT REQUIREMENT.

**DATE OF COMPLAINT/GRIEVANCE:** \_\_\_\_\_

**COMPLAINANT NAME:** \_\_\_\_\_  
\_\_\_\_\_ (Please Print)

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**WEBSITE ADDRESS (OR LOCATION) OF ACCESSIBILITY PROBLEM:** \_\_\_\_\_

**DESCRIPTION OF THE PROBLEM ENCOUNTERED:** \_\_\_\_\_

**SOLUTION DESIRED:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Thank you for bringing this matter to the District's attention. You may be contacted if more information is needed to process your complaint/grievance. The investigation process is typically completed within fifteen (15) working days from the date it was received.

The complaint or grievance will be investigated by the Superintendent/designee. The complainant shall be contacted no later than five (5) working days following the date the District receives the information. The procedures to be followed are:

- An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the time line may only be approved by the Superintendent.
- The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.
- The investigator shall contact the complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.

A record of each complaint and grievance shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

## **SCHOOL AND COMMUNITY NUTRITION PROGRAM 07.1 AP. 1**

The Board shall provide a District-wide school nutrition program in compliance with applicable state and federal statutes and regulations. It is the intent of the Board that school nutrition services be a self-supporting program.

### **MEALS**

Lunchrooms shall serve meals that meet or exceed the requirements specified by state and federal regulations.

The Rowan County School District participates in the Community Eligibility Provision (CEP) through the National School Lunch Program. All children in the school system shall receive a breakfast and lunch at no charge.

### **NO MEAL CHARGES**

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices. Rowan County Schools are currently operating under the Community Eligibility Program, which offers free breakfast and lunch to all students. Therefore, charges are not allowed. Parents/guardians may deposit funds into their child's account to allow for purchase of a la carte items.

The written meal charge policy shall be distributed to all school level staff including school nutrition employees involved in policy enforcement.

The Superintendent/ designee shall initiate the established collection process for students that have accumulated prior meal charges to include notification of parents and appropriate follow-up. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent and may be directed to the Board Attorney.

Food Service funds may be used to collect delinquent meal charges.

Students shall not be permitted to charge a la carte items, nor shall adults be permitted to charge meals or a la carte items.

### **FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR**

The District (or food service area to which the District belongs) shall appoint/select a Food Service/School Nutrition Program Director to oversee and manage the school nutrition service program. All Food Service/School Nutrition Program Directors shall meet minimum educational requirements and annual training requirements in accordance with federal and state law.

## **SUPPORT SERVICES 07.1 (Continued)**

### **Food/School Nutrition Services**

#### **ANNUAL REPORT/PUBLIC FORUM**

Immediately following the release of the annual school nutrition report, the Board shall discuss the findings and seek public comment during a publicly advertised Board meeting.

By January 31 of each year, the Board shall hold an advertised public forum to present a plan to improve school nutrition in the District.

The District shall compile a summary of findings and recommendations and submit the summary to the Kentucky Board of Education.

#### **DISCRIMINATION COMPLAINTS**

The District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its school nutrition program.

Anyone wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

District personnel shall assist parents/guardians and students wishing to file a complaint.

#### **SPECIAL DIETARY NEEDS**

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

All parents shall be provided notice of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability, at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. All parents will receive a health form to be filled out each year which gives the opportunity to report any special dietary needs. This form will be passed on, once approved, to the school nutrition manager.

## **SAFETY PLAN**

Primary concern for the Rowan County School District is to ensure the safety and security of our students while they are in our schools. It is our goal to ensure the safety of our children and to give the best possible care. The administration, faculty and staff members attend many safety and security trainings and conduct numerous drills throughout the year.

Per KRS 158.162, each school is required to conduct at least one (1) fire drill per month and at least two (2) tornado, earthquake and lockdown drills each school year. To alleviate any confusion or concern, these drills will be announced in advance.

Often, terminology used in emergency notifications can lead to misunderstanding. Therefore, we have included terms that may help should an event occur and notification is necessary.

**LOCKDOWN**-will be called for if there is a credible threat that an intruder has entered a building or is attempting to gain entrance to one of our facilities. All classroom and exterior doors are locked.

**SOFT (PERIMETER) LOCK DOWN**- A soft or perimeter lockdown is called for if an event is occurring outside of the building, on or near campus, or at another school in the district. All exterior doors are locked. Please note: a soft or perimeter lockdown can be upgraded to a lockdown should the situation escalate. **SHELTER IN PLACE**-this term may be used for multiple school purposes to keep students inside the building in the event a perceived threat is outside the building and a fire alarm is pulled. Procedurally, all doors are locked, saving time.

Schools have an array of following safety procedures in place. We work closely with local law enforcement and emergency response agencies. In the event a school calls a lockdown, please do not attempt to enter the school or the school grounds. This action could put you and your child in more danger. Please follow any and all directions given in both phone messages and by school personnel/law enforcement. You will be given as much information as possible, without negatively affecting any policy investigation. Information about a situation will be released once the safety of the students has been established.

## **NOTIFICATION of RIGHTS to REQUEST TEACHER QUALIFICATIONS**

The educators in Rowan County are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and

4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact Mike Mathews by phone at (606) 784-8928 or by email at [mike.mathews@rowan.kyschools.us](mailto:mike.mathews@rowan.kyschools.us). Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

