

LEWIS COUNTY SCHOOLS CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE



251 Lions Lane
VANCEBURG, KENTUCKY 41179
2024-2025

BOARD OF EDUCATION

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**Please sign and return the verification form on the back page of this code. –Thank you*

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CODE DEVELOPMENT

The Lewis County Board of Education, at a regular board meeting in December 1984, approved a policy manual for Lewis County Schools. Included in this document were several sections relating to student discipline.

A committee to review this document was formed in March, 1985. Appropriate revisions and modifications were made to bring this code in line with State guidelines. At a regular scheduled meeting of the Lewis County Board of Education on May 13, 1985, the enclosed Student Discipline Guidelines were approved.

Appropriate certified personnel will administer the Lewis County Student Code of Conduct. All aspects of [due process](#) and appeal procedures will be adhered to by the appropriate personnel whenever administering this code of discipline. The Lewis County Board of Education demands that all students be treated equally. No student will be discriminated against on the grounds of race, creed, color, sex, national origin, or handicapping condition.

Persons who are responsible for the administration of this discipline code must remember that each student is different. Cases must be evaluated on an individual basis with careful consideration to allow for extenuating circumstances.

This committee and Board of Education has reviewed the Code of Conduct annually and changed the Code whenever necessary since 1985.

LOCAL CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE COMMITTEE

Lori Ginn-O'Keefe, Chairman/Contact Person 796-2811

Michelle Skidmore, Board Member

Clayton Lykins, Jr., Board Attorney

Paula Lewis, Director of Special Education

Laira Kennedy, Student

Daniel Miller, Student

Leslia Wilson, Parent

Scott Osborne, Youth Service Center Coordinator

Stephanie Hensley, Principal

Stacy Kidwell, Principal

Jack Lykins, Principal

Whitney Freno, School Mental Health Provider

Bret Wampler, Homebound Teacher/Homeless Liaison

Alexis Enix, Teacher

Kody Willis, Teacher

ANNUAL REVIEW

These guidelines are to be reviewed annually by a committee made up of students, teachers, parents, and administrators. At that time additions and/or deletions will be completed, as they are deemed necessary, subject to Board approval.

The Lewis County Schools' Student Code of Conduct was initially reviewed by Clayton Lykins, Jr., December 4, 1987, and is reviewed annually thereafter.

This code review was completed 7/8/2024.

ANNUAL ORIENTATION

At the beginning of each school year all students and teachers will be made aware of the guidelines on discipline: orally at student meetings, in-person from teachers through classroom units, and online from posts on the district website.

All students receive a copy of current guidelines upon initial enrollment in Lewis County Schools and at the beginning of each school year thereafter. In order to help inform parents and the general public, the Code will be published on the District website at www.lewis.kyschools.us.

These procedures are pursuant to KRS requirements that the Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of [KRS 508.078](#) and potential penalties under [KRS 532.060](#) and [KRS 534.030.2](#)

APPLICATION OF STUDENT CODE OF CONDUCT

The Lewis County School District Code of Student Conduct shall apply to all students enrolled in Lewis County Schools. The Code shall apply also

1. During the normal school day,
2. At any extra-curricular/co-curricular activity and at all times during school-sponsored trips and activities, including, but not limited to, any Lewis County or other school event,
3. During transportation provided by the local board to and from school (Pursuant to [KRS 161.180](#) and [158.150](#) this guideline may apply to students while in route to and from school, school bus stops, etc.),
4. On buildings and grounds owned or operated by the Lewis County Board of Education,
5. On all school district technology, including, but not limited to, computer networks and connections, the resources, tools, and learning environments made available by or on the networks and all devices that connect to those networks.

RATIONALE/PHILOSOPHY STATEMENT

We believe the public schools are the foundation of democracy. A democratic nation depends upon its citizens to think clearly and intelligently; therefore our schools should afford our children the best opportunities for educational growth and development. In order to maintain a safe and inclusive school climate in which all children and youth of our country can live, learn, and flourish, it is necessary for all students to assume responsibility for their behavior.

LEVELS OF DISCIPLINARY ACTION

The behavior [infractions](#) and resulting consequences are outlined in the following table. The behaviors and consequences are listed in alphabetical order, not in order of severity.

<p>Level 1 - BEHAVIOR Misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.</p> <p>Level 1 behaviors include, but are not limited to, the following:</p> <ul style="list-style-type: none"> - Academic dishonesty - Disruptive behavior - Dress code violation - Inappropriate physical action without intent to cause harm - Improper use of transportation - Lack of materials - Noncompliance - Out of area/skipping class - Public Display of Affection (PDA) - Tardy - Unauthorized use of technology - Uncooperative behavior 	<p>Level 1 - CONSEQUENCE The Principal or Designee will confer with students/parties concerned as soon as practical. The Principal or Designee may choose one or more of the following actions depending upon the severity and/or frequency of misconduct:</p> <ul style="list-style-type: none"> • After-class conference • Classroom assertive discipline plan • Detention • Supervised removal from classroom setting • Loss of privileges • Parent/guardian notification • PBIS intervention • Referral for school-based counseling/Family Resource Youth/school mental health provider • Referral to Principal or Designee • Warning/Conference • Written reflections • Other actions at discretion of school administration <p>The Principal or Designee may assign a lower level of discipline for K-8.</p>
<p>Level 2 - BEHAVIOR Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school/classroom.</p> <p>Level 2 behaviors include, but are not limited to the following:</p> <ul style="list-style-type: none"> - Repeated and/or escalated level 1 behaviors - Defacing property - Insubordination - Leaving school grounds - Obscene gestures - Profanity - *Tobacco/nicotine violations - *Vaping (HB 142) (1ST OFFENSE NON-DRUG) 	<p>Level 2 - CONSEQUENCE The Principal or his or her Designee will:</p> <ul style="list-style-type: none"> • Notify parent/guardian by phone, letter, email, message, or by other reasonable means • Confer with student/parties as soon as possible <p>The Principal or Designee may choose one or more of the following actions depending upon the severity and/or frequency of misconduct:</p> <ul style="list-style-type: none"> • After school detention • Alternative classroom/learning center • Change in bus assignment or loss of bus privileges • Change in teacher or schedule • Completion of an alcohol/nicotine cessation class • Community Service/Work Service Plan • In school detention

	<ul style="list-style-type: none"> • Loss of privileges • PBIS Intervention • Placement on behavior contracts/behavior plan • *Referral for counseling/Family Resource Youth/school mental health provider • Referral to law enforcement agencies - The Principal or Designee may sign a petition/warrant when a KY Revised Statute is violated. • Referral to service center/nurse/other support services • Restitution/ Cost of Replacement • Saturday School • Suspension for up to 3 days • Other actions at discretion of school administration <p>The Principal or Designee may assign a lower level of discipline for K-8.</p>
<p>Level 3 - BEHAVIOR Acts directed against a person or property whose consequences may seriously endanger the health or safety of self or others in the school, classroom, or transportation. <i>These acts may be considered criminal but most frequently can be handled by the disciplinary mechanism in the school.</i></p> <p>Level 3 behaviors include, but are not limited to, the following:</p> <ul style="list-style-type: none"> - Repeated and/or escalated level 2 behaviors - Bullying - Fighting - Possession of illicit or controlled substances - Sexual harassment - Slurs of any kind - Threats/harassment of students/staff - Vandalism/Criminal mischief - Vaping (HB) 142 (Drug Contents) 	<p>Level 3 - CONSEQUENCE The Principal or his/her Designee will:</p> <ul style="list-style-type: none"> • Notify parent/guardian as soon as practical by phone, letter, message, or by other reasonable means • Confer with parties concerned as soon as practical <p>The Principal or Designee may choose one or more of the following actions depending upon the severity and/or frequency of misconduct:</p> <ul style="list-style-type: none"> • Alternative classroom/learning center • Referral for counseling/Family Resource Youth Service Center/school mental health provider • Referral to proper law enforcement authorities - the Principal or Designee may sign a petition/warrant when a Kentucky Revised Statute is violated. • Suspension for up to five (5) days with an additional five (5) per Superintendent approval • Other actions at discretion of school administration <p>The Principal or Designee may assign a lower level of discipline for K-8.</p>

<p>Level 4 - BEHAVIOR</p> <p>These acts may be criminal and are so serious that they may require administrative actions that result in the immediate removal of the student from school, the interventions of law enforcement authorities, and action by the Board of Education.</p> <p>Examples of level 4 behaviors include, but are not limited to, the following:</p> <ul style="list-style-type: none"> - Arson - Assault - Bomb threat - Distribution of illicit or controlled substances - Inciting rioting or violence - Terroristic threatening - Weapons 	<p>Level 4 - CONSEQUENCE</p> <p>The Principal or his/her Designee will:</p> <ul style="list-style-type: none"> • Notify parent/guardian in person as soon as practical • Confer with parties concerned as soon as possible. • Suspend student until a hearing can be arranged. Present a recommendation for expulsion for the remainder of the semester, calendar year, or school year to the Superintendent/Designee for presentation to the Board of Education. The hearing shall be held as soon as practical after the date of suspension. Expulsion may carry a loss of credit. • Notify Superintendent or his/her Designee, director of pupil personnel, and other appropriate persons. <p>The Principal or Designee may choose one or more of the following actions depending upon the severity and/or frequency of misconduct:</p> <ul style="list-style-type: none"> • Referral for counseling/Family Resource Youth Service Center. • Referral to proper law enforcement authorities - The Principal or Designee may sign a petition/warrant when Kentucky Revised Statute is violated. • Other actions at discretion of school administration
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INDIVIDUALS WITH DISABILITIES ACT (IDEA)

To comply with the existing requirement of the Individuals with Disabilities Act (IDEA) regarding discipline of students with disabilities, the Board will modify the [expulsion](#) requirements on a case-by-case basis for IDEA eligible students. IDEA eligible students may be expelled for behavior unrelated to their disabilities as long as procedural safeguards required by IDEA and [KRS 158.150](#) are followed. Non-IDEA eligible students will also have their expulsion requirements modified on a case-by-case basis by the Lewis County Board of Education. Non-IDEA eligible students expelled for not less than one (1) calendar year from their regular school setting may be placed in an alternative school setting.

BREACHES OF DISCIPLINE

1. Use or possession of [tobacco](#) including but not limited to: electronic cigarettes, [vapes](#), other Electronic Nicotine Delivery System (ENDS) etc.

2. Participating in games of chance or skill for money or profit (gambling) during school hours
3. Skipping class or leaving school grounds without permission
4. The Lewis County Board of Education is required under [KRS 159.051](#) (No Pass/No Drive Law) to report the names of 16 and 17 year old students who are deficient in the areas of academics or school attendance to the Kentucky Transportation Cabinet for possible revocation of their driver's license
5. Improper use of any means of transportation on School Board property
6. Dress code violations

This provision shall not limit the potential levels of discipline as set out herein above, but shall expand the potential levels of discipline by allowing [expulsion](#) for violations of offenses not previously punishable by expulsion.

See [KRS 508.078](#); [KRS 532.060](#); [KRS 534.030](#) in Appendix B of this document.

SERIOUS BREACHES OF DISCIPLINE (CONDUCT)

The Lewis County Board of Education considers each of the following to be a serious breach of discipline (conduct) determined as disruptive to the teaching/learning environment and may warrant immediate suspension/or decision to execute expulsion proceedings without consideration of alternative punishment:

[KRS 158.154](#) states that when a Principal has a reasonable belief that an act has occurred on school property or a school sponsored event involving assault resulting in serious injury, a sexual offense, kidnapping, assault involving a weapon, possession of a firearm, possession of a controlled substance, or damage to the property the Principal shall immediately report the act to the appropriate local law enforcement agency.

1. Weapons

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

Items which may be considered weapons or dangerous weapons may include but not be limited to:

- a. Guns of any type or model, including pellet or BB gun,
- b. Any knife,
- c. Billy club, nightstick or other club,
- d. Blackjack or slapjack,
- e. Nunchaku Karate sticks,
- f. Shuriken or death star,
- g. Artificial knuckles made from metal, plastic or similar hard materials,
- h. Explosive devices, including fire crackers or fireworks of any kind,

- i. Look-alike weapons which may have the effect of intimidating, threatening, or frightening another person,
 - j. Weapons of mass destruction,
 - k. Any object, device, or material that is reasonably determined to be used or possessed for the purpose of intimidating, threatening, or injuring another person or destroying school property,
- Violation of this policy by students shall require that the Principal make a report to the Superintendent in a timely manner, who shall determine if charges for expulsion from the District schools should be filed.
 - Under federal requirements, the penalty for students bringing a firearm or other deadly weapon or booby trap device to school or onto the school campus/property under jurisdiction of the District or who creates such a device on said property shall be expulsion for a minimum of twelve (12) months. However, the Board may modify such expulsions on a case-by-case basis.
 - Any student who brings to school a firearm or other deadly weapon, destructive device or booby trap device or who intentionally alters school equipment or who purchases such devices while on school property shall be referred to the criminal justice or juvenile delinquency system.
 - An exception shall be made for students properly participating in an authorized curricular or extracurricular activity or team involving the use of firearms or archery equipment in a manner authorized by the instructor.
 - In the enforcement of this policy, Principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

1A. [KRS 158.155](#) states:

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:

- The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
- A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
- Carrying, possession, or use of a deadly weapon; or
- Use, possession, or sale of controlled substances; or
- Any felony offense under the laws of this Commonwealth; and
- The conduct occurred 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.

1B. [KRS 158.156](#) requires:

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident

reportable under this section. The Principal shall file with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

Although [KRS 158.156](#) does not require the district to report possible misdemeanors, appropriate disciplinary action will be taken for certain types of harassment violations that occur on school property and/or during school-sponsored activities, etc. Parents should be aware that they have the option to file complaints with law enforcement officials about certain types of harassment to which their child has been subjected under the following laws, including behaviors that occur off school property:

[KRS 525.070](#) (1):

A person is guilty of harassment when with intent to intimidate, harass, annoy, or alarm another person he or she:

- (a) Strikes, shoves, kicks, or otherwise subjects him to physical contact; or
- (b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
- (c) In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
- (d) Follows a person in or about a public place or places; or
- (e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
- (f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
 - 1. Damages or commits a theft of the property of another student;
 - 2. Substantially disrupts the operation of the school; or
 - 3. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

[KRS 525.080](#) (1):

A person is guilty of harassing communications when with intent to intimidate, harass, annoy, or alarm another person he or she:

- (a) Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
- (b) Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
- (c) Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the

circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

1C. Any knife or instrument that may be used as a weapon is not permitted. The Principal shall have discretion on disciplinary levels/recommendations for students in violation of this rule. Pocket knives are subject to this provision.

1D. Laser pointers have sufficient power to cause injuries under certain circumstances. Laser pointers are not permitted on school grounds, buses, etc.

2. Physical Assault

Physical assault includes pushing, pulling, shoving, or fighting a staff member, volunteer, or chaperone.

3. Insubordination

Insubordination can be defined as the refusal to respond to or carry out reasonable and lawful directions of authorized school personnel.

4. Abusive Language

Abusive language includes profanity, obscene, vulgar or abusive language or gestures or racial epithets directed at school staff members, volunteers, or chaperones.

5. Illicit/Controlled Substances

Possessing, using, or selling alcoholic or intoxicating beverages or controlled beverages, narcotic, drug or controlled substances as defined by Kentucky law or possessing, using, or selling drug paraphernalia and/or look-alike substances or being under the influence of alcoholic or intoxicating beverages, narcotic, drug, or controlled substances is prohibited.

Selling and/or possession with intent to sell may lead to academic placement in an alternative school setting.

No medication (prescription or otherwise) may be in the possession of a student or transferred from one student to another student unless directed by a physician or licensed healthcare provider to be in possession of the student at all times. All medications must be brought to the office. Students will need to make arrangements with the Principal or his/her Designee concerning how to transport medication to the school and how the medication will be administered.

6. Bullying

Any unwanted verbal, physical, or social behavior (bullying, including online bullying) among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated that occurs on school premises, on school-sponsored transportation, or at a school-sponsored event or that disrupts the education process is **prohibited**.

Any harassment on the basis of race, color, national origin, age, religion, sex, or disability is **prohibited**.

Any unlawful, intentional touching or application of force to another person, done in a rude, insolent, or angry manner is **prohibited** in the Lewis County School System.

Students shall report all incidents of inappropriate behavior to school personnel as soon as possible after each occurrence.

7. Theft

The breaking and entering of a building, car, or room with the intent to illegally take property or money; the illegal taking of money or property; the taking of money or property from another by use of force or fear; the obtaining of money or property (something of value) from an unwilling person, or forcing any individual to act through use of force or threat of the use of force; and the unlawful receiving or storing of stolen property constitutes theft.

8. Arson

Arson is the willful and malicious burning or attempt to burn any part of any building or any property owned or maintained by the School Board.

9. Destruction of property

Vandalism or criminal mischief includes the destruction or defacing of property or records belonging to, rented by, or on loan to the School System; or property, including vehicles, of persons employed by the School Board or persons in attendance at the school.

The child or parent/guardian shall be held responsible for the child's actions and for the replacement and repair of any damage.

10. Threatening Behavior

Threatening behavior, including words, acts, or deeds that may threaten or incite others to do bodily harm to another student or school personnel or that may intimidate another person through fear of his/her personal safety (acts of threats of or incitement to violence or incidents of Hazing

resulting in serious injury) is prohibited. It is understood that bullying may be exhibited in various ways and circumstances. Threatening behavior and/or comments toward members of the school faculty, staff, school Designees, student body or toward school property. Terroristic threatening may be considered a felony ([KRS 508.080](#)).

11. Interference or intimidation of school personnel

The preventing or attempting to prevent school personnel from engaging in their lawful duties through threats, violence, or harassment.

12. False alarm

The activating of the fire alarm system in any school building or on school property and/or reporting a fire or bomb where none exists (false alarm) or any other false, misleading, or deceptive behavior that would tend to frighten, disrupt, or otherwise interrupt the daily operations of the school.

It is a felony to make bomb threats and other threats of harm against schools, school buses, school employees, or school functions. These offenses will be referred to law enforcement and may constitute grounds for expulsion.

13. Offenses against common decency

Offenses against common decency, morals and the like may include, but are not limited to, [indecent exposure](#), mooning, and sexual acts.

14. Disruptive behavior

Continuous disruptive classroom behavior includes improper or illegal actions, not listed in the foregoing, which are deemed by the administration to interfere with the education process.

HB 538 amended [KRS 158.150](#) to require local boards of education to adopt policies “requiring the expulsion from school for a period of at least twelve (12) months for a student 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.
- Is determined by the board to have brought a weapon to a school under its jurisdiction.”

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 transportation system pending any further disciplinary action that may occur. Each board of education shall adopt a policy to assure the implementation of this section and to assure the safety of the students and staff.

Except as described in subsection (10) of this section:

- A Principal may establish procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.
- A student who is removed from the same classroom three (3) times within a thirty day (30) period shall be considered chronically disruptive and may be suspended from school in accordance with this section, and no other basis for suspension shall be deemed necessary.
- At any time during the school year, for a student who has been removed from the classroom under this paragraph, a Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

- At any time during the school year, a Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.
- When a student is removed from a classroom under this paragraph temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to: 1. Another classroom in that school; or 2. An alternative program or setting, which may be provided virtually, as approved by the Superintendent.
- Any permanent action by a Principal under this paragraph shall be subject to an appeal process in accordance with a policy adopted by the board.

15. Possession of prohibited telecommunication device

Possession of a telecommunication device (excluding cellular or digital phones) while on school sponsored or school related activities on or off school property unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical services organization is prohibited. A paging device is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Volunteer firefighters and first responders shall not carry paging devices, radios, or any other responder's communication devices during school hours within the school buildings.

Each school council may develop policy for staff and student cell phone use.

16. Unauthorized use of technology

Unauthorized use of the internet, e-mail, or other types of school or personally owned technology or device including accessing or using this technology or device to produce vulgar, profane or threatening material or to disrupt the educational process. This includes web sites such as Facebook, X, Instagram, Snapchat, YouTube, TikTok, etc.

Vulgar, profane, or threatening use of technology directed against school personnel may result in violation of this section even if the technology originated outside the school environment.

CONSEQUENCES

If it is determined that a student is to be suspended, he/she will not be allowed to participate in any [extracurricular activity](#), including, but not limited to, club meetings, sports events, school trips, graduation, graduation practice, drama performances, band functions, etc. from that time until the calendar day after such suspension is terminated during the current school year.

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

STUDENTS TO REPORT VIOLATIONS

- Students who are victims of bullying/hazing shall immediately report the incident to the Principal or school staff member.
- Students may report a violation of the district's discipline guidelines when the student is a victim and it concerns their personal safety or property or a possible criminal offense, including when they have been the victim of any felony offense committed by another student while
 - on school premises,
 - on school-sponsored transportation,
 - or at a school-sponsored event.
 - They may report less serious code violations to a teacher.
- Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it to a school staff member, who will then report it to the Principal, Superintendent, or district Title IX Coordinator.
- In all the above situations, the Principal/Designee will assist students in documenting the complaint or report and take appropriate action to investigate, respond to the report, and protect students from retaliation.

Use the STOP Tip Line to report violations



safeschools.gov
1-866-EYE-ON KY
1-866-393-6659

SECURITY FEATURES

To promote a safe and secure learning environment for all students and staff, Lewis County Schools utilize cameras in most public areas such as classrooms, hallways, offices, playgrounds, athletic fields, buses, etc.

The district also uses [vaping](#) detectors in some schools to ensure the health and well-being of all students.

TRANSPORTATION SERVICE POLICY

The board shall adopt a District Transportation Service Policy based on the Statewide Transportation Service Guidelines provided by the Kentucky Department of Education and shall update the policy every two (2) years)

References:

[KRS 158.110](#)

Related Policies:

[06.22:06.34](#)

[09.226:09.422](#)

[09.438](#)

RIDING THE BUS

The Principal or Designee may suspend any student transported to or from school at public expense from the privilege of riding on a school bus. The Principal or Designee will give written notice to the student's parent or guardian and to the Superintendent within a timely manner. If a child has been suspended from riding a school bus, it is still the parent's or guardian's responsibility to see that the student attends school regularly unless the student is suspended from both the bus and school in the same action. The Principal will notify the bus driver. Bus suspensions will be based on violations of the Lewis County Schools' Code of Acceptable Behavior and Discipline or violations of appropriate behavior according to Lewis County Board Policy. A student suspended from his/her regular bus is considered suspended from all Lewis County Schools' buses including buses used for [extracurricular activities](#).

LOCKER AND PERSONAL SEARCH

Student lockers or other storage areas are school property and subject to search by the school Principal or his/her Designee upon reasonable suspicion that prohibited or illegally possessed substance are contained therein.

For a student's locker, desk, or automobile to be searched by the Principal and/or other persons designated by the school board, the following circumstances should prevail:

- the student shall be present if possible unless the health, safety, or welfare of others is endangered
- students shall be informed when they enter school that desks, lockers, and automobiles may be inspected if there is reasonable suspicion which gives the administration reasonable belief that articles and materials might be stored there which would be injurious to other students
- facts shall exist which give the administration belief that articles and materials might be present, which would pose a threat to the maintenance of discipline and order in the school
- A witness shall be present during searches of property and lockers. The administration shall search a student's belongings, pockets, purse, or person only in the event there is an immediate

need such as a danger to the student or fellow students or if evidence of contraband or evidence of a violation of the code of conduct may be destroyed or hidden if the search is not performed immediately

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

INTERVIEWING STUDENTS BY LEGAL AUTHORITIES

Police officers, including but not limited to School Resource Officers (SROs), are allowed in the schools. Board policy [09.4361](#) provides specifics concerning officers in the schools.

When a student is being questioned by an officer concerning activities that might lead to criminal charges being brought against that student, it is the responsibility of the officer to inform the student of the following:

- that he/she has a right to remain silent
- that any statement he/she makes may be used as evidence against him/her
- that he/she has a right to the presence of an attorney

School personnel shall cooperate with law officials in the apprehension of an individual or individuals responsible for breaking the law while on school property.

Representatives of the Department for Human Resources may interview students as needed based on [KRS 620.030](#).

DRESS CODES

The wearing of any attire, cosmetic, presentation of extraordinary personal appearance, or any unsanitary body condition that may disrupt schoolwork, interrupts scholastic endeavors, or threatens the health or safety of the wearer or of other students is prohibited.

Schools will print their dress code in the school handbook or information packet given to each student.

Principals shall enforce the dress code in their schools.

Lewis County Schools will follow the CDC and Health Department guidelines. All masks must follow dress code rules. No inappropriate pictures or sayings will be permitted.

STUDENTS FROM OTHER SCHOOL DISTRICTS

Students living in other school districts must complete the Non Residency Application and receive approval annually from the building Principal for admittance to the Lewis County School district. Failure to do so may result in return to district of residence.

Students who wish to play sports must meet all KHSAA guidelines.

BEHAVIOR MANAGEMENT OF EXCEPTIONAL CHILDREN

As with any student, schools should utilize Positive Behavior Intervention Strategies (PBIS) to support children with exceptionalities. When considering behavior management of special education students, the

Office of Education for Exceptional Children has taken the position that Kentucky schools should analyze student behavior and follow the analysis by “nonaversive interventions” such as:

- differential reinforcement procedures,
- shaping, and
- stimulus change

The discipline problems of exceptional students shall be referred to the building Principal.

Special education students may be suspended or expelled following currently existing legal procedures concerning those students.

PUPIL SUSPENSION AND HEARING PROCEDURES

The Principal/Designee shall make a good faith effort to employ parental assistance or other alternative measures prior to [suspension](#), except in the case of emergency or disruptive conditions that require immediate suspension.

The Principal/Designee will contact the parent/guardian of the student being suspended and will request that the parent/guardian make the arrangements to pick up the student. However, if a school administrator cannot contact the parent/guardian and the administrator determines that the student is no threat to others, nor in violation of the law he/she shall be allowed to attend the remainder of that day and the suspension shall become effective on the following day. If the administrator feels the student constitutes a threat to himself/herself or others or is in violation of the law, it is the administrator’s responsibility to place this student in a controlled environment for the remainder of the school day. Contact with the parent/guardian will be required before the student may return to school.

APPEAL PROCEDURES

Parents/Guardians desiring to question action taken by school personnel may follow this procedure:

1. The parent/guardian will contact the Principal as soon as possible to discuss the problem. The Principal may, at his/her discretion, convene a conference with the parent/guardian and any teacher, student, or other person being acquainted with or having knowledge of the facts or events which led to the disciplinary action.
2. If step #1 does not result in a satisfactory solution of the problem to the parent/guardian, the said parent/guardian, shall set forth his/her complaint in writing and may request a conference with the Superintendent or the Superintendent’s Designee. The Superintendent shall grant any reasonable request for a conference within ten (10) days after receipt of the request.
3. During this conference either party may have individual(s) present who have knowledge relative to factors involved.
4. The Superintendent or his/her Designee will advise the parent(s) in writing of the disposition within fourteen (14) days after the conference.
5. The parents/guardians may appeal in writing to the Superintendent. The Superintendent will arrange a meeting with the Board of Education if the parents/guardians are not satisfied with the decision of the Superintendent or his/her Designee.

ABSENCES AND EXCUSES

Pupils are required to attend school regularly and punctually. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 7:125](#).

Truancy Defined

Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. ([KRS 159.150](#))

For the purpose of this policy, the number of absences shall be based on the cumulative number of days of unexcused absences, rather than the number of absence incidents. The numbers of tardies shall be based on the number of tardy incidents.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

Written Documentation

Written documentation from the student's parent/guardian or verification by a doctor, dentist or other appropriate health professional shall be required for all absences. Documentation is to be presented to the school in order to determine the status of the absence. The validity of all written excuses or statements shall be determined by the Principal or their Designee.

The number of accumulated days of absence that may be excused by parent notes shall be six (6) per year. The number of tardies that may be excused by parent notes shall be six (6) per year.

Out-of-district students who are enrolled or transfer during the second semester will be allowed three (3) parent notes for absences and tardies. These documents may be accepted for illness of the pupil, death or severe illness in the pupil's immediate family, religious holidays and/or family trips. Advanced written notice to the faculty and administration shall be required for family trips, and days missed will constitute a portion of the cumulative absence provision. Parents/guardians must accept the responsibility for helping the student make-up missed work.

Parents/guardians are encouraged to acquire verification from a doctor, dentist or appropriate health professional to help avoid exhausting the allotment of parent/guardian notes. Unless otherwise approved by the Principal, or Designee, verification from a doctor/dentist/other appropriate health professional shall be required for absences in excess of the number of parent documents presented.

Health Care Provider Notes

A student who is absent due to illness and goes to the doctor or other health care provider shall within (3) days of returning to school present the health care provider's statement. The following information is required on the excuse statement:

- a. Name of health care provider;
- b. Date and time of appointment;
- c. Reason for visit; and
- d. Date student can return to school.

Up to ten (10) days per school year may be excused with a health care provider's note. During the school year, ten (10) days may be excused for medical reasons, which included but are not limited to, physician, dental, or eye care visits. After the tenth (10) medical excuse has been submitted a conference may be requested by the Principal or Director of Pupil Personnel.

The District may review the excuses and any supporting documentation/information as submitted and may take steps to address attendance issues, including but not limited to: requiring more extensive documentation/information in support of future excused absences, exercising interventions, corrections regarding any absences determined to be supported by incorrect or fraudulent information, or making appropriate referrals.

Exceptions: Up to ten (10) medical excuses will be accepted per year. Additional medical excuses may be accepted after submission of the Chronic Illness/Ongoing Treatment Verification Form.

Parents/guardians of chronically ill students or students with disabilities shall notify the Principal in writing by submitting the [Chronic Illness/Ongoing Treatment Verification Form \(09.123 AP.21\)](#) for those students to receive special consideration concerning the ten (10) day limitation.

Parent/Guardian Notes - Excused Absences

An excused absence or tardiness, as listed below, is one for which work may be made up if proper documentation is received within three (3) school days of the student's return to school:

- Death or severe illness in the pupil's guardian or family;
- Illness of the pupil;
- Student court appearance (only for the student summoned and for the portion of the day required and with documentation from the court);
- Religious holidays and practices as pre-arranged with Principal/Designee;
- Student doctor or dentist appointments (only for the portion of the day required and with documentation from the physician, dentist, or other appropriate health professional);
- Student driver's permit or license tests (only for the portion of the day required and with documentation from the examiner);
- Student participation in school-related activities including, but not limited to, 4H and participation in or attendance at the Kentucky State Fair, as approved by the Principal/Designee;
- Documented military leave;
- One (1) day prior to departure of parent/guardian called to active military duty;
- One (1) day upon the return of parent/guardian from active military duty;
- Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
- Ten (10) days for students attending basic training required by a branch of the United States Armed Forces.
- Other valid reasons as determined by the Principal, including trips qualifying as [educational enhancement](#) opportunities.

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

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/Designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Other Absences

- Treatment for Lice, Bed Bugs, or Roaches - The initial day a student is sent home for lice, bed bugs, or roaches will be considered an excused absence for each occurrence. Any further absence(s) will be unexcused.
- Suspension - Suspensions are unexcused absences. However, students may submit assignments made before the suspension and due during the suspension at the first class meeting following the student's return to school. Assignments made during the suspension and due after the suspension will be accepted on the due date.
- Unexpected Illness - If the school nurse, health aide, Principal, or Designee determines that a student should not be in school, this will be considered an excused absence for the remainder of that day and will not be counted against the parent and/or guardian absence notes.

Other Circumstances

It is understood that Principals or Designees will be faced with special circumstances and should use their professional judgment in these cases. The age of the student and normal childhood and adolescent illnesses and conditions (e.g., chicken pox, mononucleosis, pneumonia, etc.) must be taken into consideration. Upon the request of the Principal, the Director of Pupil Personnel may appoint an attendance committee to review any possible misuse/abuse of the attendance policy.

Homebound

For long-term illnesses of five (5) school days or more, the parent/guardian must request a doctor's verification for the student to participate in homebound instruction. Upon presentation of a completed [homebound application](#), a committee will determine approval/denial of the physician's recommendation for homebound services.

Maintenance of Attendance Records

At each school, the Principal will designate the person(s) responsible for coordinating contacts with parents and/or guardians and maintaining documentation of absence notification and student conferences. Each school shall strive to make contact with the family of truant students regarding concerns related to attendance.

The Director of Pupil Personnel will be responsible for any possible court action.

BULLYING/HAZING

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

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. [KRS 158.156](#) specifies that students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

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

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

Bullying Defined

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.²

Reports

Students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

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

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

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made (SEE PAGE 16). In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy [09.42811](#). The Principal/Designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy [09.2211](#); and
2. Investigate and complete documentation as required by policy [09.42811](#) covering federally protected areas.

[09.422](#)

ACCESS TO ELECTRONIC MEDIA

(Acceptable Use Policy)

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

Safety Procedures and Guidelines

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

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the district's network, shall be implemented that effectively address the following:

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

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

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

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

Permission/Agreement Form

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources. The signature sheet with this code of conduct serves as permission and notification.

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

Disregard of Rules

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

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care.

Responding to Concerns

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

NOTIFICATION OF FERPA RIGHTS

Distribute this notice annually to students and parents.

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
Review/Revised:7/11/2016

NOTIFICACIÓN DE DERECHOS FERPA

(Notification of FERPA in Spanish (español))

Distribuya este aviso anualmente a los padres y estudiantes.

La Ley de Privacidad y Derechos Educativos de la Familia (FERPA) otorga a los padres y a los "estudiantes elegibles" (estudiantes mayores de 18 años o estudiantes que asisten a una institución postsecundaria) ciertos derechos con respecto a los registros educativos del estudiante. Están:

1. El derecho a inspeccionar y revisar los registros educativos del estudiante dentro de los cuarenta y cinco (45) días posteriores al día en que el Distrito recibe una solicitud de acceso.

Los padres o los estudiantes elegibles deben enviar al director de la escuela o a la persona designada una solicitud por escrito que identifique los registros que desean inspeccionar. El director hará los arreglos para el acceso y notificará al padre o estudiante elegible sobre la hora y el lugar donde se pueden inspeccionar los registros.

2. El derecho a inspeccionar y revisar los registros que documentan las divulgaciones de los registros educativos del estudiante.

Excepto por la divulgación a los funcionarios escolares, las divulgaciones relacionadas con algunas órdenes judiciales o citaciones emitidas legalmente, las divulgaciones de información de directorio y la divulgación a los padres o al estudiante elegible, las regulaciones de FERPA requieren que el Distrito registre la divulgación.

3. El derecho a solicitar la modificación de los registros educativos del estudiante que el padre o el estudiante elegible crea que son inexactos, engañosos o que violan la privacidad del estudiante u otros derechos.

Los padres o estudiantes elegibles pueden pedirle al Distrito que enmiende un registro que creen que es inexacto, engañoso o que viola la privacidad u otros derechos. Deben escribir al director de la escuela, identificar claramente la parte del registro que quieren cambiar y especificar por qué es inexacto, engañoso o viola su privacidad u otros derechos.

Si el Distrito decide no enmendar el expediente según lo solicitado por el padre o el estudiante elegible, el Distrito notificará la decisión al padre o estudiante elegible y le informará sobre el derecho a una audiencia con respecto a la solicitud de enmienda. Se proporcionará información adicional sobre los procedimientos de la audiencia al padre o estudiante elegible cuando se le notifique el derecho a una audiencia.

4. El derecho a proporcionar consentimiento por escrito antes de la divulgación de información de identificación personal contenida en los registros educativos del estudiante, excepto en la medida en que FERPA autorice la divulgación sin consentimiento.

Las excepciones que permiten la divulgación sin consentimiento incluyen:

una. Divulgación a funcionarios escolares con intereses educativos legítimos. Un "funcionario escolar" es una persona empleada por el Distrito como administrador, supervisor, instructor o miembro del personal de apoyo (incluido el personal médico o de salud y el personal de la unidad policial); una persona que sirve en la Junta Escolar; un voluntario, o una persona o empresa externa a quien el Distrito ha contratado para realizar una tarea especial (como un abogado, auditor, consultor médico o terapeuta); o un padre o

estudiante que se desempeña en un comité oficial, como un comité disciplinario o de quejas, o que ayuda a otro funcionario escolar a realizar sus tareas.

Un funcionario escolar tiene un interés educativo legítimo si el funcionario necesita revisar un expediente educativo para cumplir con su responsabilidad profesional ante el Distrito.

Esto puede incluir contratistas, consultores, voluntarios y otras partes a las que el Distrito haya subcontratado servicios o funciones.

b. Previa solicitud, la divulgación de registros educativos sin el aviso o consentimiento de los padres/estudiante elegible a funcionarios de otro distrito escolar o institución postsecundaria en la que un estudiante busca o tiene la intención de inscribirse o ya está inscrito o a otras entidades autorizadas por la ley siempre que el la divulgación es para fines relacionados con la inscripción o transferencia del estudiante.

C. Divulgación de información a aquellos cuyo conocimiento de dicha información es necesario para responder a una amenaza real, inminente o inminente articulada y significativa para la salud/seguridad.

d. Divulgación a las autoridades educativas estatales y locales y organizaciones de acreditación, sujeto a los requisitos de las regulaciones de FERPA.

A las agencias designadas del estado de Kentucky se les puede permitir el acceso a la información del expediente del estudiante, lo que dependerá de la autoridad otorgada a su agencia en particular.

5. El derecho de notificar al Distrito por escrito para retener información que la Junta ha designado como información de directorio como se indica en el aviso de información de directorio anual que el Distrito proporciona a los padres/estudiantes elegibles.

Para ejercer este derecho, los padres/estudiantes elegibles deberán notificar al Distrito antes de la fecha límite designada por el Distrito.

6. El derecho a prohibir la divulgación de información de identificación personal sobre el estudiante a representantes de reclutamiento de las Fuerzas Armadas de los EE. UU. y sus academias de servicio, la Guardia Nacional Aérea de Kentucky, la Guardia Nacional del Ejército de Kentucky e instituciones de educación superior.

A menos que el padre o el estudiante que haya cumplido los 18 años solicite por escrito que el Distrito no divulgue información, el nombre, la dirección y el número de teléfono del estudiante (si está incluido) se divulgarán a los reclutadores de las Fuerzas Armadas y a las instituciones de educación superior cuando lo soliciten.

7. El derecho a presentar una queja ante el Departamento de Educación de los EE. UU. con respecto a las supuestas fallas del Distrito en cumplir con los requisitos de FERPA. El nombre y dirección de la Oficina que administra FERPA es:

Oficina de Cumplimiento de Políticas Familiares

Departamento de Educación de EE. UU.

400 Maryland Avenue, SW

Washington, DC 20202-4605

Revisión/Revisado:7/11/2016

NOTIFICATION OF PPRA RIGHTS

Distribute this notice annually to students and parents

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:7/9/07

HIGHLY QUALIFIED TEACHER - PARENT NOTIFICATION

Dear Parent or Guardian:

The educators in the Lewis County Schools 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 No Child Left Behind Act (NCLB). Under NCLB, 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 college major 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 Timothy Underwood by phone at 606-796-2811 or by email at Timothy.underwood@lewis.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.

Sincerely,



Dr. Michael Melton, Superintendent
Lewis County Schools

ANTI-HARASSMENT STATEMENT - PARENT NOTIFICATION

Dear Parent or Guardian,

The Lewis County School District does not tolerate acts of discrimination or harassment based on race, color, national origin, age, religion, marital status, sex, or disability.

Any individual who believes he or she has been subjected to harassment shall report the harassment to the district by contacting a member of the administrative team (i.e. Principal, Assistant Principal, counselor) at their school.

The District will conduct a prompt investigation. If students are found to have engaged in harassment, they will be promptly disciplined. Discipline could include, if warranted, suspension and/or expulsion. The Lewis County Board of Education policies relating to harassment can be found in the following 3 pages of this document.

The Lewis County School District encourages all students, parents, and staff to work together to prevent harassment of any kind.



Dr. Michael Melton, Superintendent
Lewis County Schools

The Lewis County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs, or activities as set forth in Title IV, Title IX, and Sec. 504.

HARASSMENT/DISCRIMINATION**Definition**

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

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

Prohibition

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

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Disciplinary Action

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

HARASSMENT/DISCRIMINATION

Guidelines

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

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

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
 - a. The Superintendent/Designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - such other measures as determined by the Superintendent/Designee.
 - a. Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.
4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

HARASSMENT/DISCRIMINATION

Guidelines

1. When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

Notifications

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

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

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

Prohibited Conduct

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

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

Destroying or damaging an individual's property based on any of the protected categories.

Confidentiality

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

Appeal

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

Appeal (Continued)

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

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

Retaliation Prohibited

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

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

False Complaints

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

References:

¹KRS 158.156
42 USC 2000e, Civil Rights Act of 1964, Title VII
Racial Incidents and Harassment Against Students at Educational Institutions;
Investigative Guidance (U.S. Department of Education)
U. S. Supreme Court - Franklin vs. Gwinnett County
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC)
Regulations Implementing Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights
Regulations Implementing Title IX
Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)
Davis v. Monroe County Bd. of Educ., 119 S. Ct. 1661 (1999)
Bostock v. Clayton County, Georgia 140 S.Ct. 1731 (2020)

RELATED POLICIES:

[03.162; 03.262](#)
[09.13; 09.2211; 09.227](#)
[09.422; 09.426; 09.438](#)

Public Notice

Lewis County Board of Education

Notice of Non-Discrimination

Students, their families, employees and potential employees of the Lewis County Schools are hereby notified that the Lewis County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.¹

Any persons having inquiries concerning Lewis County Schools compliance with Title II, Title VI, Title IX, and/or Section 504 may contact:

Timothy Underwood, Director of Federal Programs
Lewis County Schools
251 Lions Lane
Vanceburg, KY 41179
(606) 796-2811;

The Lewis County School System offers the following Career and Technical Education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability, and provides equal access to the Boy Scouts and other designated youth groups.¹ For students in grade 9-12: Agriculture, Business and Office Technology, Health Sciences, Carpentry, Welding, and Engineering. Persons seeking further information concerning the vocational education offerings and the specific pre-requisite criteria should contact:

Jeremy Ruckel, Director
Foster Lewis County Career and Technical Center
79 Lions Lane
Vanceburg, KY 41179
(606) 796-6106;

The Lewis County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.¹ The following person has been designated to handle inquiries regarding the non-discrimination policies:

Timothy Underwood, Director of Federal Programs
251 Lions Lane,
Vanceburg, KY 41179
606-796-2811

KRS 508.078 Terroristic threatening in the second degree.

- (1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
 - (a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
 - (b) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 - (c) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
- (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
- (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
- (4) Terroristic threatening in the second degree is a Class D felony.

KRS 532.060 Sentence of imprisonment for felony — Postincarceration supervision.

- (1) A sentence of imprisonment for a felony shall be an indeterminate sentence, the maximum of which shall be fixed within the limits provided by subsection (2), and subject to modification by the trial judge pursuant to KRS 532.070.
- (2) Unless otherwise provided by law, the authorized maximum terms of imprisonment for felonies are:
 - (a) For a Class A felony, not less than twenty (20) years nor more than fifty (50) years, or life imprisonment;
 - (b) For a Class B felony, not less than ten (10) years nor more than twenty (20) years;
 - (c) For a Class C felony, not less than five (5) years nor more than ten (10) years; and
 - (d) For a Class D felony, not less than one (1) year nor more than five (5) years.
- (3) For any felony specified in KRS Chapter 510, KRS 530.020, 530.064(1)(a), or 531.310, the sentence shall include an additional five (5) year period of postincarceration supervision which shall be added to the maximum sentence rendered for the offense. During this period of postincarceration supervision, if a defendant violates the provisions of postincarceration supervision, the defendant may be reincarcerated for:
 - (a) The remaining period of his initial sentence, if any is remaining; and
 - (b) The entire period of postincarceration supervision, or if the initial sentence has been served, for the remaining period of postincarceration supervision.
- (4) In addition to the penalties provided in this section, for any person subject to a period of postincarceration supervision pursuant to KRS 532.400 his or her sentence shall include an additional one (1) year period of postincarceration supervision following release from incarceration upon expiration of sentence if the offender is not otherwise subject to another form of postincarceration supervision. During this period of postincarceration supervision, if an offender violates the provisions of supervision, the offender may be reincarcerated for the remaining period of his or her postincarceration supervision.

- (5) The actual time of release within the maximum established by subsection (1), or as modified pursuant to KRS 532.070, shall be determined under procedures established elsewhere by law.

534.030 Fines for felonies.

- (1) Except as otherwise provided for an offense defined outside this code, a person who has been convicted of any felony shall, in addition to any other punishment imposed upon him, be sentenced to pay a fine in an amount not less than one thousand dollars (\$1,000) and not greater than ten thousand dollars (\$10,000) or double his gain from commission of the offense, whichever is the greater.
- (2) In determining the amount and method of paying a fine for commission of a felony, the court shall consider, among others, the following factors:
- (a) The defendant's ability to pay the amount of the fine;
 - (b) The hardship likely to be imposed on the defendant's dependents by the amount of the fine and the time and method of paying it;
 - (c) The impact the amount of the fine will have on the defendant's ability to make reparation or restitution to the victim; and
 - (d) The amount of the defendant's gain, if any, derived from the commission of the offense.
- (3) When a defendant is convicted of two (2) or more felonies committed through a single act and is sentenced to fines pursuant to subsection (1), the aggregate amount of the fines shall not exceed ten thousand dollars (\$10,000) or double the amount of the defendant's gain from commission of the offenses, whichever is the greater.
- (4) Fines required by this section shall not be imposed upon any person determined by the court to be indigent pursuant to KRS Chapter 31.
- (5) This section shall not apply to a corporation.

Lewis County School District
251 Lions Lane
Vanceburg, KY 41149

Dear Parent or Guardian:

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>). For further questions or to obtain a hard copy of this material please direct your inquiry to [name and contact information of the District Assessment Coordinator or other preferred contact person].

Sincerely,



Timothy Underwood
Director of Federal Programs

Lewis County Schools

AHERA Annual Notice

TO: Parents, Guardians, Teachers and School Employees

FROM: Timothy Underwood, LEA Designee

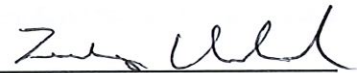
SUBJECT: Asbestos Management Plan for Lewis County Schools

2024-2025 Academic School Year

Date: July 1, 2024

This notice informs you that Lewis County Schools complies with the Asbestos Hazard Emergency Response Act (AHERA- EPA 40 CFR Part 763). AHERA requires school systems to inspect their buildings for asbestos containing building materials and to have a written asbestos management plan.

An Asbestos Management Plan for the school district is available for review at the Central Office during normal business hours. Please contact me if you would like to view this Plan. A copy of the Plan is also available at each school.



Mr. Timothy Underwood
Contact #: 606-796-2811

APPENDIX A - DEFINITIONS OF TERMS

arson - any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

alternative classroom/education - A form of discipline whereby the student is denied the privilege of attending regular classes, but is placed in an alternative educational setting for a period time deemed appropriate for the modification of inappropriate behavior. During such placement, the student receives close supervision and instruction. Counseling referrals are available, per parent/guardian request.

bullying - 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 (continued on pg 22)

designee - a duly authorized representative of a person holding a superior position

criminal mischief - Having no right to do so or any reasonable ground to believe that he or she has such right, intentionally or wantonly defacing, destroying, or damaging any property causing pecuniary loss; tampering with property so as knowingly to endanger the person or property of another

due process - Refers generally to those constitutionally guaranteed rights to fair notice, fair hearing, and fair procedures

expulsion - Denial of all school privileges for a period of time to be determined by the Board

extracurricular activities and functions - Activities that are not part of the regular course of study such as field trips, athletic activities, dances, proms, etc.

inciting rioting/violence - A person is guilty of inciting to riot if they incite or urge five (5) or more persons to engage in a riot

indecent exposure - Intentionally exposure of his/her genitals under circumstances in which he knows or should know that his conduct is likely to cause affront or alarm to a person

infraction - The act of breaking or violating a rule

insubordination - The refusal or the ignoring of a request to perform a task or comply with an order given by a supervisor when the person understands the order of the request and refusal to perform is not justified by a reasonable safety concern

suspension - Denial of all school privileges for a period of time not to exceed ten days per infraction

terroristic threatening - 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 intentionally making false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation

tobacco product - The dried leaves of a tobacco plant, prepared in various ways for smoking, chewing, or a snuff (e.g. cigars, cigarettes, chewing tobacco, and pipe tobacco)

vape - Battery-operated devices that people use to inhale an aerosol, which typically contains nicotine (though not always), flavorings, and other chemicals.

APPENDIX B - REFERENCES

702 KAR 7:125 - [Pupil attendance](#)

KRS 158.110- [Transportation of Pupils](#)

KRS 158.150 - [Suspension or expulsion of students -- Placement into alternative program option.](#)

KRS 158.154 - [Principal's duty to report certain acts to local law enforcement agency.](#)

KRS 158.155 - [Reporting of specified incidents of student conduct -- Notation on school records -- Report to law enforcement of certain student conduct -- Immunity.](#)

KRS 158.156 - [Superintendent of each local school district shall require the principal of each school within the district to provide written notice to all students, parents, and guardians about the provisions of KRS 508.078, and the potential penalties for terroristic threatening -- Notice shall be given within ten days of the first instructional day of each school year.](#)

KRS. 159.051 - [Loss of license or permit by student for dropping out of school or for academic deficiency.](#)

KRS 159.150 - [Definitions of truant and habitual truant -- Attendance record requirements -- Adoption of truancy policies by local school boards -- Implementation of early intervention and prevention programs.](#)

KRS 161.180 - [Supervision of pupils' conduct](#)

KRS 508.078 - [Terroristic threatening in the second degree.](#)

KRS 508.080 - [Terroristic threatening in the third degree.](#)

KRS 525.070 - [Harassment.](#)

KRS 525.080 - [Harassing communications.](#)

KRS 532.060 - [Sentence of imprisonment for felony -- Postincarceration supervision.](#)

KRS 534.030 - [Fines for felonies.](#)

KRS 620.030 - [Duty to report dependency, neglect, abuse, human trafficking, or female genital mutilation -- Husband-wife and professional-client/patient privileges not grounds for refusal to report -- Exceptions -- Penalties.](#)

24 RS HB 142 - [An act relating to products that contain nicotine.](#)

24 RS HB 366 - [An act relating to public school transportation.](#)

24 RS HB 611 - [An act relating to truancy.](#)

APPENDIX C - FORMS

STUDENTS

09.123 AP.21

Chronic Illness/Ongoing Treatment Verification Form

This form is to be used to verify that the named student has a long-term chronic health issue requiring frequent healthcare visits, monthly orthodontic appointments, therapy sessions, treatment, etc. that may result in frequent absences and/or tardies. This form must be on file at the school. One form per condition. A regular healthcare provider note will be required for each absence/tardy due to a visit/appointment.

Student Last Name: _____ First Name: _____ MI: _____
DOB: ____/____/____ School: _____ Grade: _____

Dear Healthcare Provider,

Your patient is a student enrolled in Lewis County Schools. For our records, please list the chronic illness/condition diagnosed for this student or other reasons this child may need to be excused from school for other physical, mental health, and/or therapeutic needs. Lewis County Schools' policy allows ten (10) healthcare provider excuses, but special consideration will be given for absences/tardies exceeding the allowed number if this form is on file with the school. Even with this form, each time your patient visits your office; please provide them with a regular excuse. This document expires at the end of the academic year it was received and will remain on file as an excuse along with other excuse documentation provided on visits to your office and/or any place providing the service for the identified need.

HEALTHCARE VERIFICATION SECTION

Chronic Medical Diagnosis/Therapy/Dental/Counseling/other:

Symptom(s):

Expected frequency of visit: ____ Weekly ____ Bimonthly ____ Monthly ____ Other

Expected length of visit: ____ 1-2 hrs ____ 2-4 hrs ____ over 4 hrs ____ more than 1 day

Additional comments: _____

Healthcare Provider Authorized Signature/Title _____

Address: _____ Date: _____

Phone: _____

PARENT AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby request and authorize the release of information on the above diagnosis and/or school attendance pertaining to my child above between Lewis County Schools' designated staff and

_____ (Healthcare Provider name).

Parent/Guardian Signature: _____ Date: _____

Review/Revised:6/12/2023

Educational Enhancement Opportunity Request Form

To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades cannot be affected by lack of attendance or participation in classes for approved days. This type of absence **cannot occur during the school's state assessment or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.** Decisions may be appealed to the Superintendent and then to the Board of Education.

Student Full Legal Name: _____ Date of Application _____

Name of School _____ Homeroom Teacher _____

Date of Birth: _____ Age: _____ Grade Level: _____ Home Phone _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

of Excused Absences To Date _____ # of Unexcused Absences To Date _____

of Total Absences to Date _____

Date(s) of Intended Absence(s) _____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," and (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

Signature of Student

Date

Signature of Parent/Guardian

Date

Educational Enhancement Opportunity Request Form**FOR SCHOOL USE ONLY****(THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL / DESIGNEE)**

This request must meet all three criteria to be eligible for an educational opportunity absence:

1. This request is for an absence that will have “significant educational value” and be “intensive” in nature. Yes ☐ No ☐
2. This trip is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes ☐ No ☐
3. The major purpose of the trip is educational. Yes ☐ No ☐

As Principal, I recommend I do recommend ☐ I do not recommend ☐ that this educational opportunity absence be granted.

Principal's Rationale _____

Signature of Principal

Date

Review/Revised: 7/11/05

Transportation Services Policy Acknowledgement Form

Per KRS 148.158, the Superintendent/designee shall require every student in the District and at least one (1) parent or guardian of each student to acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy within seven (7) days of the student's first day of attendance during each school year. Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.

I ACKNOWLEDGE THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SERVICES POLICY (09.2261) PROVIDED BY THE DISTRICT.

School: _____

Date: _____

STUDENT NAME (PRINTED)

STUDENT SIGNATURE

PARENT/GUARDIAN NAME (PRINTED)

PARENT/GUARDIAN SIGNATURE

Per KRS 148.158, the Kentucky Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year the Transportation Services Policy Guidelines.

**LEWIS COUNTY SCHOOLS
STUDENT/PARENT ACKNOWLEDGEMENT
Of
POLICIES, PROCEDURES AND GUIDELINES**

I hereby acknowledge in writing the receipt and comprehension and agreement of adherence to the following items provided by the district:

*Acceptable Use Policy
AHERA Annual Notice
Anti-Harassment Statement
Harassment and Discrimination Policy
Highly Qualified Teacher Notification
Lewis County Absence and Excuse Policy
Notification of FERPA Rights
Notification of PPRA
Student Code of Conduct
Transportation Services Policy (09.2261)*

NOTE: Please contact the school if you wish to not allow student information to be released such as photographs(newspapers, yearbooks, websites) or for high school students, this may include information for military recruiters and universities (specifically names and mailing addresses).

School: _____

Printed Name of Student

Signature of Student

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

This sheet is a required form that must be returned to the school in within the first seven (7) days of attendance.

