

# FLEMING COUNTY SCHOOLS

2017-2018



**WE ARE**

**FC**



## **Student/Parent Handbook**

**Student Code of Conduct**

**Attendance Policy**

## **Fleming County Board of Education**

Mike Ishmael, Chairperson

606-748-0980

Heather Crump, Vice-Chairperson

606-748-4776

Sandy Faris

606-267-2407

James Watkins

606-748-1333

Eddie Ward

606-876-3084

### **Superintendent**

Brian Creasman

606-845-5851

Fleming County Schools Website:

[www.fleming.kyschools.us](http://www.fleming.kyschools.us)

- ◆ The Fleming County Board of Education holds its regular meeting on the third Tuesday of each month. Interested parties should contact the superintendent's office for the exact time and location.
- ◆ Persons wanting to appear before the board must notify the superintendent prior to the meeting so that the request may be included in the meeting agenda. All board meetings are open to the public.
- ◆ The Code of Conduct and Attendance Policy & Procedures may be revised any time during the year by the board of education. Students and parents will be notified of any changes.

**All students and parents are expected to keep a copy of this handbook for reference throughout the school year.**

# Fleming County Schools

## **Fleming County High School**

1658 Elizaville Road  
Flemingsburg, KY 41041  
Principal: Stephanie Emmons  
Asst. Principal: Todd Watts  
Phone (606) 845-6601  
Fax (606) 845-3102  
Hours 8:00-3:12

## **Ewing Elementary**

5651 Elizaville Road  
Ewing, KY 41039  
Principal: Michelle Hunt  
Phone (606) 267-2601  
Fax (606) 267-6024  
Hours 7:35-3:10

## **Simons Middle School**

242 West Water Street  
Flemingsburg, KY 41041  
Principal: Jesse Bacon  
Asst. Principal: Whitney Wilson  
Phone (606) 845-9331  
Fax (606) 849-2309  
Hours 8:00-3:00

## **Hillsboro Elementary**

7348 Hillsboro Road  
PO Box 8  
Hillsboro, KY 41049  
Principal: Carol Thompson  
Phone (606) 876-2251  
Fax (606) 876-2478  
Hours 7:35-3:25

## **Flemingsburg Elementary**

245 West Water Street  
Principal: Kristen Manning  
Asst. Principal: Kevin Sanders  
Phone (606) 845-9871  
Fax (606) 845-2404  
Hours 8:00-3:05

## **E.P. Ward Elementary**

12811 Morehead Road  
Wallingford, KY 41093  
Principal: Terra Greer  
Phone (606) 876-2061  
Fax (606) 876-4487  
Hours 7:30-3:30

### **SCHOOL BASED DECISION MAKING COUNCILS' MEETINGS**

All Fleming County Schools have school-based decision-making councils (SBDM) and/or advisory council. Each school's council has or will have regular meetings—dates and times to be determined by each council. These meetings will be held at the respective school. Interested persons should contact the school of interest for dates, times, and locations of the SBDM council meetings. These meetings are open to the public.

### **NOTICE**

The Fleming County Board of Education does not discriminate on the basis of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

## 2017-2018 Academic Calendar

August 7-8:	Professional Development for Staff
August 9:	Opening Day for Staff
August 10:	First Student Day-full day
September 4:	Labor Day Holiday-No School
October 6:	Flex Professional Development
October 9:	Break
November 22-24:	Thanksgiving Holiday Break, Holiday on Nov. 23
December 15:	Last Student Day Semester 1
December 18-29:	Break
December 25:	Christmas Day Holiday
January 1:	New Year's Day Holiday
January 2:	Prof. Dev. Flex Day/Make Up#1
January 15:	MLK Day Holiday—No School
April 2-6:	Spring Break, April 2-4 may be Make Up days # 13-14-15
May 15:	Election Day
May 16:	Tentative Last Student Day—Subject to change
May 17-June 1:	Make up days # 2- #12
June 4-13:	Make Up Days #16- #23

**Closing Day follows the last day for students**

**Semester 1 86 days**

**Semester 2 89 days**

**Graduation ceremony will take place AFTER last instructional day.**

### **GRADES K-8 GRADING TERMS**

Term 1: Aug. 10 –Oct. 12, 2017

Term 2: Oct. 13– Dec. 15, 2017

Term 3: Jan. 3– March 6, 2018

Term 4: March 7—last student day

Term dates are subject to change due to weather related days.

### **HIGH SCHOOL GRADING TERMS**

Semester 1: Aug. 7—Dec. 31, 2017

Semester 2: Jan. 1– last student day

## SCHOOL DISCIPLINE CODE OF CONDUCT

**2017-2018**

Fleming County Board of Education has approved the following Discipline code for **2017-2018 year**. The code was reviewed by a committee prior to approval by the local board. This document outlines what is the reasonable and acceptable behavior, expectations, and the responsibilities for students, parents, guardians, teachers, and administrators in our school system. The code is reviewed annually by a committee and revised, if necessary. A copy of the Discipline Code is distributed to each student upon enrollment. It is the responsibility of the students and parents to be familiar with the code.

It is the responsibility of the school system to make this information public. It is the responsibility of the parents and students to be familiar with the rules so that all consequences are understood.  
The student discipline code may be amended anytime during the year by the board of education.

### SECTION I: RIGHTS AND RESPONSIBILITIES

#### A. STUDENTS

##### 1) STUDENTS HAVE THE RIGHT TO:

- a) A system of public education which meets the needs of individual students.
- b) Reasonable and timely notice of all rules, regulations, policies, and penalties to which students may be subject.
- c) Physical safety and protection of their personal property.
- d) Consultation with teachers, counselors, administrators, and other school personnel.
- e) Free election of their peers in student organizations in which students have the right to seek and hold offices.
- f) Involvement in school activities without being subject to discrimination on the basis of race, sex, or religion.
- g) Respect from other students and school personnel.
- h) Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.
- i) Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
- j) Refrain from using tobacco or using or possessing, or transmitting any alcoholic beverage or illegal or controlled substance.
- k) Refrain from gambling, extortion, theft, or any other unlawful activity.
- l) Show respect for the education process by taking advantage of every opportunity to further his/her education.
- m) Show respect for the education process and learning environment by refraining from intentional or habitual tardiness or unexcused absence.
- n) Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
- o) Follow the rules and regulations of the Board of Education and/or the school administration.
- P) Report any threatening situation to school authorities immediately.

#### **B. PARENTS AND GUARDIANS**

##### 1) PARENTS/GUARDIANS HAVE THE RIGHT TO:

- a) Send their child to school in an environment where learning is valued.
- b) Expect that classroom disruption will be dealt with fairly and quickly.
- c) Enroll students in the Fleming County School District where they shall attend classes regularly and promptly with minimal interruptions.
- d) Expect the school to maintain high academic standards.
- e) Review the student's academic progress and other pertinent information which may be contained in the student's personal records.
- f) Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

## **C. TEACHERS**

### **1) TEACHERS HAVE THE RIGHT TO:**

- a) The support of co-workers, administrators, and parents.
- b) Work in an educational environment with a minimum of disruptions.
- c) Expect all assignments, including homework, to be completed and turned in as assigned.
- d) Safety from physical harm and freedom from verbal abuse.
- e) Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- f) Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

### **2) TEACHERS HAVE THE RESPONSIBILITY TO:**

- a) Present subject matter and experience to students and to inform students and parents or guardians of achievement and/or problems.
- b) Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- c) Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- d) Evaluate students' assignments and return them as soon as possible.
- e) Exhibit neatness and cleanliness of personal dress and hygiene.
- f) Reward exemplary behavior or work of students.
- g) Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- h) Recommend for retention in a class any student who fails to meet the basic standards of achievement.
- i) Maintain necessary records of students' progress and attendance as accurately as possible.
- j) Follow and enforce rules and regulations of the Board of Education and/or school administration.
- k) Care for the equipment and physical facilities of the school.

## **D. PRINCIPALS**

### **1) PRINCIPALS HAVE THE RIGHT TO:**

- a) The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
- b) Provide input for the establishment of procedure and regulations that relate to the school.
- c) Safety from physical harm and verbal abuse.
- d) Take necessary action in emergencies and to protect their own personal property and personal property of those in their care.
- e) Suspend any student whose conduct violates any of the disciplinary rules outlined in this manual.
- f) Administer the school environment to provide the proper learning atmosphere.
- g) Exhibit neatness and cleanliness of personal dress and hygiene.
- h) Reward exemplary behavior or work of students

- i) Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- j) Recommend for retention in a class any student who fails to meet the basic standards of achievement.
- k) Maintain necessary records of students' progress and attendance as accurately as possible.
- l) Follow and enforce rules and regulations of the Board of Education and/or school administration.
- m) Care for the equipment and physical facilities of the school.

**2) PRINCIPALS HAVE THE RESPONSIBILITY TO:**

- a) Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- b) Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her best judgment.
- c) Exhibit exemplary behavior in action, dress and speech.
- d) Implement and evaluate all aspects of the educational program to improve learning and comply with the District, State, and Nation.
- e) Direct a program of dissemination of information explaining the Code of Conduct to the school community.

**SECTION II: DISCIPLINE**

**A. RATIONALE AND PHILOSOPHY**

The educational achievement of any school system or individual school depends upon a number of factors. Certainly one of the main factors concerns itself with the type of discipline that exists. Discipline, when present, produces an atmosphere in which learning can take place. Lack of discipline disrupts the education of a student and creates an atmosphere in which learning cannot take place.

This section will thus address itself to those who would disrupt the education of, not only themselves, but of others. It will explain and establish all the disciplinary measures available at the discretion of the principal in restoring the PROPER learning atmosphere.

KRS 158.150 states that 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.

These measures should not be construed, however, as an attempt to replace or remove classroom discipline from the teacher. Teachers will still have at their disposal disciplinary measures, such as, detention, conferences with students and/or parents/guardians as provided in the Fleming County Schools Policy and Procedures Manual.

## **DISCIPLINARY ACTIONS: Probation, Suspension, or Expulsion**

- 1) **PROBATION:** A probation period may be established for students when a school administrator determines either that it would better benefit the student to remain in the classroom than to incur a suspension or after a suspension to establish a level of behavior which will prevent additional problems.
- 2) **SUSPENSION:** Suspension shall mean a denial of attendance at any single subject or class or any full schedule of subjects of classes, or at any other type of activity conducted by or on behalf of Fleming County Schools for the stated period of time. The suspension shall not exceed ten (10) school days.

All suspensions will be unexcused absences. Students shall have the opportunity to make up work, tests, projects, etc. missed during a suspension. Students who have unexcused absences, including suspensions, are still responsible for the mastery of the content. A suspended student will not represent the school or participate in any extracurricular activities sponsored by the school during the time of suspension. Person administering the suspension shall clearly state the exact beginning and ending dates and times of the suspension. Any/all restrictions of school activities during suspension period shall be clarified with student and his/her parents/guardians.

Suspension of primary school students (grades K-3) shall be considered only in exceptional cases where there are safety issues for the child or others. (KRS 158.150) For a suspension of ten (10) days or less, constitutional due process requires the following procedures prior to the suspension:

- Oral or written notice of the charges to the student.
- An explanation of the evidence if the student denies the charges. The rule broken must be defensible.
- An opportunity for the student to present his/her own version of the facts relating to the charge.
- Immediate written notification of the action taken shall be reported to the parent or guardian, and the superintendent.

- 3) **EXPULSION:** Expulsion shall mean a denial of attendance at any single subject or class, any full schedule of subject or classes, a denial of attendance at any other type of activity conducted by or in behalf of the Fleming County Schools, and any combination of the foregoing for a period of time not to exceed the current school year, except when a student has brought a weapon to school. An expulsion may include a denial of admission to or entry upon real or personal property owned, leased, or controlled by Fleming County Board of Education.

KRS 158.150 states that each local board of education shall require the expulsion from school for a period of not less than one (1) year for a student who determined to have brought a weapon to school under its jurisdiction. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of “unlawful possession of a weapon on school property” stated in KRS 527.070.

The board shall also have a policy requiring disciplinary actions, up to and including expulsion, for a student who is determined by the board to have possessed prescription drugs or controlled substances for the purpose of sale or distribution at a school under the board’s jurisdiction, or to have physically assaulted or battered or abused educational personnel or other students at a school or school function. The board may modify the requirements for students on a case-by-case basis. A board that has expelled a student from the student’s regular school setting shall provide or assure that educational services are provided to the student in an appropriate alternative program or setting, unless the board has made a determination, on the record, supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed into a state-funded agency program. Other intervention services as indicated for each student may be provided by the board or by agreement with the appropriate state or community agency. A state agency that provides the service shall be responsible for the cost. The Board of Education may expel a student for the duration of the semester or the remainder of the school year. Expulsion is measured on the severity of the offense or for habitual offenders.

### **B) DISCIPLINARY PROCEDURES:**

This section of the *CODE OF CONDUCT* contains the recommended procedures to use in applying disciplinary actions to specific conduct offenses. These procedures are progressive in severity from conferencing with students to expulsion depending upon the circumstances of the offenses, the type of offense, the degree of seriousness of the offense, and the number of times the offense has occurred.

It should be noted that the Fleming County School System recognizes also the necessity of maintaining guidance and counseling services through the school system and outside agencies for assisting students with their behavior or social problems to help remedy inappropriate conduct.



## DUE PROCESS:

Before being punished at the school level for violation of school regulations, a student shall have the right of the following due process procedures:

- 1) The student shall be given oral or written notice of the charge(s) against him/her.
- 2) If the student denies the charge(s), he/she shall be given an explanation of the evidence against him/her.
- 3) The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

In cases which involve handicapped students, the procedures mandated by federal and state law for handicapped students shall be followed.\*\*

**References:** \*\*P.L. 94-142, 707 KAR 1:051, 70 KAR 1:060

**\*\*NOTE:** *Clubs, organizations, and School-Based Councils may have rules, which extend beyond this document that are enforceable by such clubs, schools, and organizations.*

In case of expulsions, in addition to the due process procedures noted under suspension, the following procedural due process guidelines shall be followed:

**Adequate Notice:** A student who faces an expulsion must be informed of the accusations and apprised of them within one (1) school day of the principal's decision to recommend expulsion to the superintendent outlying specific details so that an adequate defense can be prepared. Records of improper conduct should be maintained.

**Copy of Procedures:** The involved student and his/her parents or guardians should be provided with a copy of the board's procedures in order to insure that they know all their rights.

**Timely Notice:** A minimum of five (5) days' notice shall be granted to the student in order to provide time for the student to prepare adequate defense.

**Names and Witnesses:** The names of all witnesses shall be made known to their guardians and the involved students three (3) days prior to the hearing.

**Inspection of Documents:** The involved student or his/her legal counsel shall be entitled to inspect three (3) days in advance any affidavits or other exhibits to be used against him/her by the school officials at the hearing.

**Legal Counsel:** The student may appear at the hearing with legal counsel of his/her choice.

**Cross-examination:** To insure a thorough examination of the facts, the student or his/her counsel may cross-examine those witnesses who have primary knowledge of the facts.

**Student's Story:** The student may present witnesses or affidavits or any documents desired to insure adequacy of the presentation of his/her defense.

**Impartial Board:** The Board of Education must preserve neutrality until all sides have been presented. Unfounded assertions must not be considered.

**Limit the Decision:** The decision shall be based on the information presented.

**Written Decision:** The Board of Education shall provide the student with a written copy of the decision including a finding of the facts and action to be taken no later than forty-eight (48) hours subsequent to the decision. Right of appeal should be explained.

**Record:** The Board of Education shall provide a copy of the audiotape to parents of the student if requested within forty-eight (48) hours the hearing.

**C) DISCIPLINE: The following disciplinary measures/resolutions may be used at the discretion of the principal when disciplining students. These measures may be used in any order:**

1. Conference with the student
2. Deny recess/break/other privileges
3. Conference or personal contact with students and/or parents
4. Appearance before the school's discipline committee
5. Detention—before school, break, or after school
6. Corporal punishment with parent permission\*
7. In-school alternative setting (with instruction)
8. Intervention services through FRYSC, counseling, medical, community, etc.
9. Beyond school control petition filing from court designated worker
10. School community service
11. Suspension from school
12. Involvement of law officials if warranted
13. Expulsion (indefinite time requiring action from board of education)
14. Loss of privileges
15. Forfeiture of awards, offices for the current school year (ONLY)
16. Assignment to Alternative Program
17. "Brief Substance Abuse Program" for drug or alcohol violations
18. "Prejudice Reduction Program" for prejudicial and/or discriminatory violations
19. Any other measure deemed appropriate by principal/designee at his/her discretion
20. Saturday School, where applicable
21. Items which may be used by students to disrupt or interfere with the operation of the school may be temporarily removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the principal's office. The school will not be responsible for confiscated, lost, stolen, or damaged items.

***The make-up of the school discipline committee will be determined by each school's SBDM.***

***CORPORAL PUNISHMENT CLARIFICATION: \* Corporal punishment may only be administered to students having written permission on file. 704 KAR 7:056. Corporal punishment shall be administered only upon the buttocks of the student's body.***

***\*\*A section of KRS Chapter 158 states when the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, school property means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal.***

**D) STUDENT CONDUCT ON SCHOOL BUSES**

**Students riding the buses are under the direct supervision and direction of the bus driver, who will direct the students in matters of conduct and safety. He/she will report any student's misbehavior to the student's principal in writing.**

Any school administrator, teacher, or other school personnel may immediately remove or cause to remove a threatening or violent student from the transportation system pending any further disciplinary action that may occur.

When a student is reported to the principal for failure to cooperate on the bus, appropriate disciplinary action will be taken by the principal, if after the complaint has been investigated, it is substantiated. All bus drivers shall receive written notification that disciplinary action has been taken. If a student has been suspended from riding the bus, the bus driver must be notified as such. In case of repeated failure to cooperate or serious misbehavior, the student will be excluded from riding any bus for whatever period of time deemed necessary by the principal, in accordance with administrative regulations. The transportation to and from school becomes the responsibility of the parents/guardians. **In the case of a student with an IEP, if that student is absent during a bus suspension that absence(s) will be counted/considered as a suspended day.**

The board requires the parents/guardians of any student who damages or destroys any part of a bus beyond normal usage to reimburse the board for the amount of damage.

Students riding school buses will conduct themselves in a manner that will not endanger the lives of students through distraction of the driver's attention or failure to comply with the driver's instructions. These and similar things are evidence of failure of a student to conduct himself/herself in a proper manner on the bus: fighting; horseplay, loud talking; throwing items into, inside, or out of the bus; making remarks to people on the road or street; failure to follow the driver's instructions or share seats; damaging parts of the bus; smoking; firearms and explosives; distractions; and like conduct. The above rule meets KRS 158.110.

If the safety or wellbeing of other students is in jeopardy, students who break the discipline code may be suspended from riding the bus for an indefinite period of time. Transportation will be determined on a case by case basis. Most buses are equipped with digital video and audio surveillance equipment and may be used by school and law enforcement officials.

#### **E. STUDENT CONDUCT OCCURRING ON SCHOOL PROPERTY OR AT SCHOOL-SPONSORED FUNCTIONS WARRANTING DISCIPLINARY ACTION**

1) **AGGRESSIVE MISBEHAVIOR TOWARDS ANY SCHOOL EMPLOYEE:**

Physical contact or threat of physical contact towards school employees with the intention of doing bodily harm by a student or group of students.

2) **ARSON (or attempted arson):** Starting a fire within the school, on buses, or on school grounds, for any purpose that results in destruction or disruption.

3) **BOMB THREAT:** Making a threat that a bomb has been placed or is about to explode, on any school property.

4) **BURGLARY:** A student is guilty of burglary when:

a) With the intent to commit a crime, he/she knowingly enters or remains lawfully in a building.

b) With the intent to commit a crime, he/she knowingly enters or remains in an uninhabited building.

5) **CRIMINAL MISCHIEF:** A person is guilty of criminal mischief when:

a) Having neither the right to do so, nor reasonable grounds to believe that he/she has such right; he/she intentionally or wantonly defaces, destroys, or damages any property of another. Student and/or parents shall be held liable for financial restitution for willful destruction or loss of school property.

6) **CRIMINAL TRESPASS:** A person is guilty of criminal trespass when:

a) He/she knowingly enters or remains unlawfully in a school building.

b) He/she knowingly enters or remains unlawfully in a school building or upon premises to which notice against trespassing is given by fencing or other enclosure.

c) He/she knowingly enters or remains unlawfully in or upon school premises.

7) **CRIMINAL USE OF NOXIOUS SUBSTANCE:** A person is guilty of criminal use of noxious substance when he/she unlawfully deposits it on land, or in the building, or vehicle of another, any stink bomb, device, or irritant with intent to interfere with another's use of land, building, or vehicle.

8) **DEFIANCE OF AUTHORITY:** Refusal to comply with reasonable request of school personnel.

9) **DISORDERLY CONDUCT:**(including profanity, pornography, and obscene behavior)

Conduct and/or behavior which is destructive or disruptive to the orderly educational procedure of school, such as, horseplay, which may lead to more serious conflicts, it's not allowed on the school property or on the way to and from school. The act of throwing an object or shooting objects or liquids on school property, including but not limited to, water balloons, water guns &/or paintball guns, may result in a 3 days suspension & loss of any school privileges during that suspension. This includes, but is not limited to, graduation exercises.

Any senior pranks that include horseplay, or the other before mentioned behaviors or, including parking lot pranks, may result in suspension & loss of school privileges during that suspension, including but not limited to graduation exercises.

- 10) **DRUG RELATED PARAPHERNALIA:** Possession of hardware pertaining to controlled or illegal substances. Some of the items that can be considered paraphernalia, but not limited to, are: pipes, roach clips, hemostats, lighters, matches, etc.
- 11) **EXTORTION:** The solicitation of money, or something of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.
- 12) **FALSE FIRE ALARM OR TAMPERING WITH SYSTEM:**
- 13) **FORGERY:** The act of falsely using the name of another person, or falsifying documents or correspondence (absences—excuses, from or to the school).
- 14) **GAMBLING:** Participating in games of chance for the express purpose of exchanging money.
- 15) **HARASSMENT:** A person is guilty of harassment when with the intent to harass, annoy, or alarm another person he/she:
  - a) Strikes, shoves, kicks, or otherwise subjects him/her to physical contact or attempts or threatens to do the same; or
  - b) In a public place, makes an offensively coarse utterance, gesture, or display, or abusive language to any person present; or
  - c) Follows a person in or about a public place or places; or
  - d) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other persons and which serve no legitimate purpose.
- 16) **INTIMIDATION OF WITNESS:** Any physical or verbal intimidation of any witness to any school violation.
- 17) **LOITERING BY UNAUTHORIZED STUDENTS:** Being on school grounds or in the school, or at any extra curricular activity, home or away, without authority or permission of school personnel. This would include students on shortened programs, suspended students, and students that have been expelled.
- 18) **MALICIOUS REMARKS:** To willfully intimidate, insult, or in other manner abuse verbally or in writing (such as name-calling, making fun of) any member of the school staff or student body.
- 19) **DISCRIMINATORY/PREJUDICE REMARKS:** Socially unacceptable remarks, comments, gestures, actions, (verbal, non-verbal, or written) as determined by the best judgment of the school officials. (see page 20)
- 20) **MENACING:** A student is guilty of menacing when he/she intentionally places another person in reasonable apprehension of imminent physical injury.
- 21) **NON-SCHOOL TIME VIOLATION:** Students will be subject to school discipline for any violation of this code at school related functions. This includes both extra curricular and co-curricular activities at both home or away.
- 22) **PHYSICAL ASSAULT:** Physical attack by one student or group of students, upon another or others.
- 23) **POSSESSION OF WEAPONS:** The possession of any instrument on the school property, such as, fireworks, explosives, mace, knives, clubs, guns, chains, and the like that can be used to inflict injury to another person. Instruments of this type observed in the student's possession will be confiscated. Possession includes, but is not limited to, one the student's person, in his/her locker, and or in the vehicle he/she drives to school. Automatic suspension of non-IDEA students followed by recommended expulsion for possession of weapons,
- 24) **ROBBERY:** A student is guilty of robbery when, in the course of committing theft, he/she uses or threatens the immediate use of physical force upon another student with the intent to accomplish the theft.
- 25) **SKIPPING:** Skipping school or class, leaving school without permission, or in an unauthorized area.
- 26) **POSSESSION/USE OF TOBACCO PRODUCTS:** Possession and/or use of any tobacco products is prohibited. Also includes possession or use of e-cigarettes, vapor sticks, vaporizers, vapor-related products.
- 27) **EXCESSIVE TARDINESS TO SCHOOL OR CLASS:** Five (5) or more instances of tardiness is considered excessive.
- 28) **TERRORISTIC THREATENING:** A student is guilty of terroristic threatening when: he/she threatens to commit any crime likely to result in death or serious physical injury to another student or likely to result in substantial property damage to another student; or he/she intentionally makes false statements for the purpose of causing evacuation of the building, place or assembly, or facility transportation.

- 29) **THEFT AND RELATED OFFENSES:** The taking of property of others, (students, teachers, visitors, etc.) without their consent, possession of stolen property, or possession without owner's permission, selling of school property.
- 30) **UNLAWFUL ASSEMBLY:** A person is guilty of unlawful assembly when: he/she assembles with five (5) or more persons for the purpose of engaging, or preparing to engage with them, in disorderly behavior. Being present at an assembly which either has or develops such a purpose, he/she remains there with intent to advance that purpose.
- 31) **USE OR POSSESSION OF, OR SELLING OR ILLEGAL OR HARMFUL SUBSTANCES:** Illegal substances include dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, and any other material that has a harmful or unnatural effect on the person using them. Possession includes items found in the locker assigned to the student, in vehicles, and any other place where deposited by the student.
- 32) **USE OR POSSESSION OF, SELLING OF NON-PRESCRIBED OR "LOOK-ALIKE" SUBSTANCES OR ALCOHOLIC BEVERAGES:**  
 Non-prescribed substances are those substances, which a student may have in his/her possession not prescribed for him/her, but for someone else, or sold over-the-counter and are being used or sold to create an unnatural effect or sold for profit. "Look-alike" substances are those substances used, sold, or possessed by an individual, which proposes to be a controlled or illegal substance.
- 33) **USE OF, POSSESSION OF, OR UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES:** Alcoholic beverages include any beverage with alcoholic content. Possession includes items found in the locker assigned to the student, in vehicles and any other place where deposited by the student.
- 34) **USE OF WEAPONS:** The use of any instrument, which is used to inflict bodily injury to another student. Possession of any weapon (knives, etc.) will not be allowed.
- 35) **TELECOMMUNICATION DEVICE.** While on school property, or while attending school-sponsored or school-related activities, on or off school property, students shall not be permitted to possess and use telecommunication devices and other electronic devices as defined by law, unless prior approval has been granted by the Principal. When approval is granted by Principal, students shall observe the following conditions: a) devices shall not be used in a manner that disrupts the education process, including but not limited to posing a threat to academic integrity; b) violates confidentiality or privacy of others; c) is profane, indecent, or obscene; d) constitutes or promotes illegal activity or is in violation of school rules; e) constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break. Violations are subject to disciplinary action, which may include loss of privilege to bring device on school property, confiscation, or report made to law enforcement. The school and district shall not be responsible for loss, theft, or destruction. Students shall comply with any additional rules developed by the school. For full policy wording see FCS Board Policy # 09.4261.
- 36) **WANTON ENDANGERMENT:** A student is guilty of wanton endangerment when he/she wantonly engages in conduct which creates a substantial danger of physical injury to another student.
- 37) **RELATED AND/OR REPEATED VIOLATION:** Additional disciplinary offenses, either the same or different, in which the available procedures are not sufficient.
- 38) **MISUSE OF TECHNOLOGY:** Misuse of Internet, e-mail, or network according to school district's students' Acceptance Use Policy.
- 39) **SCHOOL EMPLOYEE ABUSE:** When a student directs speech or behavior towards a school employee that could result in disruption or interference with normal school activities or undermine the order and discipline of the school, that student can be punished and may be legally charged for this offense. (KRS.161.190)
- 40) **BULLYING/HAZING:** The use of lewd, profane or vulgar language, behavior such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others or other threatening behavior and or as defined by KRS. Including, but not limited to, the use of electronic or online methods. (Fleming County Board Policy 09.422)
- 41) **ANY OTHER BEHAVIOR:** Any conduct not specified in items 1-40 above may be disciplined at the principal's discretion.

### DRESS & GROOMING

**A. Hair and Head Coverings:** All students should have hairstyles that are clean, neat, and well groomed. Extreme styles and color will be determined by each school SBDM

1. While hats, toboggans, and hoods may be worn to and from school, **NO** hats, caps, toboggans, head wraps, turbans, doorag, sweatbands, combs, hair nets, curlers, or other items deemed inappropriate by administration are permitted to be worn during the school day inside the school building, and **MUST** be removed prior to entering the school building. These items, if brought to school, must be secured in locker, book bag, or with a teacher prior to the start of the school and must remain there until dismissal.
2. Some prohibited items may be allowed with principal permission if being worn for religious or medical reasons and/or outside activities.
3. Hats needed for safety in shop classes are to be kept in the classroom and are not permitted to be carried in the hallways between classes.

B. **Clothing—All Students:**

1. All garments must be of a type of material that will prevent exposure of undergarments or body (eg. No see through, mesh...etc.)
2. Any clothing, tattoos, makeup or accessories that are or have patches, images emblems, slogans, or words deemed unusual, disrespectful, prejudicial, profane, shocking, vulgar, drug/alcohol/tobacco/sex/gang/cult related are prohibited.
3. Sunglasses are not to be worn in the school building except if approved by the principal for verified medical reasons.
4. In all grades 4-12 students may wear shirts, blouses, dresses, that have a shoulder band width of 2 inches or more that cover the upper torso. No spaghetti straps.  
At all grades there will be no bare midriffs, bare backs or low-cut necklines. For all grades all shirts, blouses, or tops must extend completely to the lower garment, stomachs, upper back, and lower back must be covered at all times.
5. Pants, shorts, and skirts must be worn so that they are not sagging or exposing undergarments. Clothing with holes exposing skin or undergarments above the knee are banned.
6. Shorts, dresses, and skirts must be deemed appropriate by the administration and must be mid-thigh length or longer. (Exceptions to this rule for Physical Education classes during class time only—still no short shorts.)
7. Appropriate shoes must be worn at all times.
8. During the course of the year, there may be special days when some departure from the dress code will be allowed by school administration. These will be announced to all students.
9. Dress codes may be stricter at individual schools based on SBDM decisions.

**SEARCH AND SEIZURE:** School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. A single desk or locker may be searched if reasonable *suspicion* exists to believe that evidence of a violation of the law or a school rule is contained therein. Vehicles parked on school property may be searched in order to protect the health and safety of the students and staff of the school, pursuant to the agreement between the student and the school administration based on driving privileges.

No student's outer clothing, pockets, or his/her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there is reasonable suspicion to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law. Search of the student's person shall be conducted only with the express authority of the principal. However, nothing herein will preclude a student from being subjected to a fixed or hand held electronic screening detector and an affirmative signal or response will serve as reasonable suspicion for a more intrusive search.

No strip searches of students shall be permitted. The phrase "strip search" means requiring a student to remove any article of clothing, or requiring a student to lift or lower an article of clothing thereby causing exposure of undergarments to allow for a visual inspection. The required removal of shoes, socks, or a hat or the removal or arrangement of outerwear does not constitute a strip search.

- A) Searches of a student's person or his/her personal effects shall only be conducted by a certified person directly responsible for the conduct of the student or the principal of the school which the student attends.
- B) Subject to the following conditions, the principal may authorize the use of trained dogs to locate controlled substances on school grounds:
  - The principal or the principal's designee shall be present.
  - Searches involving dogs shall be conducted only when students are in classrooms; no student shall be in the vicinity of lockers being searched.
  - All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the student's safety or to others' safety and security may be seized by school officials.

A staff member may temporarily remove items that may be used to disrupt or interfere with the educational process from the student's possession. Such items may be returned to the student by the staff member or through the principal's office. The school will not be responsible for confiscated, lost, stolen, or damaged items.

### **SUSPENSION/EXPULSION PROCEDURES FOR IDEA-ELIGIBLE STUDENTS**

In a case where disciplinary action involves exceptional (*special education*) students and students who have been referred for evaluation for possible special education placement and/or related services, the following procedures shall be followed.

If suspension is essential to protect persons or property or to avoid disruption of the ongoing educational process, then,

- a) The student must first be granted an informal hearing and then may be suspended.
  - b) As soon as practical, an Administrative Admissions and Release Committee (AARC) must be convened to determine whether the discipline problem is related to the student's handicapping condition. (manifestation determination)
  - c) If the discipline problem is determined to be related to the handicapping condition:
    - The suspension is immediately lifted, and
    - The AARC must consider the appropriateness of the placement and/or the Individual Education Program (IEP).
  - d) If the problem is determined to be unrelated to the handicapping condition, then the student will be disciplined according to regular procedures.
  - e) If the ARC determines that an exceptional child's behavior is related to his/her disability, the child shall not be suspended any further or expelled unless the current placement could result in injury to the child, other children. The educational placement shall be provided that will provide for the child's educational needs and will provide a safe learning and teaching environment for all.
- 2) If a discipline problem does not require immediate suspension, the student remains in his/her current school placement, and the principal must convene a School-Based Admissions and Release Committee (SBARC) within ten (10) days. The SBARC determines whether the discipline problem is related to the handicapping condition. If the behavior is related to the handicapping condition, the SBARC considers the appropriateness of the placement and/or the IEP. If it is unrelated to the handicapping condition, then the student will be disciplined accordingly.
- 3) A child with a disability who is removed from the child's current placement for more than 10 consecutive days or 10 days in the same school year shall:
- a) Continue to receive a free, appropriate public education so as to enable the child to continue to participate in the general curriculum although in another setting, and to progress toward meeting the goals set out in the child's IEP; and
  - b) Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services, and modifications that are designed to address the behavior violations so that it does not recur. These services may be provided in an alternative educational setting.

**GUN-FREE SCHOOL ACT**—It is the policy of the Fleming County School System to report any student who is determined to have brought a weapon or firearm to a school or school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency system. To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, our board of education will modify the expulsion requirements, on a case-by-case basis, for IDEA-eligible students. IDEA-eligible students may be expelled for behavior related to their disabilities, as long as the procedural safeguards required by IDEA and KRS 158.150 is followed. Non-IDEA eligible students will be expelled for not less than one calendar year from their regular school setting in our school system for violation of this policy.

**ANY STUDENT FROM ONE SCHOOL WHO VIOLATES THE SCHOOL DISCIPLINE CODE WHILE AT ANOTHER SCHOOL OR ON ANY SCHOOL PROPERTY WILL BE DISCIPLINED. THE TWO PRINCIPALS WILL DECIDE THE DISCIPLINARY ACTION**

## HARASSMENT/DISCRIMINATION

Harassment/discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility, or intimidation, or the use of language, conduct, or symbol in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Harassment/discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited.

Employees or students who engage in harassment/discrimination of another employee or a student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action.

### ***These procedures will be followed in cases of alleged harassment/discrimination:***

1. Allegations of harassment/discrimination will be investigated by the principal/supervisor.
2. The conditions causing such harassment/discrimination will be identified and corrected.
3. The principal/supervisor must provide confidentiality in the complaint process.

Identification and enactment of methods to prevent reoccurrences of the harassment/discrimination will be developed by the principal/supervisor and submitted to the superintendent.

### ***Conduct and/or actions prohibited under the policy include but not limited to:***

1. Unwanted touching, sexual name calling, sexual jokes and spreading sexual rumors;
  2. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;
  3. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender of the student;
  4. Limiting students access to educational tools; such as, computers, based on the student's gender;
- Teasing a student's subject choice of assignment based on the gender of the student.

If a principal/supervisor is an alleged party in the harassment/discrimination complaint, the complaint may be addressed to the next higher level of authority.

Failure by a teacher, immediate supervisor, principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

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

All employees are required to report suspected sexual abuse of a student to their supervisor. Employees who fail to report shall be subject to disciplinary action, including termination. This requirement does not alter or amend the requirement under KRS 620.030 of every person to report abused or neglected children to an appropriate law enforcement agency.

## SOLVING SCHOOL PROBLEMS

School personnel and parents are encouraged to solve problems at the initial level of concern. If the problem cannot be resolved at the initial level, the concern should be carried to another level-from the child, parent, and teacher to include the principal or the unusual cases, to district personnel including the Assistant to the Superintendent, Superintendent, or Board of Education.

The proper channel for complaints is as follows:

Teacher  
Principal  
Superintendent, and  
Board of Education

Complaints appealed to the Board must be in writing and must contain a detailed description of the problem and course of action desired. The Board reserves the right to defer and redirect complaints that have not been explored to appropriate



### **STUDENT RECORDS**

Educational records of both current and former students are maintained by the Director of Pupil Personnel and the high school counseling office according to the Family Educational Rights and Privacy Act. The records of current students include family information, test scores, health data, progress reports, information on student/parent conferences, written correspondence concerning the student, and other information that is required by law.

Former students' records include only information relating to grades, attendance, and achievement levels.

The Family Educational Rights and Privacy Act allow parents to inspect and review their child's educational record. At age 18 that right is transferred to the student.

### **RELEASE OF STUDENT AND RELEASE OF STUDENT INFORMATION TO DIVORCED, SEPARATED, OR SINGLE PARENTS**

The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or legally binding document which provides instruction to the contrary.

Release of the student or information concerning the student coming from a single parent or a divorced/separated parent will be accomplished according to the following procedures:

1. Both parents shall have equal access to any information concerning student (s).
2. Both parents shall have the right to release of the student under their care.

***Parents should complete student release forms giving school personnel instructions concerning release of their child/children.***

### **CLOSED CAMPUS**

Except for situations approved by the principal, students are not permitted to leave school grounds during lunch period.

## Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).<sup>1</sup>

### **COMPULSORY SCHOOL ATTENDANCE LAW**

Each parent or guardian having custody or control of any student who has enrolled in kindergarten and any student between the ages of six (6) and eighteen (18) shall send the student to school for the full term that the school district is in session. shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance per KRS 159.10 and KRS 159.020. Any student, aged eighteen through twenty-one (18-21) enrolled in public schools is subject to truancy laws.

Every student shall attend school every day that school is in session unless that student is absent or tardy with a valid, excused reason. Accumulation of unexcused absences and unexcused tardies is a violation of the law (see Truancy Defined below). Each school district in Kentucky is authorized to set its own attendance policy to determine when an absence or tardy is excused or unexcused. Violations of this law are subject to legal action.

### **TRUANCY DEFINED**

Per [KRS 159.150](#) any student who has not reached his or her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more days or tardy without a valid excuse on three (3) or more days is truant. A habitual truant is any student who has been reported as truant two (2) or more times (interpreted to be 6 unexcused days or 6 unexcused tardies). For the purpose of calculating habitual truancy, Fleming County Schools will use cumulative absences to determine when a student has accumulated six (6) or more unexcused days. Accumulating six (6) unexcused tardies is considered habitual truancy.

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.

### **ATTENDANCE POLICY**

All pupils are expected to attend school regularly and punctually in the school in which they are enrolled and to be on time for classes in order to gain the most benefit from the instructional program and to develop desirable traits of punctuality, self-discipline, and responsibility. Therefore, the Board has adopted the following attendance provisions.

### **Excused Absence Events/Tardies**

The following reasons may be considered for valid excused absence events and tardies with documentation if the student has excuses available based on the allowed number (listed in section "required Notes" below):

1. Illness of the student;
2. Death or severe illness in the student's immediate family: (excludes routine health care appointments for family members)
3. Religious holiday and practices;
4. Documented military leave;
5. One day excused prior to departure of parent/guardian called to active military duty;
6. One day excused upon the return of parent/guardian from active military duty;
7. 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;
8. Education Enhancement Opportunity pre-approved by school Principal;
9. School nurse/health aide excuse: Partial day absence or tardy if student becomes ill or injured during the school day, and school personnel advises the student/parent to leave school early. Dress code violations or disciplinary reasons are NOT an excused absence or tardy;
10. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces; or
11. Other valid reasons to be determined by the Principal, Assistant Principal, DPP, or their designee, including court excuses and driver's license (Administrative excuse).
12. Absences occurring on a delay school day when there is no bus service are **not** automatically excused. The absence may be excused if student has parent excuse available or if administratively excused on a day by day basis.

**NOTES/ CONTACT COMMUNICATION ARE REQUIRED FOR ABSENCES/TARDIS TO BE EXCUSED.**

All absence events and tardies for all students, regardless of grade level, will be considered unexcused until the appropriate written note, excuse, or documentation, or some form of parent communication is presented to the school. These notes, excuses, etc. must be presented to the school within five (5) days after the absence event or tardy. If not received in five (5) days, the absence event/tardy will remain unexcused.

**Parent Excuse:** A student returning to school after an absence must present to the school's attendance clerk/office a written note or have had some form of parent communication (note, email, parent walk-in, verifiable phone call/text) within five (5) days.

- Five (5) parent excuses may be used for five (5) absence events (absence or 1/2 day absent) per school year.
- Five (5) parent excuses may be used for five (5) daily tardies per school year.

**Health Care Provider Excuse:** A student who is absent due to a medical condition and goes to a health care provider shall within five (5) days present the health care provider's excuse/statement to the school's attendance clerk/office.

- Eight (8) healthcare excuses for eight (8) absence events (absence or 1/2 day absent) per school year .
- Five (5) healthcare excuses for five (5) daily tardies per school year.

**The following information will be requested on the excuse statement:**

Name of health care provider, Date and time of appointment, Reason for visit, Date/s student is excused for, Date student can return to school, and should student be absent all day for this reason.

**Chronic Illness/Ongoing Treatment Verification Excuse:** A student who has a chronic illness/ongoing treatment that could result in frequent absences or tardies from school can provide the school each year with a Chronic Illness /Ongoing Treatment Verification Form (CIF).

With this form on file at the school, any absence event or tardy that is due to the condition or treatment listed on the CIF by that healthcare provider would be excused effective starting the date on the CIF forward as long as there is documentation/note for each absence or tardy from a provider for that absent event.

**EXEMPT ABSENCES**

The following events/occurrences are exempt and will not be counted absent. However, the student shall be required to make up any assignments missed

1. A student who is participating in a co-curricular instructional activity that has been authorized by the local board and is a definite part of the instructional program of the school can be counted present while participating in such activity. (i.e. field trip, college visit, etc.);
2. Educational Enhancement Opportunity (pre-approved by Principal);
3. 4-H sanctioned, and participation verified, event;
4. College visit (limit 2/year) for 12th grade students;
5. Armed Forces Day: one (1) day each for deployment or return of parent or legal guardian to/from active duty with documentation.
6. Armed Forces recuperation Day: up to ten (10) days for student visitation when parent or legal guardian is stationed out of the country and is granted rest and recuperation leave with documentation.
7. Home/Hospital (homebound) services for extended medical reasons, five (5) days or more, approved by the District's Home/Hospital committee based on state regulations.
8. Any member of a school-sponsored interscholastic athletic team who competes in a regional or state tournament sanctioned by the KBE or KHSAA and occurring on a regularly scheduled school day may be counted present at school on the date or dates of the competition for a maximum of two days per student per year.
9. One day excused absence for attendance at the Kentucky State Fair.
10. Up to 10 days for student enlisted in an armed service to attend required basic training by a branch of the US Armed Forces.

## **EDUCATION ENHANCEMENT OPPORTUNITIES (EHO)**

Kentucky law allows a student to be considered for an excused absence if the absence is deemed as an Educational Enhancement Opportunity (EHO):

1. Requests shall be submitted to the building Principal five (5) days prior to the absence to be considered for approval, unless there are extenuating circumstances.
2. The activity shall have significant educational value, be intensive in nature and be directly related to the core subjects (English, Science, Mathematics, Social Studies, and/or Fine Arts) and content.
3. The Principal shall use his/her judgment whether the request meets the above criteria.
4. A student with six (6) or more unexcused absences will not be granted an EHO.
5. Requests shall not be granted/approved to receive an excused absence during a school's testing window established for assessments of the state assessment or during a testing period established for the administration of additional district-wide assessments at the school, except if a Principal determines that extenuating circumstances make an excused absence to pursue an educational enhancement opportunity appropriate
6. Per state law, a student may be approved up to ten (10) days per school year.
7. Other procedures as approved by the Board.

## **UNEXCUSED ABSENCE EVENTS/TARDIES**

1. Student skip days or walkouts/protests are not authorized or approved by Fleming County Schools. An absence or tardy on the days that these events occur will not be excused and will be considered skipping. Only a verifiable health care provider's excuse or family emergency may be considered to excuse an absence or tardy occurring on days that these events may occur – no parent excuses allowed.

2. Any absences exceeding the allowed number of parent excuses or medical excuses, unless administratively excused on a case by case basis.

3. Any absence or tardy due to an early checkout that is not authorized (i.e. student initiated contact to parent, left school grounds without permission, etc.) by the Principal/designee, school nurse or health aide, will be excused only if school staff person who has the authority to advise that a student leaves school early due to a medical condition, or a health care provider excuse is presented within five (5) days or if there is a verifiable family emergency, or if the student has any appropriate parent excuses available.

4. Any absence or tardy that an acceptable excuse is not presented to the school within five (5) days of the event.

5. An absence occurring during a bus suspension will be unexcused unless a medical excuse is presented.

6. Out of school suspension days

7. Closed Campus: except for situations approved by the principal, students are not permitted to leave school campus during lunch period. This is considered skipping.

8. If a student has accumulated six (6) unexcused absences, the student will not be allowed to participate in any extracurricular/co-curricular activity.

9. If a student has accumulated seven (7) unexcused absences, the student will not be allowed to participate at graduation.

10. If a student accumulates nine (9) unexcused absences in a semester, the student will not be eligible for driving permit or license.

## **SUSPENSION**

Assignments projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension.

Assignments and long-term projects assigned during the suspension and due at a later date shall be accepted. Other assignments missed during suspension absences may be made up at the discretion of the school administrator.

## **ATTENDANCE APPEALS**

Students who have received unexcused absences or have extenuating circumstances for which they desire special consideration may appeal such to the Principal and/or DPP, asking them to convene an Attendance Appeal Committee. This committee may consist of the Principal/designee, teacher, student, FRYSC staff, and DPP.

## **INDIVIDUAL SCHOOLS ATTENDANCE REQUIREMENTS**

The SBDM and or advisory councils for each school may develop policies and attendance intervention plans to address all absenteeism and specifically truant students . These policies and plans shall have specific attendance requirements consistent with the general Board of Education policy. These requirements as well as Board policy will be published in a handbook or written communication to be distributed to each student and sent home to parents/guardians.

CLASS WORK/ASSIGNMENTS/TESTS/PROJECTS, ETC

Class assignments, homework, projects, tests, etc., missed during unexcused absences, may be made up according to FCS grading policy and procedure.

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**Contagious Diseases and Parasites**

A parent, legal guardian, or other person or agency responsible for a student shall notify the student’s school principal if the student has any medical condition which is defined by the Cabinet for Human Resources in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school.

**Health requirements for Preschool/Kindergarten Enrollment**

Please get these records to the appropriate school as soon as possible.

**Up to Date Kentucky Immunization Certificate**

Check with your health department or wherever you child has received their immunizations to make sure they have received all required immunizations for entering school. Out of state certificates must be taken to the health department and transferred to Kentucky forms.

**KRS 158.035 Current up to date immunization certificate must be obtained within the first 2 weeks of enrollment.**

**KRS 214.990 Any person in violation of KRS 158.035 shall be guilty of a Class B misdemeanor.**

**Physical Examination**

Fleming County Health Department charges for physicals according to income guidelines if you are self-pay. They do accept Wellcare, Coventry Cares, KY Spirit, Medicaid, and Humana. If you have other insurance you only are responsible for copay at your physician’s office.

**Each student enrolled in a KY public school must show evidence of an initial entry exam (Headstart, Preschool, Kindergarten) prior to August 15, 2017.**

**Eye Examination**

Done by an optometrist or ophthalmologist

**Must have taken place prior to December 31, 2017**

**Dental Examination \*not required for Preschool**

To be completed by a dentist, dental hygienist, physician assistant, APRN, physician or Local Health Department nurse with SMILE training

**Taken place within the calendar year of the student’s enrollment.**

**Date range January 1, 2017-December 31, 2017**

**Health requirements for 6<sup>th</sup> Grade Enrollment**

**Up to Date Kentucky Immunization Certificate**

Check with your health department or wherever you child has received their immunizations to make sure they have received all required immunizations for entering school. Out of state certificates must be taken to the health department and transferred to Kentucky forms.

**KRS 158.035 Current up to date immunization certificate must be obtained within the first 2 weeks of enrollment.**

**KRS 214.990 Any person in violation of KRS 158.035 shall be guilty of a Class B misdemeanor.**

## **Physical Examination**

Fleming County Health Department charges for physicals according to income guidelines if you are self-pay. They do accept Wellcare, Coventry Cares, KY Spirit, Medicaid, and Humana. If you have other insurance you only are responsible for a copay at your physician's office.

**(Must be obtained prior to August 15, 2017)**

### **Health requirements for General Enrollment**

**(any grade includes out of state transfer or previous home school students)**

#### **Up to Date Kentucky Immunization Certificate**

Check with your health department or wherever your child has received their immunizations to make sure they have received all required immunizations for entering school. Out of state certificates must be taken to the health department and transferred to Kentucky forms.

**KRS 158.035 Current up to date immunization certificate must be obtained within the first 2 weeks of enrollment.**

**KRS 214.990 Any person in violation of KRS 158.035 shall be guilty of a Class B misdemeanor.**

#### **Physical Examination**

Fleming County Health Department charges for physicals according to income guidelines if you are self-pay. They do accept Wellcare, Coventry Cares, KY Spirit, Medicaid, and Humana. If you have other insurance you only are responsible for copay at your physician's office.

**Each student enrolled in a KY public school must show evidence of an initial entry exam (Headstart, Preschool, Kindergarten) prior to August 15, 2017).**

### **Administering Medication to Students**

If it is medically necessary for students to take prescription medications during the school day, parents must sign a permission form and provide a physician's form indicating directions for dispensing, and bring the medications to school in its original container with the prescription label. Medication forms are available on the district's website or at the schools. Students are not to bring the medications. No over the counter medications are to be sent/brought to school. School personnel should be kept informed of any special medical problems a student might experience. Emergency phone numbers should be submitted to the school.

### **Student Sign-Out Procedures**

Any absence or tardy due to an early check out that is not authorized (i.e. student initiated contact to parent, left school grounds without permission, etc.) by the school principal or his/her designee, school nurse or health aide, will be unexcused (even if parent excuses are available), unless a health care provider excuse is presented within five (5) days or there is a verifiable family emergency.

Then only the parent or legal guardian shall give permission for a student to leave school prior to the end of the school day. Once permission is granted by the parent or guardian, it MUST be verified by school personnel, then the student may leave with those individuals listed on their Student Release Form or with someone the parent/guardian names in a one-time situation. Additional names of person(s) may be added to the Student Release Form by the parent/guardian in person only (no phone call additions accepted).

Students may be released from school prior to the end of the school day only with parent(s) or legal guardian's permission. Permission can be given by a phone call (that can be verified that it is the parent/guardian calling), a signed note from the parent/guardian that can be verified by a phone call, or in person.

Students who drive to school may leave with verifiable parent/guardian permission. Permission is given by a phone call or a signed note from the parent/guardian that has been verified to be from the parent/guardian, or in person.

Students being picked up by a parent/guardian or a Student Release person listed on the form or a named individual for a one-time situation:

- Parent/guardian may take the student from school by coming to the office and checking the student out. If the parent/guardian is not personally known by school staff, the parent/guardian must provide proof/identification. The parent/guardian must then sign the check-out sheet after verification of the individual.
- If the parent/guardian calls or sends a note saying they are coming early to pick up their child, and then comes to pick up a student, the parent/guardian still must come in to the office to pick up the student, following the guideline A above.
- If verifiable permission is granted by a parent/guardian for an individual on the Student Release Form or a one-time named individual to pick up their child, the person picking up the student must come to the school office and sign them out. If that individual is not personally known to school staff, then that individual must provide proof/identification of their identity.

Early sign-outs are excused only if pre-authorized by school staff, healthcare excuse presented or verifiable family emergency.

### **ENROLLING IN SCHOOL**

All students entering Fleming County Schools must meet the age requirements as mandated by the Kentucky Department of Education. All children residing in Fleming County between the ages of 6 and 16 must be enrolled in school. Children must be five (5) years old on or before August 1 to enroll in kindergarten. Successful completion of kindergarten is required before enrolling in first grade. Any child who is six (6) years old on or before August 1 **MUST** be enrolled in either kindergarten or first grade for that school year. A certified copy of a child's birth certificate is required for registration.

If a child does not have a birth certificate, application forms are available in the principal's office at the local schools or at the health department.

The state requires that all children entering a Kentucky school present a valid immunization certificate.

Enrolling in school is handled in each individual school. Information concerning registration can be obtained by contacting the school or the Board of Education(845-5851).

### **ENROLLING IN PRESCHOOL**

To enroll in state-funded preschool, a child must be four years of age on or before August 1. and meet income eligibility to enroll in the state-funded preschool. Children ages three or four who can be identified through testing as having special needs or developmental delays may also register. Preschool classes will be all day Monday through Thursday. Tuition preschool may be offered depending on parent interest and availability of slots.

### **VISITORS IN SCHOOL**

Guests or visitors of students are not allowed at school without permission from the principal. In addition, no salesperson or peddlers shall come on to school property without the prior approval of the Superintendent.

All visitors **MUST** sign in and receive a pass/badge at the principal's office before going to any other areas of the school. Visitors must sign out before leaving the school and return their badges to the principal's office.

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

**FLEMING CO. SCHOOLS**  
**SCHOOL LEVEL ATTENDANCE**

**Pre-Level:**

At the start of the new school year, students who had chronic absenteeism (as defined by KDE) from the previous year will be identified. Notice to parents and teachers of these students will be made for monitoring and intervention purposes, which may include individual and/or group activities. Appropriate personnel, including, but not limited to, DPP, FRYSC, principal, attendance clerk, may be involved.

**Prevention Level:**

Students with 5 absences or tardies will be identified and counseled on the attendance policy by school staff designated by superintendent or DPP.

**Consecutive or Sporadic Excused & Unexcused Absences**

**Level 1 (Event 1) - Day 1**

- Attendance Clerk/Secretary/principal's designee will attempt to call parent to inquire about absence.
- Inform parent of attendance policy and current level of absenteeism.
- Provide other pertinent information.

**Level 2 (Event 2) - 2-5 Days**

- Each day the Attendance Clerk/Secretary/Principal's designee will attempt to call parent to inquire about absence.
- Inform parent of number of excuses remaining. Make referrals if needed, including but not limited to (nurse, FRYSC, HH, counselor, principal, DPP)
- Teacher will contact the parent or student to inquire about the student's well-being, absence, and missed assignments.
- Principal will contact parent or student to inquire about the student's well-being, absences, ramifications of further absences, which may include home visits.
- If student misses at least (2) unknown absences, a home visit may be made by FRYSC and/or other school personnel to follow-up on absences, provide information, offer services, and deliver school assignments, if needed.

**Level 3 (Event 3) - 6/+ Days**

- Continuing each day, Attendance Clerk/Secretary/principal's designee will attempt to call parent to inquire about absence. Inform parent of number of excuses remaining. Make referrals if needed, including but not limited to (nurse, FRYSC, HH, counselor, principal, DPP)
- Home visit will be made, by appropriate school personnel, to determine why student has been absent and offer support.
- Inform parent of current levels of absenteeism.
- Ensure student has access to make up work.

**Truant & Habitual Truant Level**

**Level 4 (3+ unexcused)**

- Level 1-3 strategies should be continued.
- Letters are sent from DPP office at 3rd unexcused absent event
- At SMS and FCHS, student is referred to the CDW's TDP program when the 3rd unexcused absence or tardy occurs. TDP is a meeting at the school level with student, parent, CDW, DPP, FRYSC, counselor, principal, attendance clerk, nurse, and other appropriate personnel.

*(Continued on next page)*



***(Attendance Intervention Procedure continued from previous page:)***

- Upon the 6th unexcused absence or tardy, DPP will attempt a home visit and serve final notice.
- When further unexcused events occur after FN, court petitions will be filed, either against the student as a juvenile or the parent, or both.
- Inform parents of the legal ramifications of truancy issues.
- If a child continues to persistently be absent parents will be informed that they being neglecting the educational needs of their child and can be reported. to Social Services.

All strategies in all levels will be recorded in Infinite Campus for tracking and recording purposes. Appropriate personnel will record their own strategy (i.e. teacher, Principal, attendance clerk will record any/all contact, whether phone call, email, etc.) in an IC tab within a reasonable timeframe.

***Disclaimer: This is a district-wide procedure. However, SBDM and/or school advisory councils may adopt their own version to meet the needs of their specific school.***

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

**NOTICE FOR DIRECTORY INFORMATION**

*The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Fleming County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, Fleming County School District may disclose appropriately designated "directory information" without written consent, unless you have provided written notice to the Superintendent to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Fleming County School District to include this type of information from your student's education records in certain school publications. Examples include:*

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of players

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.<sup>1</sup>

If you do not want Fleming County School District to disclose directory information from your student's education records without your prior written consent, you must notify the District in writing upon registration. Fleming County School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members of athletic teams
- Telephone listings
- Degrees, honors, and awards received
- Electronic mail address
- The most recent educational agency or institution attended
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

When a student attains the age of 18 years old and/or is enrolled in an institution of post-secondary education, his/her parents/guardians no longer have the right to grant review, inspection, or copies of the student's records. The student has acquired the sole right to review or grant reviews and inspections of the records. Therefore, all written permission must come from the student for review, inspection, and transfer of copies of information in the student's folders. Officials of schools, in which a student enrolls, may request and receive records without parents/guardians or eligible student permission. A formal written request to have access to a student's records or a valid court order must be received in all other cases. For persons authorized by the parents/guardians to examine the records, the request must be written consent from the student's parents/guardians or eligible student specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents/guardians and the student if so desired. School personnel, principals, assistant principals, counselors, current teachers, Director of Pupil Personnel, superintendent, attendance clerks, may review, inspect or receive copies of student's records without permission from parents/guardians and 18 year olds or older students.

## **PREJUDICE REDUCTION POLICY**

### **Section I: Definition**

Discrimination in the form of derogatory or unacceptable remarks, written words or symbols, gestures, and actions in reference to socially sensitive issues including but not limited to race, color, national origin, age, religion, marital status, sex, sexuality, or disability, as determined by school officials, could result in referral to the Prejudice Reduction Diversion Program.

The Prejudice Reduction Diversion Program will require student(s) to attend a session with a trained, off-site professional. Parent attendance at first session is mandatory.

Students/parents will pay half the cost of the Prejudice Reduction Diversion Program (at least \$75). If additional services are needed, cost to families could increase.

### **Section II: Consequences**

#### **1<sup>st</sup> Offense**

First time offenders will be suspended six (6) days. A conference will be held with student, parent, and principal, where a diversion program could be offered to

student(s). Upon acceptance and entry in the Prejudice Reduction Diversion Program, three (3) days of suspension will be probated. Failure to fulfill requirements of the program will result in full reinstatement of original suspension.

#### **2<sup>nd</sup> Offense**

Second time offenders of the Prejudice Reduction Policy will result in a six (6) day suspension with mandatory enrollment in the Prejudice Reduction Diversion Program. Failure to enroll in the program will result in placement in Safe Choices for a time to be determined by school officials.

#### **3<sup>rd</sup> Offense**

Third time offenders of the Prejudice Reduction Policy will result in mandatory placement in Safe Choices for remainder of school year, or expulsion if deemed necessary by school officials.

### **NO PASS/NO DRIVE (KRS 159.051)**

If a student, age 16 or 17 accumulates nine (9) or more unexcused absences (including suspensions), or is determined to be academically deficient by not receiving passing grades in at least six(6) courses or the equivalent (>66% of classes) each semester, he/she will not be eligible for the privilege to operate a motor vehicle. Reports to the Transportation Cabinet will be made at the end of each semester for students, age 16-17 who have accumulated 9 or more unexcused absences or did not pass at least 6 courses that semester. Reports may be made at anytime during the semester when accumulated unexcused absences reaches 9. \*Any student who is applying for an initial driving privilege of any type on or after August 1, 2007, must get a verification form from the counseling office at the school or from the Director of Pupil Personnel at the superintendent's office before going to the clerk's office to apply for a driving privilege.

## **DRUG POLICY**

### **SECTION I: Drug Levels**

#### **A. Level I Drugs**

Drugs in this category include alcohol, marijuana, prescription drugs, and other drugs as defined by professionals.

#### **B. Level II Drugs**

Drugs in this category include cocaine, methamphetamines, and other highly addictive drugs as defined by professionals.

### **SECTION II: Drug Violations**

#### **A. Drug Distribution or Trafficking**

The distribution of any Level I or II substance, or substance represented or believed to be controlled substance.

#### **B. Drug Related Paraphernalia**

Possession of hardware pertaining to controlled or illegal substances, such as pipes, roach clips, etc.

#### **C. Use or Possession of Illegal or Harmful Substances**

Illegal substances include all Level I or Level II substances, and any other material that has a harmful or negative effect on the person using them. Possession includes items found in lockers assigned to student, in vehicles, and any other place where deposited by student.

#### **D. Use or Possession of Non-Prescribed or “Look-alike” Substances**

Non-prescribed substances are those substances that a student may have in his/her

possession that are not prescribed for him/her or are sold over the counter and are being used to create an unnatural effect. “Look-alike substances are those substances used, sold or possessed by an individual, which proposes to be controlled or illegal substance.

#### **E. Use of, Possession of, or Under the Influence of Alcoholic Beverages**

Alcoholic beverages include any beverage with alcoholic content. Possession includes items found in the locker assigned to the student, in vehicles, and any other place deposited by the student.

### **SECTION III: Consequences**

#### **A. First Offense**

For the first offense, consequences will be as follows:

Level I substances—First time offenders will be suspended ten (10) days with local law enforcement notified and appropriate charges filed. A conference will be held with student, parent/guardian, principal, and Safe Schools Coordinator. **“Brief Substance Abuse Program Contract”** will be offered to student and parent/guardian. Upon acceptance and entry into **“Brief Substance Abuse Program”** by parent and student, five (5) days of suspension.

· Level II substances—First time offenders will be suspended ten (10) days with a local law enforcement notified and appropriate charges filed. A conference will be held with student, parent/guardian, principal, and Safe Schools Coordinator.

Because of the addictive nature of these substances, students and parents will be offered “First Time Level II Offenders Contract”. Upon acceptance and entry into a treatment facility program by parent and student, five (5) days of suspension will be probated. Failure to complete the program will result in five (5) days being reinstated to suspension.

· Drug Trafficking—First time offenders will be indefinitely suspended with local law enforcement notified and appropriate charges filed. An expulsion request shall be filed against the student.

## B. Second Offense

For second offenses, consequences will be as follows:

- Level I substances—Second time offenders will be suspended ten 10 days with law enforcement notified and appropriate charges filed. A conference will be held with student, parent/guardian, principal, and Safe School

Coordinator. Because of the repetitive violation, students and parents will be offered “First Time Level II Offender Contract”. Upon acceptance and entry into a treatment facility program by parent and student, five (5) days of suspension will be probated. Student will be placed in Safe Choices until treatment program is finished. Failure to complete the program will result in five (5) days being reinstated to suspension and placement in Safe Choices for remainder of school year.

- Level II substances—Second time offenders will be indefinitely suspended with local law enforcement notified and appropriate charges filed. Because of the addictive nature of Level II substances, an expulsion request shall be filed against the student.

## C. Third Offense

For third offenses the consequences will be as follows:

- Level I substances—Third time offenders will be indefinitely suspended with local law enforcement notified and appropriate charges filed. Because of the repetitive violation, an expulsion request shall be filed against the student.

### **FLEMING COUNTY SCHOOLS Employee Rights & Responsibilities for a Drug-Free School Safe and Drug-Free Schools and Communities Act of 1994 (SDFSCA)**

This publication is printed to provide all employees of Fleming County Schools with information on drug abuse and violence prevention. Fleming County School System provides educational services on drug and alcohol abuse as a part of the regular curriculum. Additionally, through federal funds provided under The Safe Drug-Free School and Communities Act of 1994, training of staff members and referral services for students and employees are provided by the Fleming County Board of Education. Information of these programs may be obtained from 8:00 am—4:00 pm, Monday-Friday, at the office of the Fleming County Board of Education, 211 West Water Street, Flemingsburg, KY 41041, Phone 606-845-5851. All school facilities, functions, and events are Drug and Alcohol-Free events. The curriculum of the Fleming County Schools teaches that the use of illicit drugs and alcohol by students is wrong and illegal. Abstinence from these substances is the basic policy. The policies of the Fleming County Board of Education specify the penalties for illicit use by employees (Reference Policies #03.13252-Certified personnel: 03-23251-Classified personnel.) For additional information, contact Greg Emmons Safe Schools Coordinator, Fleming County Board of Education, 211 West Water Street, Flemingsburg, KY 41041, phone 606-845-5851.

**Greg Emmons**

***District Safe Schools***

**Coordinator Fleming County Schools**

#### **Employee Rights & Responsibilities for a Drug-Free School**

The federal Drug-Free Workplace Act and Fleming County Board of Education Policy requires that we inform you that the lawful manufacture, distribution, possession, or use of alcohol or other drugs is prohibited in the workplace. This policy prohibits the impairment of an employee in the workplace from the use of alcohol or other drugs. “*Workplace*” shall mean the site for the performance of work done for the District including any place where work on a District program, project, or activity is performed, including, but not limited to, a school building or other school premises any school-sponsored or school-approved activities, events, or functions which are held off school property and in which students are under District Jurisdiction including, but not limited to, field trips and athletic events.

Any employee who violates the terms of the District’s drug-free/alcohol-free workplace policies may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal actions. As an alternative, the superintendent may choose that an employee who violates the terms of the District’s drug-free workplace policies shall satisfactorily participate in a Board-approved drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee may be suspended, non-renewed, or terminated.

Any employee convicted of a workplace violation of criminal drug statutes shall, within five (5) working days, provide notification of the conviction to the Superintendent.

**Fleming County Schools  
2017-2018 Inclement Weather Plan**



The Fleming County Board of Education operates more than 30 school buses traveling in an excess of 2600 miles daily to provide transportation to and from school for all students in our district. Riding a school bus is a privilege and abuse of the property or misbehavior will not be tolerated.

A specially equipped bus is provided for exceptional child education students needing this service.

School bus evacuation procedures are practiced several times each year.

**DISMISSAL OF SCHOOL DUE TO INCLEMENT WEATHER**

In case you are in doubt as to whether or not we will be having school due to inclement weather, you may listen to the early news-casts beginning at 5:30 a.m. on the following stations:

<b>Flemingsburg</b>	<b>WFLE 1060 AM</b>	<b>95.1 FM</b>
<b>Owingsville</b>	<b>WKCA</b>	<b>107.1 FM</b>
<b>Maysville</b>	<b>WFTM 1240 AM</b>	<b>96 FM</b>
<b>Morehead</b>	<b>WMOR</b>	<b>1330 AM</b>
<b>Morehead State</b>	<b>WMKY</b>	<b>90.3 FM</b>
<b>Lexington</b>	<b>WLAP</b>	<b>630 AM</b>
<b>Lexington</b>	<b>WVLK 590 AM</b>	<b>92.9 FM</b>
<b>Lexington</b>	<b>WLEX-TV</b>	<b>Channel 18</b>
<b>Lexington</b>	<b>WKYT-TV</b>	<b>Channel 27</b>
<b>Lexington</b>	<b>WTVQ-TV</b>	<b>Channel 36</b>

In all cases of changes in the school schedule, the announcement will be made by 7:00 am. We are going to be operating on three different plans this year:

**PLAN A - NO SCHOOL** – If we feel the weather is too bad to attempt to have school.

**PLAN B - DELAY** – If it appears that the roads will be clear enough to run buses at a later than normal starting time, a delay will be announced. The amount of delay time will also be announced.

**PLAN C – REGULAR START TIME WITH LIMITED BUS SERVICE** – If it appears that the roads will be clear enough to run buses at regular time with the exception of the roads listed below.

When school is starting on Plan B or Plan C, **NO ATTEMPT** will be made to run the following roads, **morning or afternoon**, in each district. Parents are asked to either meet the buses at the end of the road or drop off/pick up students at school. If a student absence occurs on a delay day, and the bus did not run, the absence will not be automatically excused.

**WARD**

Tom Ishmael Road, Faris Branch Road, and Dunbar Faris Road  
Sugar Tree Road, McRoberts Road, Stockton Road, Greenbrier, Mt. Vernon Camp, Hamm Road, and Hardwood Drive  
Rush Run Road, Anderson Branch Road, Hester Ridge, and Bowman Springs  
Wolf Run Road, Goddard Muses Mills Road, Hurst Road, and McGlone Lane  
Routt Road, Extension of Hall Road, Wilder Loop

Goddard Road (Pick up at Water Tower)  
Spring Road  
Covered Bridge Road  
Big Run

### **EWING**

Buchanan, Route 681  
Deerlick, Route 2505, Colemire Road-Connector Road  
Sorrrell Lane, Hammonds Road, Johnson Creek, Powell Hill, and McGlothlin Lane  
Clover Hill Road, Fleming Creek Road, and McIntyre Road  
Delaney Road and Past Methodist Church on Mt. Tabor Road  
Branch Brothers Road and Lake View Estates  
Days Mill, South Lick, Lower South Lick Road, Porter Cemetery Road, River Road, and Concord Road  
Grassy Knoll Road and Pecks Ridge-Tilton Road (Chris Hickerson's)  
Blair Road, Olive Branch, Brown Road,  
Sauer Road, Craintown Road,  
Regal Lane, Tribby Lane, Pike Bluff

### **FLEMINGSBURG**

Butler Branch  
Colgan Road, Bowman Springs Road, Rigdon Road, Pigeon Roost, and Sugarloaf Camp Road  
Road from Poplar Grove to Jim Porter's, Logan Run, Murray Lane, and Turkey Run  
Adams Lane, Murphey Road, Saunders Road, Breeze Road, Burtonville Road, and J.M. Clary Road  
Wilson Greer Subdivision and Beech Spring Estates  
Coskey Pike, Madonna Lane, Wildlife Area, Wilson Run, Harn Road

### **HILLSBORO**

Big Ben Locust and Hillsboro Branch  
Hope Hill Road and Evans Sisters Ext.  
Buttermilk Branch, Colliver Road, Road to Wyoming Ford, Doc Reeves, Sunset Locust, New Hope, and Waggoner Lane  
Johnson Ford Road and Burton Road  
All of Sharkey area, Flag Branch Road, Freeman Road, Skaggs Road, Prater Road and Upper Rock Lick  
Girl Scout Camp Road and Markwell Road  
Ringo-Grange City Road, Harmon Lane

## **School Nutrition**

All students in Fleming County Schools will receive **one** reimbursable breakfast and **one** reimbursable lunch daily with no charge under the Community Eligibility Provision during the 2015-2016 school year. Students will be allowed to purchase second meals and a la carte items at the approved prices set for these items daily. Parents are encouraged to use [myschoolbucks.com](http://myschoolbucks.com) for these purchases.

### **FAMILY FOCUS**

#### **RESOURCE CENTER**

*Flemingsburg Elem. Office 849-8216*

*Ewing Elem. Office 267-2601*

The Family Focus Resource Center is the resource center for Flemingsburg and Ewing Elementary schools. The center was established to meet the needs of students and families in both schools.

The centers main site is located in Flemingsburg Elementary and the other office is located at Ewing Elementary. Our office hours are Monday -Friday, 8:00 a.m. – 4:00 p.m. at Flemingsburg Elementary, and 8:00- 2:30 at Ewing Elementary.

*Johna Bacon, Coordinator*

**HILLSBORO-WARD  
FAMILY RESOURCE CENTER**

**876-3131**

The center is a family resource center. It was established to meet the needs of students and families in both the Hillsboro Elementary School (876-2251) and E. P. Ward Elementary School (876-2061) district.

The Coordinator rotates days at each school. The office hours are Monday-Friday, 7:30 a.m.–3:30 p.m.

***Candy Dales, Coordinator***

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**FLEMING COUNTY YOUTH SERVICE CENTER**

***SMS -1<sup>st</sup> FLOOR—845-1371***

***FCHS—1<sup>st</sup> FLOOR—845-3094***

This center serves the students and families in both Simons Middle School and Fleming County High School. The main center is located in the Simons Middle School building, which houses the coordinator and the assistant coordinator is stationed on the first floor at the Fleming County High School. The office hours are Monday-Friday, 8:00 a.m.—4:00 p.m. ***Mendy High, Co-ordinator***

***Jennifer Paige, Assistant Coordinator***

**FLEMING COUNTY SCHOOL DISTRICT**

**NOTICE OF NON-DISCRIMINATION**

Students, their families, employees and potential employees of the Fleming County Schools are hereby notified that the Fleming County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, career and technical education programs, or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Fleming County Schools' compliance with Title II, Title VI, Title IX and/or Section 504 may contact:

Lesia Eldridge, Title II, Instructional Supervisor: [lesia.eldridge@fleming.kyschools.us](mailto:lesia.eldridge@fleming.kyschools.us)

Denise Brown, Title VI, Technology Coordinator: [denise.brown@fleming.kyschools.us](mailto:denise.brown@fleming.kyschools.us)

Greg Emmons, Personnel Dir., ADA Contact: [greg.emmons@fleming.kyschools.us](mailto:greg.emmons@fleming.kyschools.us)

Melissa James, Section 504, Special Ed Dir.: [melissa.james@fleming.kyschools.us](mailto:melissa.james@fleming.kyschools.us)

Kevin Fulton, Title IX: [kevin.fulton@fleming.kyschools.us](mailto:kevin.fulton@fleming.kyschools.us)

Fleming County Schools  
211 West Water Street  
Flemingsburg, KY 41041  
(606)845-5851

The Fleming 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 in grades 9-12: Agriculture, Automotive Technology, Business and Information Technology, Carpentry, Family and Consumer Sciences, Project Lead the Way, Health Sciences, and Welding. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact:

Greg Emmons, Personnel Director, Title I Coordinator

Fleming County Schools  
211 West Water Street  
Flemingsburg, KY 41041  
(606)845-5851

[greg.emmons@fleming.kyschools.us](mailto:greg.emmons@fleming.kyschools.us)

### **Elementary School Attendance Areas**

All elementary students shall be assigned by geographic attendance zones and will attend the school designated to serve their areas. An official map of the attendance zones will be kept in the central office. The Board may revise attendance zones as need to attain maximum utilization of school facilities.

If a family moves from one attendance zone to another, the student may be able to finish the school year in the school in which they started. The student must enroll the following year in the appropriate school in their attendance zone.

Requests for transfer to another elementary school within the district will be considered if a student requires services that are not provided at their assigned school. In these cases placement will be considered on a case by case basis. District staff members may request a school assignment for their child that allows them to fulfill their job duties and obligations within the district. Request shall be made in writing to the Superintendent and must be renewed on an annual basis. Requests should be submitted by February 1. All transfer requests shall be considered by the Superintendent if all board policies and guidelines are met and if class size allows.

### **Compulsory School Attendance Age**

Effective July 1, 2015 all children in the district between the ages of 6 and 18 must be enrolled in school. No student may withdraw (quit) prior to the age of 18.

**All students and parents are expected to keep a copy of this handbook for reference throughout the school year.**



**Notification of FERPA Rights**

Distribute this notice annually to parents and students.

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:

***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.

***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.

***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.

***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.

**Notification of FERPA Rights**

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.

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.

***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.

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

Unless the parent or secondary school student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

***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:3/11/2015

**Notification of PPRA Rights**

**Distribute this notice annually to parents and students.**

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

**Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
- Religious practices, affiliations, or beliefs of the student or the student’s parents; or
- 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:**

- Any other protected information survey, regardless of funding;
- 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
- 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:**

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

**Notification of PPRA Rights**

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:3/11/2015

**FLEMING COUNTY SCHOOLS CENTRAL OFFICE STAFF**

Brian Creasman.....Superintendent  
Jan Anderson .....School Nutrition Director  
Greg Dunaway.....Maintenance Director  
Carol Thompson.....Director of Pupil Personnel  
Lesia Eldridge.....Chief Academic Officer  
Greg Emmons.....Safe School Coordinator/ Federal Programs/SBDM Coordinator/Director of Personnel/Director of Transportation  
Denise Brown.....Title VI, District Technology Coordinator CIO/Webmaster  
Melissa James.....Exceptional Children Director, 504, Preschool Director  
Greg Conway.....Director of District Wide Operations

**Secretaries:**

Janet Egan, Angie Stephens, Beverly McDonald, Angela Hughes and Denise Earlywine

Telephone Numbers: (606)845-5851; (606) 845-2891; (606)845-2596

Fax Number: (606)849-3158

Fleming County Schools  
211 West Water Street  
Flemingsburg, KY 41041

[www.fleming.kyschools.us](http://www.fleming.kyschools.us)