

Perry County Schools

Student Code of Conduct Handbook

2022-2023



Vision

The vision of Perry County Schools is to ensure student success, as measured by college and career readiness, through the building and sustaining of appropriate systems for continuous academic achievement and lifelong endeavors.

Mission

Perry County students raising the standard for lifelong learning.

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Purpose of Handbook

The purpose of the Perry County Code of Acceptable Conduct and Behavior is to summarize and publish the expectations for the appropriate behavior of students. This document has been provided annually and is updated and approved each year after review for necessary changes and compliance with current Board policy. The Board policy document is available in the office of the Superintendent and in the office of each school Principal. Every student receives a copy of the *Code of Conduct* upon enrollment annually and parents are requested to submit a signed statement that they have read it. A digital copy of the handbook is available on the District website and extra copies are available at each school and the District office.



Letter from Superintendent



Dear Students/ Parents:

Welcome to the 2022-2023 academic school year! It is my honor to serve as Superintendent for the Perry County School District and look forward to a long and mutually rewarding partnership.

I know the value of setting clear expectations early on to ensure success. It is my belief that we are responsible for providing educational opportunities that will contribute to all students' social emotional growth and academic achievement. As a District, we are charged with creating and providing a school climate where students and staff feel safe in an atmosphere of mutual caring, respect, and responsibility. We cannot accomplish this objective without the support of our parents and students.

The purpose of the Student/Parent Handbook is to communicate the expectations, policies, procedures, and practices for the school year for all of our students and families. The handbook represents only a snapshot of the policies and administrative regulations. The expectations outlined in these documents are enforced while students are on the school campus and at times and place where staff and school administrators are responsible for students. These times and places include, but are not limited to, educational services, field trips, athletic events, and community based activities. I also ask that you talk to your children to ensure they are aware of what is expected of them in school and at school sponsored events. By working together, our students will continue to strive and learn in a safe and healthy environment.

I am personally confident that you will find the Perry County School District to be a supportive, positive school culture with a commitment to student growth and success. On behalf of the Perry County School District, I sincerely thank you for your support of our students and schools.

It is with great pride that I welcome you to the new school year!

Sincerely,

Jonathan Jett

Superintendent

Perry County School Board Members

District 1



Mr. Denny Ray Combs
(Board Chairman)

District 2



Mr. Richy Miller

District 3



Mr. Johnny Feltner

District 4

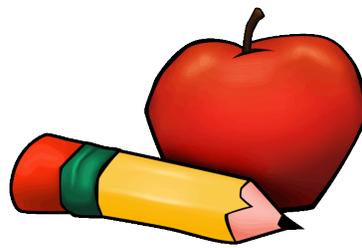


Mr. Lloyd Engle

District 5



Mr. Berl Hurt



SCHOOL BOARD

Non-Discriminatory Assurance



Students their parents, and employees of the Perry County School System are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in educational programs or activities or in employment as set forth in Title V, Title IX, and Section 504. Any person having inquiries concerning Perry County School System compliance with Title V, Title VI, Title IX, and Section 504 is directed to contact the ADA Coordinator or Title IX Coordinator; Located at the Perry County Board of Education, 315 Park Avenue, Hazard, KY 41701.

This code is part of the Board's policy on student behavior and discipline. After this code is distributed for the school year, changes to Board policy, including those affecting provisions of the Code may be necessary due to new/revised statutes and regulations and case law. A complete copy of the policy manual is available for inspection at the Central Office.

This handbook is designed as a general guide to help you understand policies that are in place to help make your students experience in our school a pleasant one. It is important to note that each school in the Perry County School District operates under Site Based Decision Making Policy that may differ somewhat from school to school and from what is listed in this handbook. Consult your student's school administrator for further information.

PERRY COUNTY SCHOOLS

2022 - 2023 School Calendar

August '22						
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February '23						
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Behavior Expectations

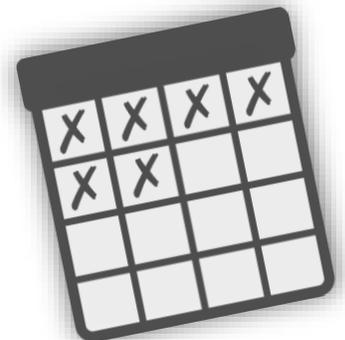
Positive Behavioral Interventions & Supports (PBIS)

The Perry County School District facilitates the Positive Behavior Intervention and Supports (PBIS) framework, which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered system of support to enhance student learning. Students often need encouragement and new skills to improve behaviors and assistance in learning to do so. School staff recognizes that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions. (Center for Positive Behavior Interventions Supports, University of Oregon)

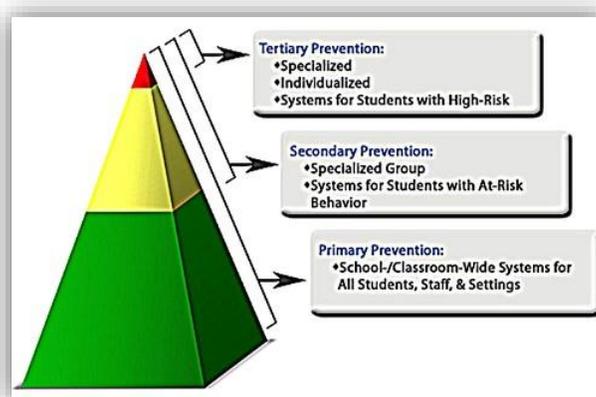
The Perry County School District has embraced Positive Behavior Intervention & Supports (PBIS) to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing school wide behavior referrals to make decisions and solve problems based on their individual school needs. Parents and student(s) will notice PBIS in our schools when they see and hear each school's clearly defined expectations for all school setting and by the rewards student(s) can obtain by meeting these expectations.

Successful PBIS implementation will help us:

- Have more engaging, responsive, preventative and productive learning environments.
- Improve classroom management and address disciplinary issues based on data analysis.
- Improve supports for students whose behaviors require more specialized assistance.
- Maximize academic engagement and achievement for all students.



PBIS schools organize their evidence-based behavior practices and systems into an integrated collection or continuum in which student's experience supports based on their behavior responsiveness to intervention. A three-tiered prevention logic requires that all students receive supports at the universal or primary tier aligned with the Danielson Framework. If the behavior of some students is not responsive, more intensive behavioral supports are provided, in the form of a group contingency, RTI, (selected or secondary tier) or a highly individualized plan (intensive or tertiary tier).



Expected Behaviors

We believe every student deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

I WILL SHOW RESPECT FOR....

MYSELF BY:

- Attending school regularly and being on time.
- Following rules and directions of adults.
- Doing my schoolwork and homework neatly and completely.
- Practicing positive behavior choices.
- Remaining on school grounds unless I have permission to leave school.
- Accepting consequences of my own behavior.
- Learning from consequences of my behavior.
- Choosing not to bring tobacco, alcohol, other drugs or weapons to school.
- Dressing in a way that is appropriate for the learning environment.

OTHERS BY:

- Being understanding of other's feelings.
- Using positive words with others (no put downs).
- Treating others like I want to be treated.
- Not bullying or threatening.
- Being honest by telling the truth, and admitting to things that I have done.
- Working with others in positive ways.
- Keeping my hands to myself.
- Refraining from using profanity in school.
- Working together and/or with adults to manage negative behaviors and emotions.
- Using a respectful, positive, and considerate tone of voice and body language when I am speaking to others.
- Listening when others are speaking to me.

LEARNING BY:

- Following school rules and school staff directions.
- Keeping focused on my work.
- Coming to school prepared to work.
- Participating in class activities, projects, and discussions.
- Completing my own schoolwork and homework.
- Keeping my eyes on my own paper when taking quizzes and tests.

PROPERTY BY:

- Taking care of things in my school and on school grounds.
- Not bringing dangerous or distracting things, such as matches, lighters, weapons, toys, fireworks, alcohol/tobacco/other drugs, medicine not prescribed for me, etc...
- Using materials or a classmate's materials for their intended purpose.
- Using technology as directed by adults.
- Following rules about safety.
- Refraining from touching a fire alarm unless there is an emergency.
- Refraining from making threats about bombs or blowing something up.
- Using playground equipment in a safe manner.
- Keeping technology devices off and out of sight during school hours and on the school bus except with permission from school staff.

When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.



Transportation and Bus Behavior Expectations

The privilege of riding a school bus will depend upon students following expectations, rules, and procedures in accordance with Perry County Schools Board Policy and 702 KAR 5:090:

We believe every student deserves a safe, supportive, and orderly bus ride to/from school. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to have a safe bus ride experience.

AT THE BUS STOP I WILL...

- Arrive at the bus stop five (5) minutes before bus pickup.
- Wait in a quiet and orderly manner.
- Be respectful of traffic.
- Respect private property



THE BUS ARRIVES, I WILL...

- Remain at the waiting area until the bus comes to a complete stop.
- Check traffic from all directions, and then check again.
- Walk from the waiting area to the entrance of the bus making certain all traffic in all directions has stopped.
- Board the bus promptly.
- Make sure I can see the bus driver's eyes when in the vicinity of the school bus.
- Cross in front of the bus only when the driver signals it is safe.
- Proceed directly to an available or assigned seat, upon entering the bus.

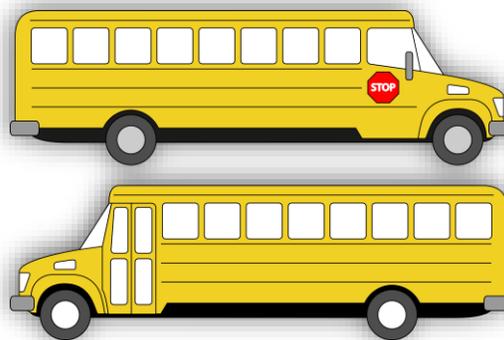
Student who violate the bus expectations are subject to disciplinary action per the Code of Conduct.

ON THE BUS, I WILL...

- Respect all people.
- Keep the bus neat and clean.
- Not eat or drink on the bus.
- Talk quietly and politely.
- Sit in assigned seat, if assigned to you by bus or school personnel. Not interfering with the vision of the driver.
- Stay in the seat; keeping aisles and exits clear.
- Limit carry-ons to those that can be held in my lap (including musical instruments). No hazardous materials, or animals are permitted on the bus except for personal service animals.
- Not extending head, arms, or objects out of bus windows.
- Use technology as outlined in the district's Acceptable Use Policy.
- Remember that school rules and expectations apply to the school bus.
- Avoid unnecessary conversations with the bus personnel.
- Not damage the bus and report any damage to the bus personnel.

EXITING THE BUS, I WILL...

- Remain seated until the bus comes to a complete stop.
- Exit the bus at the bus stop area in an orderly manner and at my assigned stop.
- Make certain that all traffic in all directions has stopped before exiting the bus.
- Exit when it is safe.
- Cross the street promptly after checking that all traffic in all directions has stopped.
- Cross in front of the bus only after the driver signals it is safe.



Summary of Bus Behavior

Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations. Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver may stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child. Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.

Students are to wait at assigned Stop	Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
Students are to cross the roadway on driver's signal	Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver
Students are to cross in driver's vision	When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order to be seen by the bus driver.
Students are to proceed to assigned seat	When pupils enter the bus, they shall proceed directly to a seat.
Students are to stay seated until complete stop	Pupils shall remain seated until the bus has come to a complete stop.
No item or part of the body is to protrude from window or be thrown from a window or door	Pupils shall not extend their arms, legs, or heads out of the bus windows or throw items from the bus at any time.
Changing seats while the bus is in motion is prohibited	Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.
Students must not create noise that will distract the bus driver	Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

Expectations Related to Medication, Drugs, Alcohol, and Tobacco

I. Alcohol, Drugs, and other prohibited substances

No pupil shall purchase, possess, attempt to possess, use, be under the influence of or transfer any of the following on or around school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia
3. Substances that “look like” a controlled substance. In instances, involving look-alike substances, there be evidence of the students intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

II. Tobacco

Students shall not be permitted to use or possess any tobacco product on school property, inside Board-owned, leased or operated vehicles, on the way to and from school, or during school-sponsored trips/activities. This includes alternative products or vapor products.

III. Use of Medication at School

The use of medication at school by students must conform to all state and federal laws as well as local school board about policies and procedures.

Prescriptions, with the label intact, may be given to school personnel for appropriate storage and dispensing by the school nurse or trained unlicensed personnel. Only prescription medication and dietary supplements authorized by a physician and parent/guardian will be dispensed.

Over the counter medication will be accepted when sent to school in the original container and a Medication Administration Consent form has been completed by the parent/guardian. Note that no medications will be returned to students to take home.

Students may be permitted to carry medication for certain conditions (such as inhaler or asthma or Epi-Pen for allergic reactions) and there is a prior physician, parent or guardian authorization, and school personnel aware the student is carrying it.

Students who violate these policies are subject to disciplinary action per the Code of Conduct.

Vaping on School Property



Over the past several months we have seen an increase in students vaping at school. This is becoming a health concern for many of our students and we must take necessary action to ensure that this stops immediately. The following is our board policy that addresses this issue.

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

In the future any students in violation of this policy are subject to the following consequences:

*Suspension from school for three days

*Suspension from extra-curricular activities for 2 weeks

*If a student allows another student to use his/her product and that student becomes ill they may be charged criminally.

I know this may seem harsh to some individuals but student health and safety is our top priority and we are going to ensure that the vaping stops throughout our district.

Thank you,

Jonathan Jett (Superintendent)

Office Discipline Referral Major Problem Definitions

<i>Abusive Language/ Inappropriate Language/ Profanity</i>	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
<i>Defiance/Disrespect/ Insubordination/Non- Compliance</i>	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions with the lawful directive or order of a school employee.
<i>Fight/Physical Aggression (harmful to self or other)</i>	Student engages in actions involving serious physical contact, which could result in injury, and there is intent to injure (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
<i>Theft</i>	Student is in possession of, having passed on, or is responsible for removing the property of another person or school property without that person's permission.
<i>Harassment/Bullying</i>	Student delivers disrespectful messages (verbal, gestural, written, electronic or online media) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. A threat is defined as: intentional and unlawful threat by word or act to do violence to another person or property or doing any act which creates a well-founded fear within the other person.
<i>Inappropriate Display of Affection</i>	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult. Less serious offenses may be listed as "other" in the minor category.
<i>Property Damage/Vandalism</i>	Student participates in an activity that results in destruction or disfigurement of another person's personal property or school property.
<i>Skiping</i>	Leaving the school grounds, during the designated school day, or failure to attend class without first obtaining permission of the principal or other designated authority figure. See district attendance policy.
<i>Use of Alcohol/Possession of Alcohol</i>	Student is in possession of or is using alcohol on school property or at any school sponsored event.

<i>Use and /or Possession of Drugs</i>	Student is in possession of or is using illegal drugs/substances or imitations (ex. E-cigarettes) on school property or at any school sponsored event. Includes unauthorized use, possession, and distribution of over the counter drugs.
<i>Use of Tobacco</i>	Student is in possession or using tobacco on school property or at any school sponsored event.
<i>Use/Possession of Weapons</i>	Possession of or using any weapon which will expel a projectile by the act of an explosion or the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.
<i>Commission of Sexual Acts</i>	The commission, or attempt thereof, of any act of sexual or carnal nature including, but not limited to, sexual intercourse, rape or sodomy of any kind. Indecent exposure of any part of the body is an offense within the meaning of this statute.
<i>Other/ Major</i>	Any other behavior that impedes teaching/learning or puts individuals at-risk of injury or harm. (Ex. Taunting, encouraging or contributing to altercations, bomb threats, arson, possessing combustibles)



Minor Behaviors Defined	
<i>Defiance/Disrespect/Non-Compliance</i>	Student engages in brief or low-intensity failure to follow directions or delivers socially rude or dismissive messages to adults or students.
<i>Disruption</i>	Student engages in low-intensity, inappropriate disruption.
<i>Dress Code Violation</i>	Student wears clothing that is near, but not within the dress code guidelines defined by the school/district.
<i>Inappropriate Language</i>	Student engages in low-intensity instance of inappropriate language.
<i>Property Misuse</i>	<i>Student engages in low-intensity misuse of property.</i>
<i>Technology Violation</i>	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, music/video players, camera, tablet, computer or other electronic device.
<i>Other</i>	Student engages in any other minor problem behaviors that do not fall within the above categories.

Office Discipline Referral Possible Motivation Definitions	
<i>Obtain peer attention</i>	Student engages in problem behavior to gain attention of peers.
<i>Avoid task/activities/class/work</i>	Student engages in problem behavior to avoid/escape tasks and or activities.
<i>Obtain adult attention</i>	Student engages in problem behavior to gain attention of adults.
<i>Avoid interaction</i>	Student engages in problem behavior to escape interacting with a group or individual
<i>Obtain item/activities</i>	Student engages in problem behaviors gain items/activities
<i>Avoid peers</i>	Student engages in problem to get away from peers.
<i>Unknown</i>	The motivation for student's behavior is unclear.
<i>Other</i>	Possible motivation for referral is not listed above. Staff using this area will specify the possible motivation for this student's problem behavior.

Continuum of Behavior Consequences

Level 1 Minor	Behavior did not result in office intervention.
Level 2 Major	Behavior resulted in office referral with consequences imposed by principal or designee. Parents are notified.
Level 3 Emergency	Behavior required physical intervention by staff or behavior required police or ambulance to resolve or assistance was utilized by outside agency/support. Parents are contacted.

Minor violations will be handled through informal and in-school disciplinary measures in each classroom. The principal or designee will handle major offenses. More serious major offenses may also involve the Superintendent and Board of Education and may result in suspension or expulsion from school. Students may be responsible for the restitution of damaged or destroyed property. Emergency behavior situations may require assistance from outside agencies including the police, Courts, or emergency responders. The board requires high standards of personal conduct from all administrative procedure of the school district and the laws of the community and state. The school district will not tolerate behavior by students, staff or visitors that insults, degrades or stereotypes any race, gender, disability, physical characteristic, ethnic group, sexual preference, age, national origin or religion. In addition, any person who comes onto a school campus or other school facility and there is reasonable cause to believe that their conduct has willfully disrupted the orderly operation of such campus/facility is subject to having their permission to remain withdrawn by the chief administrator or subject to arrest. Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children. In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy. Any student against whom disciplinary action has been taken has the right to be represented by an attorney at his/her expense. The Office Discipline Referral (ODR) form will be used to document discipline violations.

Closed Campus

All students are to be restricted to the school grounds during the hours that school is in session, including the lunch period, unless students have written permission signed by the parent and approved by the principal or his designee.

Dress Codes, Criminal Violations, Disciplinary Measures, etc.

Dress Code

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. Each school/council in the district may choose to develop a dress code. Students whose appearance does not conform to school rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school.

Violations

Students may be charged with criminal violations. Prosecution and court proceedings of criminal violations may proceed simultaneously with school sanctions for the same violations. When they have reasonable belief that certain violations have taken place, principals are required by law to immediately report them to law enforcement officials. Violations on school property or at school functions requiring a report to the law enforcement officials include, but are not limited to:

- 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
 - Criminal damage to school property
- KRS 158-154, KRS 158,156

Drugs, Alcohol, Tobacco, and Intoxicating Substances

The Perry County Board of Education is committed to the prevention of alcohol, tobacco, and other drug use. No person may use, possess, sell or distribute, alcohol or other drugs, nor may use or possess drug paraphernalia on the school grounds. Nor shall they use tobacco products of any kind including alternative nicotine products or vapor products (E-Cigarettes) in the school buildings or on the school grounds. A physician prescribes the only drugs allowed. The inappropriate use of prescription and over-the-counter drugs is substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010. Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute, or purchase under Federal or Kentucky law.

Prohibited substances include:

- All prescription drugs obtained without authorization
- All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use from an abusive and/or intoxicating purpose.

Violations related to drugs, alcohol, tobacco, and intoxicating substances shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school sponsored activities. Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report law enforcement officials when an act has occurred on school property or at a school sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Discipline Regarding Possession, Use, Distribution, and/or Being Under The Influence Of Alcohol, Drugs, And Other Prohibited Substances

Students found to be in violation of district policy regarding possession, use, distribution, or being under the influence of alcohol, drugs, or other prohibited substances could be subject to the following:

- Suspension from school
- Notification of Law Enforcement Officials
- Referral to drug/alcohol counselor
- Referral to substance abuse treatment program
- Dismissal or suspension from athletic teams and/or other school sponsored activities
- Placement in Alternative Education Program Type-2
- Expulsion from school

Offences Against School Personnel

No student shall assault, batter or physically or verbally abuse school district personnel or steal or willfully or wantonly deface, destroy, or damage the personal property of school personnel on school property, off school property, or at school activities (See KRS 158.150 [1] [b].)

Police Officers

School officials shall cooperate with law enforcement agencies and Perry County Resource Officers in cases involving students (i.e., serving subpoenas, juvenile petitions or warrants, or taking students into custody). As soon as possible, officials shall endeavor to notify the parents of students who are arrested. Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the District calls law enforcement officials to question students concerning crimes committed on school property, the Principal shall make an effort to notify their parent(s). Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school supported activity, to maintain the educational environment, and to maintain or restore order and prevent injury of persons of property.

Suspension and Expulsion

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or school administrator. There are two kinds of suspension—on campus suspension and home suspension. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and tests, which will be made available to them through an intermediary. The Superintendent, Principal, or Assistant Principal may suspend a pupil. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or immediately to the parent/guardian of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement. One such condition may be that the student's parent/guardian shall be required to attend a conference with school officials prior to the student's re-admission to school. In cases that involve students with disabilities, the procedures mandated by Federal and State law for students with disabilities shall be followed.

Expulsion, as ordered by the Board of Education, is the removal of a student from all school in the Perry County School District. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion. The district has long maintained a "zero tolerance" policy that is supported by state law. State law mandates the Board of Education expel students for: possession, sale, or furnishing of a firearm; the sale of drugs; committing or attempting to commit sexual assault or battery; and possession of an explosive. State law requires a school administrator to recommend another person except in self-defense; unlawful possession of any drug except for the first time offense of possession of not more than one ounce of marijuana; robbery or extortion; and/or assault or battery upon a school employee. The expulsion of a student may require services provided through Home/Hospital Services [Homebound].
KRS 158-150, 09.434, 09.435

Threats of Violence & Assaults

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion. School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not limited to:

- Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
- Physical attack by students so as to intentionally inflict harm to themselves, others or property.

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Weapons

Students are never to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. The penalty for bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. (The Gun Free School Act of 1994 and KRS 158.150)

Additional References:

KRS 158.150, KRS 158.155

Individuals with Disabilities Education Improvement Act of 2004;

707 Chapter 1; Section 504 of the Rehabilitation Act of 1973 as Amended, Honig V. Doe, 108 S.Ct. 592 (1988)

OAG 78-673, KRS 160.290, KRS 160.290, KRS 161.80, KRS 158.153, KRS 160.290, KRS 160.340, KRS 160.345, KRS 161.180, KRS 610.345, P.L. 105-17

707 Chapter 1; Honig V. Doe, 108 S.Ct 592 (1988), OAG 77-419; OAG 77-427, OAG 77-547, OAG 78-392; OAG 78-673 Goss v. Lopez, 419 US 565 (1975), KRS 158.444; KRS 158.148; KRS 158.153; KRS 158.165; KRS 160.295; KRS 525.070; KRS 525.080; 704 KAR 007:050

Related Policies:

09.2211, 09.3, 09.42, 09.421, 09.1231 (Legal Ref. KRS 157.200, 156.070, 156.160, 160.295, and 167.305)

Board Members
Denny Combs- Chairman
Lloyd Engle- Vice Chairman
Johnny Feltner
Berl Hurt
Richy Miller

Telephone: 606-439-5813
Fax: 606-439-2512



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Jonathan Jett

Deputy Superintendent
Johnny Wooton

Assistant Superintendent
Kristie Gorman

Chief Academic Officer
Cindy Gabbard

Director of Special Education
Harvey Colwell

Director of Technology
Michael Smith

DPP
Jeff Castle

Federal Programs
Bridget Brewer

Finance Officer
Jody Maggard

Food Service
Thomas Neace

Instructional Supervisors
Paula Boggs
Missy Moore

Preschool/Family Resource
Stephanie Wooton

Events Coordinator
Bobby Keith Dixon

Energy Manager
Larry Bruce Melton

Mission: Perry County students raising the standard for lifelong learning.

Vision: The vision of Perry County Schools is to ensure student success, as measured by college and career readiness, through the building and sustaining of appropriate systems for continuous academic achievement and

Dear Parents,

Our most important function in our school district (Perry County) is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30th in the school year (2018), Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

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

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

- b) Makes false statements by any means, including by electronic communication, for the purpose of:**
- 1. Causing evacuation of a school building, school property, or school-sanctioned activity;**
 - 2. Causing cancellation of school classes or school-sanctioned activity; or**
 - 3. Creating fear of serious bodily harm among students, parents, or school personnel**

(For the complete text for KRS 508.078 please see the attached page.)

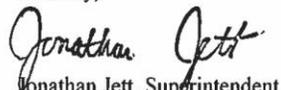
Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will pursue immediate legal charges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

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

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

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

Sincerely,



Jonathan Jett, Superintendent
Perry County Schools
School Year 22-23

The Perry County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, political affiliation or disability in employment, educational programs, or activities.

DEFINITIONS OF TERRORISTIC THREATENING:

508.078 Terroristic threatening in the second degree.

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

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

1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel;

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

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

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

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

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

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Does student have IEP? _____
 Case manager: _____
 Notified: _____

**Perry County Schools
Office Discipline Referral (ODR)**

Office Use Only
 Date into IC: _____

Student Name: _____ School: _____

Day: _____ Time: _____ Referring Staff: _____

Date/Types of Previous Interventions	Behavior	Possible Motivation
Previous Teacher Interventions/Actions: <input type="checkbox"/> Reminder of expectations <input type="checkbox"/> Positive reinforcement <input type="checkbox"/> Proximity Cues <input type="checkbox"/> Preferential Seating (teacher discretion) <input type="checkbox"/> Student Warning <input type="checkbox"/> Parent/guardian contact (type) _____ <input type="checkbox"/> Modify the task <input type="checkbox"/> Individual Behavior Plan <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Time out/take a break in the classroom <input type="checkbox"/> Referral to outside services Other: (specify) _____	MINORS: (minor incident reports must be attached) <input type="checkbox"/> 3-5 repeat minor incident reports <input type="checkbox"/> 8-10 combined minor incident reports <input type="checkbox"/> Defiance/Disrespect/Non-Compliance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Physical Contact/Aggression (non-serious) <input type="checkbox"/> Property Misuse <input type="checkbox"/> Technology Violation Other: (specify) _____	Possible Motivation for Incident: <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Avoid Task/Activity/Class/Work <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Avoid Interaction <input type="checkbox"/> Obtain Item/Activity <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Unknown/Unclear Other (specify): _____
Others Involved <input type="checkbox"/> None <input type="checkbox"/> Peer <input type="checkbox"/> Staff <input type="checkbox"/> Substitute <input type="checkbox"/> Teacher <input type="checkbox"/> Other	MAJORS: (Automatic Office Referral) <input type="checkbox"/> Abusive Lang/Profanity (Excessive Episodes) <input type="checkbox"/> Defiance/Disrespect/Non-Compliance (Multiple Episodes) <input type="checkbox"/> Fight/Physical Aggression (harmful to self/others) <input type="checkbox"/> Theft <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Excessive Skipping <input type="checkbox"/> Tardy (excessive) <input type="checkbox"/> Use of Alcohol/Possession of Alcohol <input type="checkbox"/> Use and/or Possession of Drugs <input type="checkbox"/> Use/Possession of Tobacco <input type="checkbox"/> Use/Possession of Weapons Other (specify): _____	<div style="border: 1px solid black; padding: 5px;"> Resolution (To be completed by office staff) RESOLUTION: Given by Administration: <input type="checkbox"/> Conference with Child <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Parent Contact _____ <input type="checkbox"/> Restitution (Apology, Letter written) <input type="checkbox"/> Restitution (Compensation for Damages) <input type="checkbox"/> After School Detention <input type="checkbox"/> Time in Office <input type="checkbox"/> Out-of-School Suspension <input type="checkbox"/> In-School Suspension <input type="checkbox"/> Bus Suspension <input type="checkbox"/> Expulsion (Pending Board Approval) <input type="checkbox"/> Other Administrative Decision _____ _____ _____ </div>
Location of Incident <input type="checkbox"/> Bus <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Gym <input type="checkbox"/> Hall/Locker <input type="checkbox"/> Library <input type="checkbox"/> Off Campus <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input type="checkbox"/> Stairway <input type="checkbox"/> Other: _____	<input type="checkbox"/> KY STATE SCHOOL VIOLATION: (specify) _____ _____	

Details of Behavior and/or Consequences:

Referring Staff Signature: _____ Principal Signature: _____

Student Signature: _____ Parent/Guardian Signature: _____

Parent contacted by Teacher/principal? _____ Date: _____ Time: _____

Access to Electronic Media

(ACCEPTABLE USE) 08.2323

Use

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

Safety Procedures and Guidelines

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

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

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

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

The Board's designee may disable a technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

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

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

Users with network access shall not utilize District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.

Permission/Agreement Form

A written parental request shall be required prior to a student's being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student.

This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Principal with a written request.

Employee Use

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

Community Use

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the

District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

Disregard of Rules

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

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

Responsibility for Damages

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

Responding to Concerns

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

Audit of Use

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

Teacher and Student Owned Devices

The District appreciates the fact that employees are willing to bring in personally owned devices to be used for school work and student use. However, several items must be addressed when connecting a non-KETS standard device to the District's network:

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A student or staff member who brings privately owned devices to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff member. Loss or damage to the equipment is the responsibility of the individual.

Software residing on privately owned devices must be personally owned. All computers must include anti-virus software.

District technicians will not service or repair any device not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software or applications that are deemed by the District technology department to be for personal use will be supported by District level personnel. If personal software or an application interferes with the District network software or hardware, a technician may remove the personal software or application from the device. Any damage caused by use in the District is the responsibility of the owner.

Purchasing perishable supplies to be used in equipment not owned by the District is the owner's responsibility.

The District retains the right to determine where and when privately owned equipment may access the network. The student or staff member is responsible for the security of the equipment when it is not being used. The District will monitor all activity on privately owned devices. The District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned devices.

The District retains the right to determine where and when privately owned equipment may access the network. The student/staff member is responsible for the security of the equipment when it is not being used. The District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned devices.

A privately owned device can be connected to the District's network, including access to the Internet, under the following conditions:

1. The user has successfully completed a course in digital citizenship.
2. The connection has been approved and performed by the District technology department.
3. Use of the device adheres to the District Acceptable Use Policy.
4. File storage on the network from privately owned devices is limited to schoolwork only.
5. The individual must supply all necessary hardware/software and cabling to connect to the network.
6. Privately owned computing devices must be running virus detection software prior to accessing the network or Internet.

For privately owned devices being used in District facilities, the District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of the device are consistent with this policy.
3. Allot network use and monitor storage disk space utilized by such users.
4. Deem what is appropriate use.
5. Remove the user's access to the network and suspend the right to use the privately owned device in District facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating this policy.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least five (5) years after the last day of service in a particular funding year.

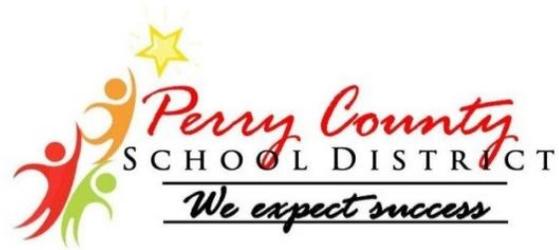
REFERENCES:

[KRS 156.675](#); [701 KAR 005:120](#); [16 KAR 1:020 KAR 001:020 \(Code of Ethics\)](#)
47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520
Kentucky Education Technology System (KETS)

RELATED POLICIES:

03.1325/03.2325; 03.17/03.27
04.32, 05.2, 05.22
08.1353, 08.2321, 08.2322
09.14, 09.421, 09.422, 09.425, 09.426

Adopted/Amended: 6/4/2013
Order #: 15



BYOD Policy (Bring your own device)

Parents/Guardians and Students,

The Perry County School District has recently adopted a Bring Your Own Device (BYOD) policy. The Site Based Decision Making Council at your school has the option to adopt this policy as well. This policy will allow students to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of such items as laptops, iPads, Kindles, netbooks, and cell phones with browsing capabilities for educational purposes only. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

This notification is to inform and guide you through this new opportunity.

Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instructional process. Perry County School District Schools will not be responsible for any financial obligations resulting from standard messaging or data charges incurred by students who choose to bring their own device.

Expectations:

Students wishing to bring their personal technology devices to school will complete the Digital Driver's License course and successfully pass Level 1 and Level 2 assessments with 80% accuracy.

Once the device is accepted and added to the network:

- Students will only use appropriate technology at their teachers' discretions.
- Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).

- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day unless directed by school staff.
- Students are permitted to access only the school's network through personal devices. Students may not access private or cellular networks while on school grounds.
- Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for an appropriate period of time to be determined by the school principal

We look forward to the educational opportunities that BYOD will bring to our students and staff and understand that there will be some challenges with full implementation of the policy along the way.



Personal Device Agreement Form
(Return to school technician)

Student's name (printed First/MI/Last):

School: _____

Grade: _____

Student Network Username:

Parent/Guardian's name (printed):

Up to three personal devices may be registered per student:

Name of Device # 1

Serial#

MAC Address

Name of Device #2

Serial #

MAC Address

Name of Device #3

Serial #

MAC Address

****I understand and will abide by the District Acceptable Use Policy. I further understand that any violation will result in the loss of network and/or device privileges as well as other disciplinary action.**

Student signature _____

Date _____

As a parent I understand that my child will be responsible for abiding by the District Acceptable Use Policy regarding personal devices. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

Parent/Guardian's Signature: _____

Date: _____



District Code of Acceptable Behavior and Discipline

I agree that I have received a copy of the Perry County School District Code of Acceptable Behavior and Discipline for the 2018-2019 School year.

I have read the code and agree to abide by its content.

Name of School _____

Date Form Received by School _____

Parent Signature

Student Signature

****Please print this form and return to school***



08.2323 AP.21

Electronic Access/User Agreement Form

User's Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
User's Address _____			
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
User's Age _____	Date of Birth _____	Sex _____	Phone Number _____
If applicable, User's Grade _____		Homeroom/Classroom _____	

Please check if you are a student certified employee classified employee member of the community.

As a user of the _____ District's computer network, I hereby
District Name

agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

User's Signature *Date*

Prior to the student's being granted independent access privileges, the following section must be completed for students under 18 years of age:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian *Date*

Daytime Phone Number: _____ Evening Phone Number: _____

NOTE: Federal law requires the District to monitor online activities of minors.

Review/Revised: 6/4/16



Transportation Code Verification Form

The Perry County Board of Education is updating student transportation records. Parents or guardians, complete this form for each student and return it to the students teacher. (Example: You will need to complete this form twice, if you have two students attending school this year.)

****If not completed, a school official may interview student and complete this form.***

Students Full Name: _____

School: _____

Date: _____

Physical Address: _____

Mailing Address (if different than above) _____

Home Telephone # _____ Cell Phone # _____

If student is Dropped off **AND Picked up from school. Ignore remaining questions!!**

Circle Yes or No for the following questions

1. Student rides bus in Morning? (Yes No)
2. Student rides bus in the Evening? (Yes No)
3. Student rides bus more than 1 mile going to school? (Yes No)
4. Student rides bus more than 1 mile going home? (Yes No)

5. Bus # that Picks up student for School _____
6. Bus # that Drops off student at Home _____

For school use only: T-Code assigned in IC _____

Notes (Document any changes through school year):

Student Free Speech and Religious Liberty Rights

KRS 158.186 states the following: *The Department of Education shall send electronic or paper copies of KRS 158.183 and 158.195 to each local school board, school-based decision making council, and certified employee in Kentucky on an annual basis.*

158.183 Prohibited acts by students -- Rights of student -- Duties of local board of education -- Administrative remedies.

(1) Consistent with the Constitutions of the United States of America and the Commonwealth of Kentucky, a student shall have the right to carry out an activity described in any of paragraphs (a) to (j) of subsection (2) of this section, if the student does not:

- (a) Infringe on the rights of the school to:
 - 1. Maintain order and discipline;
 - 2. Prevent disruption of the educational process; and
 - 3. Determine educational curriculum and assignments;
- (b) Harass other persons or coerce other persons to participate in the activity; or
- (c) Otherwise infringe on the rights of other persons.

(2) Consistent with the Constitutions of the United States of America and the Commonwealth of Kentucky, and subject to the provisions of subsection (1) of this section, a student shall be permitted to voluntarily:

- (a) Pray or engage in religious activities in a public school, vocally or silently, alone or with other students to the same extent and under the same circumstances as a student is permitted to vocally or silently reflect, meditate, speak on, or engage in nonreligious matters alone or with other students in the public school;
- (b) Express religious or political viewpoints in a public school to the same extent and under the same circumstances as a student is permitted to express viewpoints on nonreligious or nonpolitical topics or subjects in the school;
- (c) Express religious or political viewpoints in classroom, homework, artwork, and other written and oral assignments free from discrimination or penalty based on the religious or political content of the submissions;
- (d) Speak to and attempt to discuss religious or political viewpoints with other students in a public school to the same extent and under the same circumstances as a student is permitted to speak to and attempt to share nonreligious or nonpolitical viewpoints with other students. However, any student may demand that this speech or these attempts to share religious or political viewpoints not be directed at him or her;
- (e) Distribute religious or political literature in a public school, subject to reasonable time, place, and manner restrictions to the same extent and under the same circumstances as a student is permitted to distribute literature on nonreligious or nonpolitical topics or subjects in the school;
- (f) Display religious messages on items of clothing to the same extent that a student is permitted to display nonreligious messages on items of clothing;

- (g) Access public secondary school facilities during noninstructional time as a member of a religious student organization for activities that may include prayer, Bible reading, or other worship exercises to the same extent that members of nonreligious student organizations are permitted access during noninstructional time;
- (h) Use school media, including the public address system, the school newspaper, and school bulletin boards, to announce student religious meetings to the same extent that a student is permitted to use school media to announce student nonreligious meetings;
- (i) Meet as a member of a religious student group during noninstructional time in the school day to the same extent that members of nonreligious student groups are permitted to meet, including before and after the school day; and
- (j) Be absent, in accordance with attendance policy, from a public school to observe religious holidays and participate in other religious practices to the same extent and under the same circumstances as a student is permitted to be absent from a public school for nonreligious purposes.

(3) Consistent with its obligations to respect the rights secured by the Constitutions of the United States of America and the Commonwealth of Kentucky, a local board of education shall ensure that:

- (a)
 - 1. The selection of students to speak at official events is made without regard to the religious or political viewpoint of the student speaker;
 - 2. The prepared remarks of the student are not altered before delivery, except in a viewpoint-neutral manner, unless requested by the student. However, student speakers shall not engage in speech that is obscene, vulgar, offensively lewd, or indecent; and
 - 3. If the content of the student's speech is such that a reasonable observer may perceive affirmative school sponsorship or endorsement of the student speaker's religious or political viewpoint, the school shall communicate, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the school;
- (b) Religious and political organizations are allowed equal access to public forums on the same basis as nonreligious and nonpolitical organizations; and
- (c) No recognized religious or political student organization is hindered or discriminated against in the ordering of its internal affairs, selection of leaders and members, defining of doctrines and principles, and resolving of organizational disputes in the furtherance of its mission, or in its determination that only persons committed to its mission should conduct these activities.

(4) Consistent with its obligations to respect the rights secured by the Constitutions of the United States of America and the Commonwealth of Kentucky, a local board of education shall permit public schools in the district to sponsor artistic or theatrical programs that advance students' knowledge of society's cultural and religious heritage, as well as provide opportunities for students to study and perform a wide range of music, literature, poetry, and drama.

(5) No action may be maintained under KRS 158.181 to 158.187 unless the student has exhausted the following administrative remedies;

- (a) The student or the student's parent or guardian shall state his or her complaint to the school's principal. The principal shall investigate and take appropriate action to ensure the rights of the student are resolved within seven (7) days of the date of the complaint;
- (b) If the concerns are not resolved, then the student or the student's parent or guardian shall make a complaint in writing to the superintendent with the specific facts of the alleged violation;
- (c) The superintendent shall investigate and take appropriate action to ensure that the rights of the student are resolved within thirty (30) days of the date of the written complaint; and
- (d) Only after the superintendent's investigation and action may a student or the student's parent or legal guardian pursue any other legal action.

Effective: June 29, 2017

158.195 Reading and posting in public schools of texts and documents on American history and heritage.

Local boards may allow any teacher or administrator in a public school district of the Commonwealth to read or post in a public school building, classroom, or event any excerpts or portions of: the national motto; the national anthem; the pledge of allegiance; the preamble to the Kentucky Constitution; the Declaration of Independence; the Mayflower Compact; the writings, speeches, documents, and proclamations of the founding fathers and presidents of the United States; United States Supreme Court decisions; and acts of the United States Congress including the published text of the Congressional Record. There shall be no content-based censorship of American history or heritage in the Commonwealth based on religious references in these writings, documents, and records.

Effective: July 14, 1992

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](#).¹

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

A student who has been reported as a truant two (2) or more times is a habitual truant.

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.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Documented military leave,
6. One (1) day prior to departure of parent/guardian called to active military duty,
7. One (1) day upon the return of parent/guardian from active military duty,
8. 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,
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
10. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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

Absences and Excuses

EXCUSED ABSENCES (CONTINUED)

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

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

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

Students may have **1 parent note** per semester for a tardy or absence. After a student has used the parent note for the semester, they must have a doctor's excuse for the remainder of the semester. Two (2) parent notes are permitted per year.

Illness- if it is expected that a student will be absent for 5 or more consecutive days, he/she may qualify for homebound services. Homebound services are based on doctor's recommendations.

Driver's License- Driver's permit test will be excused for only one attempt and for only one half day. Driver's license tests will only be excused for a maximum of two half days and only upon presentation of a failing grade on the first attempt. No student will be allowed to take a driver's permit or license test during state test dates.

Up to ten **(10) days** per school year may be excused with a health care providers note. Any school absence due to medical reasons in excess of ten (10) health care provider notes will require the presentation of the **Medical Excuse** form before the absence will be excused. After ten (10) days of absence/tardiness in a school year for medical reasons, the Medical Excuse form shall be completed in order for the student to receive additional medical excuses. The Medical Excuse form is available at each school, the office of the Director of Pupil Personnel, and on the official District website. Medical reasons after ten (10) absent days will be excused **ONLY** if the Medical Excuse form is presented. A form must be presented for each recurring absence after the ten (10) days.

Students with **eight (8)** or more unexcused days shall be ineligible for extracurricular activities

(i.e. athletics, field trips, academic competitions, dances, prom (high school and grade school), band, drama, biddy league, etc.). All participants in extracurricular activities must be in attendance the entire day of the scheduled school event in order to participate in that event.

Reassignment of Students 18 and Older

Students eighteen (18) or older who miss eight (8) or more unexcused days in a semester may be reassigned to an alternative program. Students subject to reassignment will be notified in writing after the fifth (5) unexcused absence in a semester.

Time for Time

High School

The following will apply for students who have more than one (1) unexcused tardy per 6 weeks grading period:

- Late students who miss an entire class with an unexcused tardy absence will receive a score of zero (0) on any missed assignment for that missed class period. Students must have an excused doctor's statement in order to make up any missed work.
- Student drivers and student pick ups will be required to make up their time missed at the end of the day of each occurrence
- Students who are not drivers or pickups, will make their time up at a scheduled time either after school or during Saturday school.
- Students' course credit will be withheld until seat time has been completed. Depending on the amount of time that needs to be made up by the student, Summer school may also be used.

Elementary

For students who have more than one (1) unexcused tardy in the 6 weeks grading period, students will be required to make up the time missed in the following ways:

- During students scheduled break time
- Isolation from peers at lunch
- In school detention/after school detention/Saturday detention

Second Chance Option

In order to earn back participation in extra-curricular activities (prom, sports, driving privileges, band, drama, biddy league, etc.) students must maintain an attendance rate of 100% for the next 20 school days. Athletes who lose their privilege must be penalized for the loss of the privilege prior to receiving the second chance option. A student's ability to participate in extra-curricular activities referenced above will be monitored weekly. Extenuating circumstances will be reviewed on a case by case basis. The student's prior school years attendance may be taken into consideration. The Principal/designee will monitor and make the final decision.

➤ Exit Criteria

Being in school daily is the most crucial aspect of a student's education. Exit Criteria also reinforces this concept. A student excels if present daily for school. However, with high absenteeism, a student does not get the opportunity for the instruction or the content. Thus, the student does not perform at grade level. For every grade K-8, exit criteria points for promotion have increased. More emphasis will be placed on attending school. Please refer to the student exit criteria form for more information.

REFERENCES:

¹[702 KAR 007:125](#)

[KRS 36.396](#), [KRS 38.470](#), [KRS 40.366](#)

[KRS 158.070](#), [KRS 158.183](#), [KRS 158.293](#), [KRS 158.294](#)

[KRS 159.035](#), [KRS 159.140](#), [KRS 159.150](#), [KRS 159.180](#)

[OAG 76-566](#), [OAG 79-68](#), [OAG 79-539](#), [OAG 91-79](#), [OAG 96-28](#)

RELATED POLICIES:

09.111, 09.122, 09.4281

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 4/18/2017

Order #:1

Exit Criteria Points for Elementary Attendance

- 98% attendance and above...Student can earn up to 16 points for the school year (3 days or less)
- 94% - 97.99%.....Student can earn up to 12 points for the school year (miss between 3.5 days -10 days)
- 93.99% or belowstudents will be deducted up to 5 points for the school year (miss 11 days or more)
- 8th grade students wishing to apply for Dual Credit courses when they are freshman must have 92% attendance or higher (miss no more than 13.5 days)



The Family Educational Rights and Privacy Act

Guidance for Parents

February 2011

The following guidance provides parents with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private and parochial schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is

an outstanding request by a parent to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent.

Access to Education Records

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the parent from obtaining access to the records. A case in point would be a situation in which the parent does not live within commuting distance of the school.

A school is not generally required by FERPA to provide a parent with access to school calendars or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from a minor student's education records to a third party unless the student's parent has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so by FERPA. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interests" in the information. Although the term "school official" is not defined in the statute or regulations, this Office generally interprets the term to include parties such as: a teacher; administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.

A school may disclose personally identifiable information from education records without consent to a "school official" under this exception only if the school has first determined that the official has a "legitimate educational interest" in obtaining access to the information for the school. A school that allows school officials to obtain access to personally identifiable information contained in education records under this exception must include in its annual notification of FERPA rights a specification of its criteria for determining who constitutes a "school official" and what constitutes "legitimate educational interests." A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the school must make a reasonable attempt to notify the parent in advance of making the disclosure, unless the parent or eligible student has initiated the disclosure. The school must also provide a parent with a copy of the records that were released if requested by the parent.

FERPA permits a school non-consensually to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of

athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the parent's right to restrict the disclosure of such information, and the period of time within which a parent has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify parents individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform parents of the types of information it has designated as directory information.

FERPA also permits a school to disclose personally identifiable information from education records of an "eligible student" (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations, 34 CFR Part 99), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- in connection with financial aid for which the student has applied or received;
- to state and local authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena; and
- in connection with a health or safety emergency.

As stated above, the conditions specified in the FERPA regulations have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of students in attendance of their rights under FERPA. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. The school must also inform parents of its definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify parents individually of their rights under FERPA. Rather, the school may provide the annual notification by any means likely to inform parents of their rights. Thus, the annual notification may be published by various means, including any of the following: in a student handbook; in a notice to parents; in a calendar of events; on the school's website (though this should not be the exclusive means of notification); in the local newspaper; or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide a parent with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the parent's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Complaints of Alleged Failures to Comply with FERPA

FERPA vests the rights it affords in the parent of a student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, we require that a parent have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved.

Please note that a parent should state his or her allegations as clearly and succinctly as possible. To aid us in efficiently processing allegations, we ask that a parent only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA by a school is included. A parent may obtain a complaint form by calling (202) 260-3887. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (address below) for review and any appropriate action.

Complaint Regarding Access

If a parent believes that a school has violated FERPA by failing to comply with the parent's request for access to his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment

If a parent believes that a school has violated FERPA by failing to provide the parent with an opportunity to seek amendment of inaccurate information in his or her child's education records or failed to offer the parent an opportunity for a hearing on the matter, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the

information for which amendment was requested; and the evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure

If a parent believes that a school has violated FERPA by improperly disclosing personally identifiable information from his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date the alleged improper disclosure occurred or the date the parent learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the education records were disclosed; and the specific nature of the information disclosed.

This guidance document is designed to provide parents of minor students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA that are not addressed here, you may write to the Office for additional guidance at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520