



# Student Handbook

iLEAD Academy students must follow and abide by policies set forth by iLEAD Academy and those of their home school district.

---

---

2018-2019

Welcome to the iLEAD Academy! We are pleased and proud that you are willing to embark with us on your journey to prepare for college, career, and life beyond your high school experience.

iLEAD Academy’s mission is to graduate innovators who think critically, solve complex challenges, work collaboratively, communicate effectively, and have the academic and employability skills needed for competitive advantage in the global economy and in the region’s high-growth, high-wage occupations.

A safe, supportive, and collegial environment is essential for all students to take full advantage of all of the opportunities awaiting them at iLEAD. This Student Handbook sets forth guidelines by which each student can contribute to that environment.

It is important that you familiarize yourself with the policies and procedures in this Handbook and for you to be aware of policies in your home school district. This Handbook is an important tool for iLEAD staff, students, and families to make iLEAD the best possible place for everyone to learn and grow.

Our Student Handbook is designed to assist and inform, and we are open to suggestions for improvement along with your questions. The iLEAD Director, teachers, staff at the Ohio Valley Educational Cooperative, and the five of us as superintendents of iLEAD’s sponsor school districts are available to you to discuss issues that might arise.

Our best wishes to you for a wonderful year at iLEAD Academy!

Danny Osborne  
Superintendent  
Carroll County

Larry Hammond  
Superintendent  
Gallatin County

Terry Price  
Superintendent  
Henry County

Dr. Rob Stafford  
Superintendent  
Owen County

Steve Miracle  
Superintendent  
Trimble County

## TABLE OF CONTENTS

Academic Probation .....	3
Academic Honesty .....	3
Academically Struggling Student .....	6
Admission .....	6
Assessment .....	6
Attendance Policy .....	8
Bomb Threat Evacuation .....	8
Bullying/Hazing .....	9
Calendar .....	9
Check Out .....	9
Cleanliness of Buildings, Restroom and Grounds .....	9
Conduct .....	9
Discipline .....	10
Dress Code .....	10
Driving and Parking Regulations .....	11
Drug Free Policy .....	12
Electronic Devices .....	13
Family Rights & Privacy Act of 1974 .....	14
Field Trips .....	14
Fire, Tornado, and Earthquake Drills .....	15
First Aid/Emergency Medical Treatment .....	16
Floor Plan of School .....	16
Grading System .....	16
Harassment/Discrimination .....	17
Inclement Weather .....	18
Internet Use Policy .....	18
Lab/Classroom Safety .....	21
Lost and Found .....	22
Makeup Work .....	22
Meals/Food Service .....	22
Medications .....	22
Search and Seizure .....	22
Smoking Policy/Use of Tobacco Products .....	23
Student Services .....	23
Student Driver .....	23
Suspension and Expulsion of Students .....	24
Telephone .....	24
Transportation .....	24
Visitors .....	24
Weapons .....	25

## STUDENT HANDBOOK

### **ACADEMIC PROBATION**

When students fail to maintain a “C” in any course taken at the iLead Academy, the student will be placed on Academic Probation. It will be left to the discretion of the Director and local district superintendent whether or not to reenroll a student who completes the school year on Academic Probation

A student will be reenrolled after parents, students, the iLEAD Director, and local district superintendent agree to a plan of action.

### **ACADEMIC HONESTY**

It is expected that student behavior will reflect the ability to discern right from wrong. The well-being of the school community depends on each student accepting responsibility for personal conduct in both social and academic endeavors. Academic honesty requires that students take responsibility for producing work that is reflective of the student’s best effort. Academic dishonesty is evidenced by cheating or plagiarism and involves any attempt by a student to show possession of knowledge and skills that he/she does not possess. For purposes of this policy the following definitions are in effect:

#### **Cheating is:**

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
- Use of electronic device during a test, quiz, etc. is considered cheating, unless immediately confiscated by teacher or administration and proven otherwise
- Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher.
- Looking at another student’s tests or answers.
- Copying or allowing another student to copy from one’s own test and other course work.
- Tampering with an instructor’s record or student grades/scores.
- Stealing and/or selling quizzes/exams\* (\*This offense will result in disciplinary action consistent with the student’s local district policies.)
- Using teacher manuals/solution manuals.
- Unauthorized accessing, deleting, modifying, transferring or using any analog or digital files/programs locally or by remote access.

#### **Plagiarism is:**

- Taking the specific substance of another person’s work and creating or offering it as one’s own work without giving credit to that source.
- Not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source.
- Paraphrasing an author without giving credit.

#### **First Offense:**

- Student will receive a zero on the assignment. However, the assignment must still be made up, with source (reference) data included. No grade will be given. If the student refuses to complete the assignment, he or she will be placed on Academic Probation until the assignment is completed.

- Teacher will contact parent or guardian and warn them of possible consequences for subsequent offenses.
- A discipline referral will be sent to the director and home district superintendent. A notation of the cheating incident will be placed in the student's disciplinary file.

**Second Offense (in the same or any other class):**

- Student will receive a zero on the assignment. However, the assignment must still be made up, with source (reference) data included. No grade will be given. If the student refuses to complete the assignment, he or she will be placed on Academic Probation until the assignment is complete.
- Teacher will contact parent or guardian and warn them of possible consequences for subsequent offenses.
- Student will lose privileges (e.g. dance, field trip, game admission) at the discretion of the director.
- Student will receive a referral to the superintendent in the student's home district.
- The iLEAD Director will inform all the student's teachers that this is the student's second offense.

**Third or Subsequent Offense (in the same or any other class):**

- Student will receive a zero on the assignment.
- Student may be drop/failed from the class in which he/she committed the third or subsequent offense or, if student is not drop/failed, his/her grade will be dropped by one or two letter grades at the teacher's discretion.
- Student will be suspended from school; length of suspension will be determined by the Director and home district superintendent. No makeup work will be allowed.
- Director will meet with parent/guardian, student, and teacher.
- Director will inform all the student's teachers that this is the student's third offense.
- Student will receive an "F" in conduct and "cheating" comment for the semester in the class where the third offense occurred.

**ACADEMICALLY STRUGGLING STUDENTS**

iLEAD Academy welcomes students of diverse academic ability, and we will work with each student to succeed in our self-paced, competency-based environment. To ensure students remain on track to graduation should they struggle academically at iLEAD we will monitor student progress and engage students, parents, and educators at home school districts in determining if iLEAD is the right school for the student.

Student progress in a self-paced, competency-based environment and is measured in terms of completion of focus areas and cognitive skills in their core academic areas with the Summit Learning Platform. iLEAD educators work with students to set goals based on demonstrated academic ability in their mentor groups. If a student is not meeting proficiency within the Summit platform, they will have earned an incomplete within the Summit platform and therefore could result in a failing grade within Infinite Campus.

By mid-term of each nine weeks of the school year, the iLEAD staff will issue a report of students with failing grades in two or more core classes. For students with failing grades in two or more courses, the following actions shall be implemented:

	<b>Intervention Level 1</b>	<b>Intervention Level 2</b>	<b>Intervention Level 3</b>
<b>ACTIONS</b>	<ol style="list-style-type: none"> <li>1. Teachers meet with student to outline Academic Progress Plan. This happens through their mentoring session at minimum once every week.</li> <li>2. Data is kept with mentoring groups and struggling students are placed on Academic Probation.</li> <li>3. Students that are placed on Academic Probation are closely monitored by meeting each week with both their teacher mentor and the director.</li> <li>4. Parents are notified and student is expected to attend mandatory workshops and one on one tutoring after school.</li> <li>5. Should a student remain on Academic Probation for longer than two weeks a parent-teacher conference is required.</li> <li>6. Students are assigned a designated teacher to meet with daily for a checklist of activities to complete.</li> <li>7. iLEAD Directors involved home district educators for input and identification of needed academic support services (could include tutoring, ESS at home district or iLEAD, etc.)</li> <li>8. Deadline of the end of the 9 weeks is given to academically struggling students.</li> </ol>	<ol style="list-style-type: none"> <li>1. iLEAD Director involves home school districts to determine the best option for the struggling students.</li> <li>2. Should both parents and students agree, student is transitioned back immediately to the home school district.</li> <li>3. Should parents and student want to remain at iLEAD a deadline will be set and procedures in place to help students be successful including regularly scheduled meetings determined on an individual basis and notated on the Academic Probation form.</li> <li>4. All students not meeting the requirements of the first column should return to home high school by the end of the second nine weeks.</li> </ol> <p><b>Procedures for Support</b></p> <ol style="list-style-type: none"> <li>1. Mandatory after school workshops &amp; one-on-one tutoring session twice per week.</li> <li>2. Meeting with designated teacher every day to determine a checklist of activities needed to complete before the end of the day.</li> </ol>	<ol style="list-style-type: none"> <li>1. By the end of each semester, a decision will be made by home district and iLEAD staff to determine if the home high school or iLEAD is the best learning environment for the student.</li> </ol>

Documentation will be kept by submitting a Google form. At the initial time of academic probation placement, a form will be created that sets mandatory procedures for the student's procedures for support and deadlines. This Google form will be a way to maintain attendance for mandatory after school sessions and will be individualized per student need.

The Academic Probation form will be created by the director and agreed upon by the student, the parents and the teachers. Teachers will have the authority to modify the form based on observation and attendance.

## **ADMISSIONS**

Students from Carroll, Gallatin, Henry, Owen, and Trimble Counties are eligible to apply for admission to iLEAD Academy during their eighth grade year. Student must begin their education at iLEAD Academy in their freshman year. A student transferring into the district between his or her freshman and sophomore years and has completed Project Lead the Way's Introduction to Engineering Design Course as a freshman may apply for admission to iLEAD as a sophomore.

## **ASSESSMENT POLICY**

Students who attend iLEAD Academy retain primary enrollment as students in their home high school. Assessment results for iLEAD students return to their home school and are calculated in the school's and district's student performance data.

## **ATTENDANCE POLICY**

The Staff of the iLead Academy believe that each student has the opportunity to receive an education that will prepare the student to meet his/her future challenges. The regular attendance of the student is necessary for the student to receive this education. There is a direct correlation between attendance and student achievement. We expect students, with the support of parents, to maintain good attendance during the entire school year.

### ***Excused Absence***

Excused absences are those absences due to the following:

- a) Parent-Note – a total of four days per school year will be excused with a note from the parent or guardian.
- b) Medical or Dental Appointment – visits to a doctor or dentist. Documentation is REQUIRED.
- c) Death in the immediate family-immediate family is considered as parent, brother, sister, grandparent, aunt, uncle, or person living in the same household. Documentation is REQUIRED.
- d) Serious illness in the family – same persons as listed in (C).
- e) Court appearance-a court appearance required by the court is excused. Documentation is REQUIRED.
- f) Religious holiday-this must be approved in advance by the Director.
- g) Permit and Driver's test will be considered an excused absence **up to 4 hours** with proper documentation.
- h) Other valid absences that are excused by the Director in advance, or in case of emergencies. **The student and/or parent should not assume that an absence shall be excused unless approved in advance by the Director. The Director may excuse absences due to emergencies after the student returns to school.**

Students with an excused absence will:

- a) Secure an excused admit slip from the office when returning to school. A written note signed by the parent or other **proof must be presented to the Director within three (3) days of returning to school**. After the three (3) day grace period, notes may not be accepted.

- b) Present the excused absence admit slip to each teacher of a class missed and make arrangements to make-up assignments.
- c) Make arrangements to complete all make-up assignments in the same number of days missed plus one (1).

### ***Unexcused Absence***

Unexcused absences are those that do not fit any of the excused absence categories. A student with an unexcused absence will:

- a) Secure an unexcused admit slip from the office before going to class.
- b) Present the admit slip to each of his/her teachers.
- c) NOT be allowed to make up assignments missed during the unexcused absence, unless assigned to do academic make-up work, but will be allowed to make-up tests and major projects.
- d) Have the same number of school days, plus one (1), as the length of absence to complete all make-up tests. Teachers are encouraged to have test made up after school.
- e) NOT be allowed to participate in any extracurricular or co-curricular school activity until present for a complete day of school.

### ***Truancy***

Truancy is defined by KRS 159.150 as any child who has been absent from school without a valid excuse for three (3) days or tardy without valid excuse on three (3) or more days. Any student who has three (3) unexcused absences or tardies will be referred to the Director of Pupil Personnel as truant for parental contact. A student who is truant will:

- a) Discuss the truancy with the Director for possible disciplinary action.
- b) Be given an unexcused admit slip to class.
- c) NOT be allowed to participate in any extracurricular or co-curricular school activity until present or a complete day of school.
- d) NOT be allowed to make up assignments missed during the time the student was truant, but will be allowed to make up scheduled tests or major projects.

### ***Appeals***

Parents who disagree with the determination of whether or not an absence is excused or unexcused by the Director may appeal the decision to the iLEADBoard of Directors.

### ***Extra-Curricular Activities when Absent from School***

Students participating in extra-curricular activities will not be allowed to participate in ANY activity on the day they are absent from school unless approved by administration or the athletic director. Any student that has received a suspension will not be permitted to attend any function sponsored by the school and shall not be allowed on iLEAD or home district school grounds until the suspension has been completed.

### ***Tardies to School/to Class/Leaving School***

In order to provide a safe and orderly environment for your child, we have developed the following procedures for processing student tardies to school, to class, and tardies leaving school.

- A. When arriving to school after the start of the first period, students must report to the Director to sign in and receive an admit slip to class.”
- B. If a student must leave school early, he/she must be signed out by their parent/guardian or designee located on student information sheet. Phone calls **WILL NOT** be accepted to allow students to leave school.
- C. If a child has a valid excuse (excused absence) to leave and the parent/guardian cannot come to school and sign the student out, the parent may send a note to school to allow the child to

leave. The note needs to be submitted to the Director **prior to the start of the first period** and approved before the student may leave. The Director will determine whether the excuse is valid.

- D. Students that are 18 years of age may **NOT** sign out of school without an adult's signature unless approved by the Director in advance. This approval must be done each time a student needs to leave and it also needs to be done **prior to the start of the first period**. Students may NOT sign their own parent notes unless approved by the Director.
- E. Students who are considered tardy may use **two parent notes** for **tardies to school**, and **two parent notes** for **tardies leaving school** per semester. Excused or unexcused will be determined by iLEAD attendance policy. Failure to bring a note results in an automatic unexcused tardy.

## **BOMB THREAT EVACUATION PROCEDURES**

After a bomb threat has been received, the Director or his/her designee will verbally announce the evacuation of the building. Staff and students will evacuate the building through the same exit used during fire drills. Staff and students should move far enough away from the building to be protected against debris in the event of an explosion. Immediately upon giving the evacuation signal, the police, fire department and other appropriate agencies will be notified. The director will be responsible for directing the search of the building and receiving information from search personnel. Once a thorough search of the building has been completed, the director will announce that staff and students may return to the building.

## **BULLYING/HAZING**

In accordance with KRS 158.148 and 704 KAR 7:050; bullying, hazing, menacing, intimidating, or abuse of students on school property, off school property, or at school-sponsored events will not be tolerated. The academy will identify, document, and report any violations under Section 1 of the Act. Students who believe they are victims of bullying/hazing or who have observed other students being bullied shall report the incident to the Director for appropriate action.

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

### ***Actions Not Tolerated***

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

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

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

## **CALENDAR**

Instructors will provide and review the school calendar at the beginning of the year.

## **CHECK OUT**

No student will be dismissed from school early or due to illness without permission from their parents/legal guardian.

Students signing out to leave the iLead Academy will only be allowed to leave with a parent/legal guardian/or approved designee. Proper identification must be presented to iLead Academy personnel. A copy of the identification will be placed in the student's folder with the time and date the student left school.

## **CLEANLINESS OF BUILDINGS, RESTROOMS, AND GROUNDS**

Every effort is made to properly maintain the buildings and grounds. Students are asked to assist in this effort by disposing of their trash in containers provided. Students failing to observe these regulations will face disciplinary actions.

Every effort is made to provide the cleanest restrooms possible. Students should take pride in helping to keep the restrooms clean. It is considered a serious offense to deface walls or damage fixtures and will result in disciplinary action being taken. Smoking in restrooms is strictly prohibited. If a student spends an extended period of time in the restrooms without notifying the teacher or director, he/she will be disciplined as skipping class.

## **CONDUCT**

All students are required to maintain acceptable standards of conduct, which include courtesy, respect for the rights of others, orderly behavior, and compliance with established school policy and class rules. **Students who fail to do so may be required to discontinue their attendance at iLEAD Academy.**

Inappropriate conduct is considered to be any of the following:

- a) Distributing literature of any description on school property without specific written authorization from the Director's office.
- b) Willful destruction, damage, stealing school property or obscuring supplies or tools.
- c) Fighting, cursing, using abusive language, or gambling on school premises.
- d) The use of profanity and vulgarity, orally, graphically, or by gestures in the presence of school personnel or fellow students.
- e) Insubordination.
- f) Failure to conform to rules, regulations, and public laws pertaining to occupational health and safety.
- g) Use of tobacco in any form is prohibited – on school grounds, in the building, or at any school.
- h) Harassment, willfully hindering, limiting progress of other trainees, habitual carelessness, recklessness, or playing tricks or pranks dangerous to other students.
- i) Falsification on enrollment, training, or personal records.
- j) Possession of firearms, knives or other items that could conceivably be used as a weapon.

- k) Students are not permitted to operate any equipment or remain in areas where equipment is present during breaks and lunch unless an instructor is present for supervision.
- l) Students are not to leave their assigned area and/or school without notifying their instructor.
- m) Any classroom disruption, which contributes to disturbing the educational process.

## **DISCIPLINE**

Students with excessive discipline referrals and/or violation of iLead Academy safety regulations may be removed from the program at the iLead Academy at the discretion of the iLead Academy Director in consultation with the student's home district superintendent. The student, parent, and high school where the student attends will be notified immediately of this decision. Students will only be re-enrolled after parents, students, and home district superintendent agrees to a plan of action.

## **DRESS CODE**

Schools are educational institutions. It is important to know how to dress appropriately for student success and future endeavors. All students are expected to dress and groom themselves neatly in attire that is suitable for school activities. No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any type of student dress or personal appearance which is deemed to create a disruption of school discipline or routine.

- Items prohibited include the wearing of hats, clothing, jewelry, emblems/patches with vulgar or suggestive vulgarity writing or artwork promotion of drugs, alcohol, tobacco, sexually suggestive or innuendo that is disruptive to the school environment, gang related items (or images) that depict or suggest violence, items (or images) that insult or degrade people, culture, individuals, religions, etc.
- Hair of an unnatural color or otherwise distracting.
- Hats, Caps, Bandanas, hoods, sunglasses, and other items to cover the head are not to be worn or carried during school hours.
- Shorts and skirts are to be long enough to pass the "Flamingo Test" (standing with one leg bent at a 90 degree angle the shorts or skirt must touch the back of the leg).
- All shirts must have sleeves. Shirts with sleeves cut to expose the side are unacceptable. Tight clothing (such as biker shorts, lycra, spandex) is not allowed.
- Undergarments are to be covered by outer clothing and should not be seen.
- Pants and shorts are to be worn at an appropriate level (no lower than mid-hip) so that no undergarment or flesh is exposed at any time.
- Pants are to have no holes, rips or frays and must be hemmed above floor length. Torn clothing or holes in clothing is unacceptable.
- All shirts and tops must have sleeves. Shirts with sleeves cut out to expose the side are unacceptable.
- Clothing that does not cover the mid-section, back, or sides at any time (including while seated, while squatting, or while bending over) is unacceptable. No cleavage should be seen.

- Extreme make-up, jewelry, body piercing (other than the ears) is unacceptable. Any visible piercings (other than ears) must be removed at school or replaced with a clear or flesh colored spacer that is flush (even) with the skin.
- Wallet chains, dog chains, and Trench Coats are unacceptable.
- Shoes must be worn at all times.
- No Pajamas or Pajama bottoms.

**\*Styles change and the Director of the iLead Academy has the right to deem any attire inappropriate. If you are unsure about an article of clothing, inquire before you wear it.**

It is important that students abide by this dress code. Should a student refuse to change, they will be sent home for the remainder of the day. The final decision as to the appropriateness of attire will be at the discretion of the administration. Appearance should be held in high regard. Students should always dress appropriately. Use common sense when dressing for the school day.

## **DRIVING AND PARKING REGULATIONS**

With parental request and under conditions prescribed by the Director, high school students in grades 10 through 12 may be permitted to drive motor vehicles onto the school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be visited or moved during the school day unless permission is given by the Director. The school is not responsible for theft or damage to any vehicle.

Students must park vehicles and enter the building immediately upon arriving at iLEAD. Unsafe driving practices or unnecessary noise is not permitted in iLEAD and surrounding parking areas. Violations may result in suspension or loss of driving privileges.

Attendance Policy for retaining driving privileges:

- 3 unexcused tardies will result in the loss of 2 weeks parking privileges
- 6 unexcused tardies will result in the loss of 9 weeks parking privileges
- 9 unexcused tardies will result in the loss of parking privileges for the remainder of the school year.

NOTE: Tardy events include checking in late or checking out early without an approved excuse.

Carroll County ATC strictly prohibits driving by high school students since buses transport high school students to and from their respective schools, except under extenuating circumstances. Students who are illegally parked on Carroll County ATC property are subject to have their vehicles towed at their expense. Students need to be aware that unauthorized vehicles may be searched for a good cause.

NO PASS / NO DRIVE: Students must have proof that they are in good standing before obtaining a driver's license or permit. To meet the requirements of law, they must meet the following criteria:

- Enrolled in school – not a drop-out.
- Attending regularly
- Passing 4 of 5 classes

The Process:

1. Student obtains a form from the school
2. Parent signs the form
3. School certifies that the student is not deficient
4. Student takes form to the Circuit Clerk's office

\*The school is required to notify the Department of Transportation (DOT) when any student accumulates 9 unexcused absences or fails to meet the academic standard. The DOT will revoke driving privileges.

Truancy: According to Kentucky law “Any pupil who has been absent or tardy from school without valid excuse for 3 days or more is a truant. A pupil who has been reported as truant 2 or more times is a habitual truant.”

Kentucky law requires that school districts enforce attendance laws. When students are habitual truants (6 unexcused absences and/or tardies) the director of pupil personnel shall notify the courts to begin proceedings for enforcement of the compulsory attendance laws. If a student fails to meet the requirements for attending school, either the parent/guardian or the child will be held responsible for the truancy. Schools must enforce the No Pass / No Drive requirements, and students must stay in good standing to keep driving privileges.

The school will communicate with parents to make sure they know when their student is absent. Parents should call the school 732-3090 any morning after 7:45 when a student will not be attending. If a student is on the absentee list and no call has been received, staff members will contact the parent to validate the absence.

## **DRUG FREE POLICY**

No student shall possess, use, be under the influence of, sell, or transfer any of the following on or about 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 drug substances (any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.20);
3. Substances that “look like” a controlled substance. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance;
4. Drug paraphernalia.

Any student who violates these defined standards of conduct shall be subject to appropriate disciplinary action up to and including suspension or expulsion.

Use of drugs authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered a violation of this policy when maintained in the school’s office.

All iLead Academy students, as a condition of program enrollment, must notify school personnel of any criminal drug status conviction within five (5) days of such conviction.

If a student violates the drug free policy he or she shall be dismissed from the iLEAD Academy, and shall not be eligible for readmission to the Academy at any time.

The parent or guardian of the student shall be notified, and disciplinary action will be handled at the student’s home school district in accordance with their Board of Education policies.

## **ELECTRONIC DEVICES**

Personal Telecommunications Device means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone. Students and staff have a right to an expectation of privacy while on school grounds. Due to this, unauthorized taping, duplication, picture taking, audio, video, or other means or methods are strictly prohibited.

By choosing to allow your student to bring any type of COMMUNICATION DEVICES/CELL PHONES to school, parents/legal guardians agree and support the following:

- Schools may require students to register cell phones and numbers in order to carry them on campus.
- The restrictions below shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.
- When students violate prohibitions of this policy; they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement.
- The contents of cell phones may be searched by school administration. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian. CONFISCATION MAY INCLUDE THE CELL PHONE AND SIM CARD.
- KRS 158.165 (The school district accepts no responsibility for use, breakage, theft or loss of these personal items). Also refer to the AUP (Acceptable Use Policy).
- VIOLATIONS. Consequences may include removing computer privileges as well as additional consequences
- Devices shall not be used in a manner that disrupts the educational process, including but not limited to:
  - Creates noise or distractions
  - Poses a threat to academic integrity, such as cheating
  - Violates confidentiality or privacy rights of another individual
  - Is profane, indecent, obscene and/or offensive to other individuals
  - Constitutes or promotes sending, sharing or possessing sexually explicit messages photographs, or images using any electronic device.

The use of cell phones and other electronic media usage may be directed by teachers through classroom assignments. Schools may require phones to be turned off as appropriate. At no time, should a phone or other electronic media device interrupt classroom instruction. Students with phones that ring or vibrate interrupting instruction may face consequences for this disruptive conduct.

\*Example(s): Students taking pictures of other students on their phones, modifying it and sending it to others. Students taking pictures/texting about other students and spreading rumors about the student in the messages. Students taking pictures of themselves or others, sending it around, for personal gain.

### Violation of Electronic Device Policy:

- |                        |  |
|------------------------|--|
| <b>1st offense</b>     | will receive a warning and confiscation of devices, only to be returned at the end of the day by the administration.                         |
| <b>2nd-3rd offense</b> | will receive a warning and confiscation of devices, only to be returned at the end of the day by the administration to a parent or guardian. |

**4th offense** will receive confiscation of devices, only to be returned at the end of the school year by the administration to a parent or guardian.

**\*\*\*Student refusal to hand over cell phone when in violation of cell phone policy will result in adverse disciplinary action.**

### **FAMILY RIGHTS AND PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act of 1974 became effective November 20, 1974. The act denies federal funds to any school district that does not allow parents access to their children's files.

Parents must be allowed to inspect and review all materials that are incorporated into each student's cumulative record. Parents must be granted a hearing to challenge the contents of the records if requested. For additional information, contact the principal of the school.

Transfer of records to another institution in which a student intends to enroll requires the school to: (1) notify parents of transfer, and (2) inform parents that a copy of the transferred records is available to them if desired.

Release of any information contained in personal school records to any person other than those listed in subsection (b)(1) must be done only upon written consent from the student's parents, specifying what is to be released, and to whom. A copy of records to be released must be made available to parents and students if desired by parents. Exceptions listed under (b)(1) are:

1. Other school officials, including teachers within the educational institution or local educational agency who have legitimate educational interests.
2. Officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receives a copy of the record if desired and have an opportunity for a hearing to challenge the content of the record.
3. Authorized representative of (i) the Comptroller General of the United States, (ii) the Secretary, (iii) an administrative head of an education agency (as defined in section 409 of this Act), (iv) state educational authorities, under the conditions set forth in paragraph (3) of this subsection, and
4. In connection with a student's application for or receipt of financial aid.

Parents are to be notified in advance of furnishing information in compliance with a court order or subpoena. Persons or agencies receiving information may transmit the information to the third party only upon written consent of the parents of the student. After a student reaches age 18 or is attending an institution of postsecondary education, the rights that were the parents accrue to the student. The parent's rights cease when the student takes over.

### **FIELD TRIPS AND EXCURSIONS**

The Board recognizes field trips as being a legitimate part of the educational program. Field trips shall be relevant to the curriculum and shall be properly planned and approved by the Director of Innovation at OVEC.

### ***Prior Approval***

Prior approval of the OVEC Director is required for field trips and excursions for which bus transportation is required.

### ***Out-of-District and Overnight Excursions***

Field trips requiring an overnight stay for students shall be approved by each of the five sponsoring school districts' Boards of Education. Specific procedures for planning and evaluating overnight trips shall be approved by the OVEC Director. Parental approval, acceptable means of transportation, and proper insurance coverage of students are required.

### ***Medication***

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the iLEAD Director shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

### ***Parents' Approval***

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

### ***Drivers/Vehicles***

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.

The use of private vehicles for transporting students in school-sponsored activities shall be permitted only when approved by the OVEC Director, pursuant to procedures developed by the iLEAD Board and CEO of OVEC.

### ***Supervision***

Trips shall be properly supervised. A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. Persons designated to accompany students shall be at least twenty-one (21) years old.

### ***Insurance***

Only Board insured vehicles or appropriately certificated common carriers shall be used for transporting students.

## **FIRE, TORNADO AND EARTHQUAKE DRILLS**

Fire, tornado and earthquake drills are held at irregular intervals throughout the school year.

Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Follow all teacher instructions.
3. Walk, but move quickly and quietly to designated areas. NO TALKING!

4. Take any alarm seriously and begin evacuation as stated by procedures unless immediately instructed otherwise.

### **FIRST AID/EMERGENCY MEDICAL TREATMENT**

For the protection of any injured person or persons, and to avoid the potential for personal or administrative liability, the following first aid policy is in effect for the iLEAD Academy:

- 1) Emergency and non-emergency first aid shall be administered by a person or persons trained and certified to render first aid.
- 2) In no case shall ointments, salves, disinfectants or oral medicine be rendered except on advice of a physician.
- 3) Students or staff that require over-the-counter or prescription medication shall provide for and administer their own medication.
- 4) In no case shall any person or persons render first aid to a degree above that for which they are trained and certified.
- 5) First aid kits shall be equipped with gauze, bandages, large and small Band-Aids, scissors, pocket face mask, rubber gloves, alcohol wipes, and other materials required to stop bleeding and cover wounded areas.
- 6) Fire blankets shall be placed in those areas where the potential of fire and explosion exist.
- 7) Parents' telephone numbers and a number at which parents can be reached, the name of the family physician, and how the student is to be transported shall be maintained at the academy. Reasonable efforts shall be made to notify parents in the event of an accident or illness as soon as possible after the event or occurrence.

### **FLOOR PLAN OF SCHOOL**

A floor plan of the school with evacuation routes marked is posted in each classroom.

### **GRADING SYSTEM**

The student's grade shall be determined by the instructor, based on the established requirements for the course. To receive credit for a subject at the end of the semester, a student must have earned final average of at least the grade "D". It is the student's responsibility to know the grading procedures in each class.

Homework, class participation, and class attendance are essential part of each student's work. These are given due consideration, along with examinations in our grading system, to determine the final grade and credit earned at the end of the semester.

Grades will be converted to each student's home district grading scale for reporting purposes. The grading scale for all students attending the iLEAD Academy is as follows:

A	90-100	A
B	80-89	B
C	70-79	C
D	60-69	D
F	0-59	Failing
I		Incomplete

### End of Course Assessments

Per new state regulation 703 KAR 5:200 Grades earned on required high school end-of-course exams will count as 20% of the final grade.

## **HARASSMENT/DISCRIMINATION (Includes Sexual Harassment)**

### ***Definition***

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

### ***Prohibition***

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

### ***Disciplinary Action***

Students or employees who engage in harassment/discrimination of another employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action, including but is not limited to law enforcement intervention, suspension, and/or expulsion.

### ***Procedures***

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practical, inform the Director or teachers of the incident.

### ***Notification to Parents***

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

### ***Prohibited Conduct***

Conduct and/or actions prohibited under this policy include but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Sexual remarks in the context of the classroom and/or workplace.
4. Impeding the progress of a student in class or impeding the work of an employee by questioning the ability to do the required work based on the gender, race, color, religion, national origin, or disability of the student or employee.
5. Limiting access to educational tools based on the employee's or student's gender, race, color, religion, national origin, or disability.

6. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

### ***Discipline Policy Against Fighting***

Any student, who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds will be dealt with harshly. Fighting and violent behavior has become a major problem in schools. Therefore, the following rules are in effect for any student who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds.

1. Anyone engaging in fighting or any kind of violent behavior will be subject to iLEAD and home school district disciplinary procedures and may be reported to appropriate law enforcement personnel.
2. If a student can avoid fighting or violence and fails to do so, that student may be reported to appropriate law enforcement personnel.
3. Student fighting and other violent behavior may result in suspension and/or a hearing before the Board of Education. If a student is involved in a fight at school, in addition to penalties imposed by the school discipline code, the administration may report the incident and notify proper authorities with charges resulting from behavior. Law enforcement authorities may be contacted and may remove students when student behavior warrants such action.
4. The iLEAD Director will deal with all problems relating to such conduct, and such conduct will be dealt with harshly.

### **INCLEMENT WEATHER SCHEDULE**

iLEAD students are registered as Performance Based Students according to the provisions of 702 KAR 7:125, and therefore may work on their performance based coursework from home on days their home districts are closed due to inclement weather. If a student's home district is closed for inclement weather or other emergency, then the student may remain at home and will be considered in attendance for that day or days. iLEAD students are responsible for working on academic assignments at home on days that school is cancelled in their home districts, and will be expected to demonstrate that they have done so. Failure to complete academic assignments will result in required make up days or after school detention at the discretion of the director or teacher. If Carroll County Schools are closed, the iLEAD Building is closed. If any other district is closed but Carroll County is open, the iLEAD Building will be open and accessible to students.

### **INTERNET USE POLICY**

#### ***Overview***

Telecommunications, electronic information sources and networked services significantly alter the way in which students gather information by giving them a much broader assortment of informational sources. iLEAD Academy, thru the **Carroll County Board of Education** network, supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. Electronic information research skills are now a basic skill needed for preparation of citizens and future employees. The Board of Education expects the staff to provide access and practical usage of such information throughout the curriculum and requires the staff to provide guidance and instruction to students in the appropriate use of such resources.

### ***Permissions and Agreements***

All students utilizing the Carroll County Public Schools network and are under the age of 18, are required to have an Internet User Agreement and Parent Permission Form signed, by both the student and their parent(s). The required form will be kept on file at the appropriate site and be viewed as a legal, binding document. If a signed permission form is brought in and signed by the parent and student, email and internet access will be provided. It is the responsibility of the school staff to monitor student network access and internet usage. Any staff member not properly supervising may be reported to their building principal and/or the Board of Education.

All students utilizing the Carroll County Public Schools network and are 18 and above, are required to have signed the student portion of the Internet User Agreement and Parent Permission Form. The required form will be kept on file at the appropriate site and be viewed as a legal, binding document. If a signed form is brought in, the student will be given internet and email access.

### ***Acceptable Uses***

Access to all electronic resources on the Carroll County Public Schools network is a privilege and carries with it responsibilities. The following are general policies that apply to all users, student and adult.

- The Carroll County Public Schools maintain the right to limit access to software, hardware, Internet, and the local area network.
- The Carroll County Public Schools will not be responsible for damages caused by loss of data or other work that results from delays, non-deliveries, missed deliveries, or service interruptions for any reason.
- Security on any computer system is a high priority. If any user identifies a security problem, they must notify a network administrator immediately and not demonstrate the problems to others.
- All users must use their own ID and password. The only exception is for students at the Primary level (K – 2). Teachers and/or aides may log on for students at this level.
- All users will use a pre-defined network location for storage of files. Files located on individual workstations are subject to erasure without warning by technical staff during upgrades, maintenance or re-installs.
- All workstations will be shut down at night to decrease energy usage.
- No workstation should ever be left on and logged into the network. If a staff member does leave their station logged on and an unauthorized user gains access to the network, then the staff member who's at fault will be held liable for any damages.
- No student will have access to the Internet without direct adult supervision. This includes before and after school. Any student violating this will face consequences as defined in the Uniform Code of Student Conduct. The staff member who has responsibility for that student will be dealt with by the building principal and/or district administrative staff.
- Students should not reveal their name and personal information to or establish relationships with "strangers" on the Internet, unless the communication has been coordinated by a parent or teacher.
- Internet access through the school is to be used for instruction, research, and school administration. School access is not to be used for private business or personal, non-work related communications.

### ***E-Mail Regulations***

E-Mail shall be used for approved school related purposes only. Its' purpose is to provide effective communications between staff members and themselves as well as other professionals in education.

The following is types of E-mail, though not limited to these, shall not be used for:

- To conduct personal business or carry on personal relationships
- To rebuke, embarrass, or strike-out at others

- To harass or play practical jokes on others
- To send chain letters and other non-work related correspondence
- Do not send EXE or BAT files through E-Mail
- Do not reveal any personal information to unknown users
- To solicit money or participation in political or religious activities
- You may not use Internet mail services, such as Gmail.
- Once e-mail has been opened, it shall be moved to a personal folder and deleted from the In-Box. Leaving mail in the In-Box builds up mail on the Exchange Server and slows performance. If necessary, e-mail accounts will be limited to their size, cutting off user e-mail until they have performed these deletions.
- Do not leave e-mail up and active while you are away from your computer.

### ***Network and Internet Regulations***

Violation of any of the following terms and conditions for network access and Internet usage will result in immediate loss of network access and services, with the exception of required instructional sites as determined by each school, as well as possible future access.

The use of your account must be in support of education and research and consistent with the educational objectives of the Carroll County Public Schools.

- You may not give your password to anyone
- You may not use or alter anyone else's account
- You may not offer Internet access to any individual via your account
- You may not break into or attempt to break into the school network or any other network
- You may not create or share computer viruses
- You may not destroy another person's data
- You may not use MUD (Multi User games) on the network or via the Internet
- You may not monopolize the resources of the network by sending large amounts of e-mail, sending chain mail, using resources for games or running large programs or applications over the network during the day
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material. This also applies to workstations.
- No illegal activities are permitted on the network
- All communications and information accessible via the network should be assumed to be public property
- You may not use Internet mail services, such as Gmail.

### ***Software Installation***

Students, unless directed by a staff member, shall under no circumstances install software to a workstation. Staff members who wish to install software should notify their District Technology Coordinator. Any unauthorized software that causes a network and/or workstation problem may result in that software being removed and/or administrative rights being taken away from the user. *The workstations available to students and staff of Carroll County are for work purposes only.* The following types of software are not allowed on workstations:

- Games
- Personal Business
- Personal Communications

Copyright: Most software and much of the information posted on the Internet are copyrighted. Before software can be loaded on a computer or fileserver, the District must have the legal right to install that

particular version of the software. The software license will specify whether the rights purchased are for a single user on a single workstation, for multiple users, or for multiple workstations. Software may not be copied or shared outside the provisions of the agreement with the software publisher. Violations of software licensing agreements may constitute serious infractions of federal law and the violator may be subject to civil and/or criminal penalties.

**Do not:**

- Copy software without authorization from the publisher or copyright holder;
- Use software for which you do not have proof of legal right;
- Copy information or programs from the Internet and re-use or distribute it without acknowledging authorship and source;
- Assume that you can load the older version of software on another workstation when you install a software upgrade; and
- Take over a workstation without ensuring that the software already loaded is legal. When you assume responsibility for the workstation, you assume responsibility for the software.

***Right to Privacy***

All network administrators have the right to access information stored in any user directory, on the current users screen, or in e-mail. Users are advised not to place personal, confidential documents in their users' network directory or on the local workstation. Network management and monitoring software may be used to randomly access student and staff network logs, Internet logs, individual user directories, etc.

***Consequences***

- Violations may result in loss of access for anyone violating the Acceptable Use Policy for Carroll County Schools. Loss may be short term to permanent.
- Additional disciplinary action may be determined at the building level in line with existing practices regarding inappropriate language or behavior for students.
- Additional disciplinary action may be determined at the building level and/or district level for any system violations and/or Acceptable Use violations by staff members, such as giving out passwords, trying to access closed areas, lack of supervision of students accessing the network and/or Internet, etc.

***When applicable, law enforcement agencies will be notified and individual violators will face possible criminal charges, as well as possible expulsion for students and possible termination of employment for staff members.***

**LAB/CLASSROOM SAFETY**

All students will be given specific safety instruction at the beginning of their program. Students will be required to show knowledge of safety procedures prior to the operation of school equipment, machines, or tools. Under no circumstances should students operate equipment without the instructor's permission.

In the event of an accident, a standard report is completed, which describes the nature of the accident and reflects any practices or conditions that may have contributed to the accident. All accidents, regardless of how minor, should be brought to the attention of the instructor.

Students who violate or fail to abide by any school safety rules will be subject to disciplinary action, which could possibly result in suspension or expulsion.

### **LOST AND FOUND**

All found articles are to be turned into the iLEAD Director.. Articles are kept until proper identification can be made by the owner.

### **MAKEUP WORK**

Work missed because of absenteeism or tardiness shall be made up satisfactorily to the teacher within a reasonable time after returning to school. Make up work not turned in by the time designated by the instructor shall receive a grade of "O". It is the student's responsibility to contact the teacher on the day he or she returns to the class to arrange to make up work. A teacher may require make up of examinations, clinical time, or other instructional activities. NOTE: Work cannot be made up if the absence or tardy is unexcused.

### **MEALS/FOOD SERVICE**

The Carroll County Schools participate in Community Eligibility Program (CEP) of the National School Lunch/National School Breakfast Program, which means all students eating in any of the Carroll County Schools eat at no charge to the student or family. iLEAD Academy students eating lunch at Carroll County High School, therefore, will have access to lunch at no cost. iLEAD students are considered eligible for participation in the CEP/no-cost meals program only while enrolled at the Academy. If a student withdraws from iLEAD and returns to his or her home district to attend school, his or her eligibility for the CEP program will no longer be in effect and cost of meals will be determined by local district policy.

### **MEDICATIONS**

School personnel do not dispense medication of any type. A student, who takes prescription or over the counter medication must have written permission on file in the office. Medication must be carried in the original container. If medication is to be taken during school hours, the teacher must be notified. Any drug that is seen and not reported to the instructor will be in violation of school policy.

### **SEARCH AND SEIZURE**

#### ***Purpose***

To maintain order and discipline in the schools and at school-sponsored activities and to protect the safety and welfare of students and school personnel. Authorized school personnel reserve the right to conduct a search of a student, book bag, student possessions/belongings or vehicle if they have reasonable suspicions for a search. Such searches may result in seizure of any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in the school rules available beforehand to the student. As used in this policy, the term "student vehicle" means a vehicle over which a student exercises responsibility and/or control on school property or off school property,

and at school sponsored activities. A student who operates or parks a vehicle on school property or attends school-sponsored activities gives implied consent for a search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

### ***Personal Searches***

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator or designee has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult of the same sex present unless the health or safety of students or school personnel will be endangered by the delay which might be caused by following the procedures.

### ***Seizure of Illegal Materials***

If a properly conducted search yield illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate dispositions.

### ***Breathalyzer or Other Tests***

Local Law enforcement officials may administer breathalyzer or other tests at the request of school officials to assist in investigations without prior notification or approval of parents/guardians.

## **SMOKING POLICY/USE OF TOBACCO PRODUCTS**

The possession or use of any tobacco products anywhere on the grounds by students of the iLead Academy is strictly prohibited. Violations to this policy include, but are not limited to: smoking anywhere after arriving at school; possessing any tobacco product, lighters, or matches on your person, in a locker, in a book bag, in a handbag, or otherwise; and holding an unlit cigarette.

## **STUDENT SERVICES**

High school students will find that the primary source of counseling will be the high school counselor.

## **STUDENT DRIVER**

iLEAD Academy provides bus transportation for all students to and from their home districts and encourages all students to make use of the service.

When a student obtains a Driver's License, he or she may request an application for an **iLEAD Student Driver Permit** from the Director. Driving privileges will be awarded only with parental consent. A copy of the student's driver's license and current motor vehicle insurance card must be provided along with the application for a Student Driver Permit.

iLEAD students must take a bus to the Carroll County Area Technical Center (CCATC) for classes or to Carroll County High School for lunch unless granted an exemption by the iLEAD Director to drive because the student's schedule makes it impossible to use bus transportation.

iLEAD student drivers must request a parking permit from the Carroll County Schools if they must drive to the Carroll County Area Technical Center for classes and/or Carroll County High School for lunch. Students and parents obtaining a parking permit from Carroll County Schools must consent to abide by the district's driving and parking policies, including policies established by the Carroll County Board of

Education for random drug testing of student drivers and random inspection of student drivers' vehicles by drug-detecting dogs.

If a student driver will have other iLEAD students as passengers in his or her vehicle, the driver's parent(s)/guardian(s) must provide permission for each student who will ride in the vehicle and the passengers must submit a Student Passenger Authorization Form signed by his or her parent(s)/guardian(s).

Driving to and from school is a privilege, not a right. The privilege may be revoked at the iLEAD Director's discretion if a student is in violation of school policies and procedures. At no time may a student use alcohol or drugs in a vehicle, lend the vehicle to another student or allow another student to drive the vehicle, and must be in compliance with Kentucky law governing licensed drivers.

Students may not drive a personal vehicle on school field trips.

## **SUSPENSION AND EXPULSION OF STUDENTS**

All students shall comply with policies of their home school district and iLead Academy. Willful disobedience or defiance of the authority of the teachers or administrators, assault or battery or abuse of other students or school personnel; the threat of force or violence; the use or possession of illicit drugs or alcohol; stealing, destroying or defacing school or personal property; possessing or using dangerous weapons or instruments; excessive unexcused absenteeism, or other incorrigible bad conduct on school property or at school sponsored activities constitutes cause for disciplinary suspension or expulsion. (Note: Also see the section on Discipline.)

## **TELEPHONE**

Telephones in the office of the school are for business purposes and are not to be used by students except in emergencies. Students will not be called to the phone from classes except in cases of emergency. Students should advise parents of this policy.

## **TRANSPORTATION**

Transportation is provided to iLEAD Academy by student's home districts at no cost. Students must follow their local district's policies for transportation, including items that are allowed or prohibited on a bus and expectations for appropriate behavior. During the school day, iLEAD students will travel by bus to the Carroll County Area Technical Center for classes, Carroll County High School for lunch, and as approved by the director. Bus transportation during the day may be provided by a driver from a student's home district or by a driver from one of the iLEAD sponsoring districts.

## **VISITORS**

Student's visitors must receive permission from the iLead Academy Director prior to making visitations. All visitors are required to sign in with the director or an iLEAD teacher before entering the building. iLEAD Academy students will **not** be allowed to bring visitors to school without receiving prior permission from the Director.

## **WEAPONS**

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except by authorized law enforcement officials, the carrying of concealed weapons on school property is prohibited.

Violation of this policy by students shall require that the director immediately make a report to the principal of the sending high school. In addition, when there is reasonable belief that a violation has taken place, the director shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a weapon in violation of the law or assault involving the use of a weapon.

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

### **Federal Requirement**

The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the local district shall be expulsion for a term consistent with the student's home district disciplinary policies..

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

For state reporting purposes, a deadly weapon shall be defined as: any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged; any knife, other than an ordinary pocket knife; billy club, nightstick or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star; or artificial knuckles made from metal, plastic, or other similar hard material.