



Student Handbook

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

2019-2020

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	Larry Hammond	Terry Price	Dr. Rob Stafford	Jessica Wilcoxson
Superintendent	Superintendent	Superintendent	Superintendent	Interim Superintendent
Carroll County	Gallatin County	Henry County	Owen County	Trimble County

TABLE OF CONTENTS

Academic Honesty	4
Admission	5
Alcohol, Drugs, and Other Prohibited Substances.....	5
Assessment	6
Attendance	6
Bomb Threat Evacuation Procedures	8
Bullying/Hazing	8
Calendar	10
Care of School and Personal Property	10
Child Abuse Reporting	10
Cleanliness of Buildings and Grounds	12
Conduct	12
Conduct on Carroll County School District Property	12
Conduct on School Bus	12
Contagious Diseases and Parasites	14
Corporal Punishment	15
Discipline	15
Dismissal from School	15
Disruptive Behavior Prohibited	16
Dress Code	16
Driving and Parking	17
Due Process	18
Electronic Devices	18
Employee Reports of Criminal Activity	19
Equal Educational Opportunities	21
Family Educational Rights & Privacy Act of 1974	21
Field Trips	22
Fire, Tornado, and Earthquake Drills	23
First Aid/Emergency Medical Treatment	23
Floor Plan of School	24
Fundraising	24
Grading System	24
Grievances	25
Harassment/Discrimination	25
Inclement Weather	26
Internet Use Policy	26
Lab/Classroom Safety	29
Lost and Found	29
Meals/Food Service	29
Medications	29

Personal Property and Valuables	30
Release of Students to Divorced, Separated, Single Parents	30
Search and Seizure	30
Smoking Policy/Use of Tobacco Products/Vaping.....	31
Social Events	31
Student Publications and Speakers	31
Suspension and Expulsion of Students	32
Terroristic Threatening	32
Transfer and Withdrawals	33
Transportation	34
Use of Physical Restraint and Seclusion	34
Use of School Facility by Non-Curriculum-Related Student Groups	36
Visitors	36
Weapons	37

STUDENT HANDBOOK

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., 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. 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/guardian and outline 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 other class):

- Student will receive a zero on the assignment. However, the assignment must still be made up, with source (reference) data included. 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/guardian and outline possible consequences for subsequent offenses.

- Student will lose privileges at the discretion of the director.
- The iLEAD director will inform all the student's teachers that this is the student's second offense.
- 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.

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

- Student will receive a zero on the assignment.
- Student may be dropped/failed from the class in which he/she committed the third or subsequent offense or, if student is not dropped/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.
- 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.

ADMISSION

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 who has completed Project Lead the Way's Introduction to Engineering Design Course as a freshman may apply for admission to iLEAD as a sophomore. If a student withdraws from iLEAD during their freshman year, the superintendent may determine the student can return for their sophomore year. iLEAD director will determine with superintendent if the students' academic needs can be met. If so, the student will be re-admitted.

ALCOHOL, DRUGS, AND OTHER PROHIBITED SUBSTANCES

No student shall possess, use, be under the influence of, sell, or transfer alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants), or drug paraphernalia and/or assist another pupil in the receipt, sale, or transfer of them on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, including but not limited to athletic, academic or social events, or in route to or from school property or a school-sponsored or sanctioned activity. Students shall not possess prescription drugs for the purpose of sale or distribution.

No pupil shall receive, use, sell, possess or transfer any counterfeit, look-alike or simulated drug, narcotic, or controlled substances and/or assist another pupil in the receipt, sale, or transfer of any counterfeit, look-alike or simulated drug, narcotic, or controlled substance on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, with the representation or the creation of an impression that the substance which is received, used, possessed, sold or transferred is a drug, narcotic, or controlled substance.

Controlled substance means any substance or immediate precursor listed in Schedules I through V of 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.010.

Prohibited substances refer to any prescription drug that is possessed by someone other than the individual for whom it was prescribed. The definition of Prohibited Substance also includes any prescription medication or substance and any “over-the-counter” medication or substance that is possessed or in the control of any student that has not previously been authorized by the director for use or possession on school grounds.

Prohibited substances also include prescription drugs obtained without authorization, substances however taken or used, including but 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 for an abusive and/or intoxicating purpose.

Marijuana shall refer to all parts of the plant Cannabis, whether growing or not, the seeds thereof, the resin extracted from the plant and every compound or derivative or mixture containing these substances.

Alcoholic beverage shall mean every liquid or solid containing alcohol in an amount in excess of more than one percent (1%) of alcohol by volume that is fit for beverage purposes. It also includes every spurious or imitation liquor sold as, or under any name commonly used for, alcoholic beverage, whether containing any alcohol or not.

Drug paraphernalia shall mean all equipment, products and materials of any kind that are used, or designated for use in planning, growing, processing, packaging, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled or prohibited substance.

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 a drug authorized by and administered in accordance with a prescription from a physician/health care provider shall not be considered in violation of this policy when medications are maintained in the school’s office. An Authorization to Administer Medication form must be completed for students who will be taking medications at school.

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/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.

ASSESSMENT

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

The staff of iLead Academy believe that each student has the opportunity to receive an education that will prepare the student to meet his/her future challenges. 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) Parental discretion - a total of four days per school year will be excused with a note from the parent/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). Documentation is REQUIRED.
- 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 for students in Carroll, Gallatin, and Trimble counties, students from Henry and Owen may have to work from home if they can not arrive at iLEAD prior to 11:30.
- 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) Present 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) Make arrangements to complete all make-up assignments in the same number of days missed plus one (1).

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.

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 iLEAD Board of Directors.

Leaving School

In order to provide a safe and orderly environment, we have developed the following procedures for processing students leaving school.

- A. If a student must leave school early, he/she must be signed out by their parent/guardian or an authorized adult located on current student enrollment form. Phone calls **WILL NOT** be accepted to allow students to leave school.
- B. 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 director will determine whether the excuse is valid. Emailed notes that can be verified will be accepted.

BOMB THREAT EVACUATION PROCEDURES

After a bomb threat has been received, the director or 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. When the building is evacuated, the director will remain responsible for all staff members and students. The building will be under the jurisdiction of the Carrollton Fire and Police Departments until they have completed their inspections. The director will be responsible for directing the search of the building and receiving information from search personnel. The director will make the decision for students and other personnel to re-enter the building based upon consultation with district officials and officer in charge of the search team.

BULLYING/HAZING

Bullying, including hazing; menacing; taunting; intimidating; verbal or physical abuse of others; the use of lewd, profane or vulgar language; verbal or physical abuse of others; or other threatening behavior toward students, staff members, or visitors in person or through acts of cyberbullying is prohibited in iLEAD Academy. Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: (1) That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or (2) That disrupts the education process. This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. Bullying involves repeated negative behavior, carried out over time with a purpose to harm another person physically or mentally, or to benefit oneself through behavior which causes such harm to the other person. Bullying involves taking advantage of either a real or perceived imbalance of power. Bullying may involve an attempt to cause fear. Examples of behaviors that fall into this category include, but are not limited to inappropriate and unwanted physical contact (including hitting, kicking, shoving, and pushing); intimidating and threatening comments (oral, written, or electronic); name calling or put-downs (selecting or using a nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something he/she does not want to do; setting someone up to be bullied or encouraging a student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone's belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person.

Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging, personal web sites, blogs, social media websites, online games and online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information which can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying. This can include the use of any device which records audio, video, or still images of another person for no legitimate purpose, or the use of

audio, video, or still images of another person for purposes prohibited by the Code of Acceptable Behavior and Discipline. If affecting the school climate, cyberbullying outside of school may result in school discipline.

Hazing involves behavior used as a way of initiating new members into a group. It usually consists of some ritualistic test involving the new member being required to perform a task or series of tasks which are intended to be demeaning, degrading, harmful, or embarrassing to the new member or which require the new member to engage in conduct toward others which is demeaning, degrading, harmful, or embarrassing. Hazing can include the forced or coerced consumption of drugs or alcohol or the forced or coerced performance of lewd or suggestive acts.

Menacing involves actions, sometimes accompanied by words, used intentionally to place another person in reasonable apprehension of imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe he/she is about to be slapped or punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck, or raise their hands in anticipation of being struck.

Harassment involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

1. Striking, shoving, kicking, or physical contact with another person;
2. The attempt to strike, shove, kick, or engage in other physical contact toward another person;
3. Using an offensively coarse utterance, gesture, display toward another person;
4. Addressing abusive language toward another person;
5. Following a person in or about a public place or places;
6. Engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person which serve no legitimate purpose; or
7. Damaging or committing theft of the property of another student; substantially disrupting the operation of the school; or creating a hostile school environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

Harassing Communications involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

1. Communicating with a person, anonymously or otherwise, by telephone, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
2. Making a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
3. Communicating with or about another school student, anonymously or otherwise, by telephone, the Internet, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

Stalking involves intentional conduct which is directed at a specific person or persons; which seriously alarms, annoys, intimidates or harasses the person or persons; which serves no legitimate purpose, and which would cause a reasonable person to suffer substantial mental distress. Stalking does not involve merely following another person or regularly observing another person's actions, but includes behavior

which conveys a threat of harm to the other person or which can be reasonably anticipated to cause the other person to fear harm.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requires intervening and reporting to the director or immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school.

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

All reports of alleged instances of bullying or hazing shall be made to the director who shall investigate and address alleged incidents of such misbehavior. In applicable cases, employees must report bullying and hazing to appropriate law enforcement authorities and complete documentation as required by the district's harassment/ discrimination policies covering federally protected areas. Efforts will be made, if possible, to protect the confidentiality of anyone making a report. Retaliation against a student who has made a report of bullying will be treated as a violation of this section as well.

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

CALENDAR

The iLEAD Board of Directors shall establish the iLEAD calendar and publish it on the iLEAD website.

CARE OF SCHOOL AND PERSONAL PROPERTY

Students shall be held responsible for damage to school property. Any student, organization, or group of students participating in activities who destroys, defaces, damages, or removes school property shall be subject to disciplinary action and liability for the cost of restoring or replacing the property. Anyone or group who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school. Anyone or group participating in activities who destroys, defaces, damages, or steals the personal property of students shall be subject to disciplinary action. Parents shall be liable for property damage caused by their minor children.

CHILD ABUSE REPORTING

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹, or a victim of human trafficking shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with [KRS 620.030](#).²

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal

laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

WRITTEN RECORDS

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

INTERVIEWS

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent³ and shall provide the Cabinet access to a child subject to an investigation without parental consent.⁴

AGENCY CUSTODY

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, or any Assistant Principal, of the school in which the child is enrolled, and the District's Director of Pupil Personnel shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

THE NOTIFICATION SHALL BE PROVIDED TO THE SCHOOL BY THE CABINET:

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

REQUIRED TRAINING

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services and the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services.

CLEANLINESS OF BUILDING AND GROUNDS

Every effort is made to properly maintain the building 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. Students should take pride in helping to keep the building and grounds clean.

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 will be subject to disciplinary policies of the school and home district.**

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.
- 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) Defiance of authority.
- 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) Any classroom disruption, which contributes to disturbing the educational process.

CONDUCT ON CARROLL COUNTY SCHOOL PROPERTY

All students are required to conform to the Carroll County Public Schools' standards of conduct when on Carroll County Schools' property for meals, classes, and other activities. Students who fail to do so will be subject to disciplinary policies of the iLEAD, Carroll County, and their home district.

CONDUCT ON SCHOOL BUS

PUPILS' RESPONSIBILITIES

Pupils shall conform to transportation rules and regulations prescribed under state statutes¹ and under state and local regulations.

INSTRUCTION IN BUS CONDUCT AND SAFETY

Instruction in bus conduct and safety shall be provided all transported students. Instruction shall include the following rules:

PUPILS TO BE PROMPT

Students shall be on time at the bus stops. The bus cannot wait for those who are late.

PUPILS 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.

CROSSING ON DRIVER'S SIGNAL

Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

CROSSING 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 that they may be seen by the bus driver.

SEATING

When pupils enter the bus, they shall proceed directly to a seat.

SEATED UNTIL COMPLETE STOP

Pupils shall remain seated until the bus has come to a complete stop.

BODY NOT TO PROTRUDE FROM WINDOW

Pupils shall not extend their arms, legs, or heads out the bus windows.

CHANGING SEATS

Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

PUPIL NOISE

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.

DRIVER'S AUTHORITY

The driver shall be responsible for the bus and the behavior of the passengers. Students shall comply fully and promptly with the driver's instructions and without arguing viewpoints.

STUDENT BEHAVIOR

Students shall be courteous to the driver and to fellow students.

Students shall not mar or otherwise deface the bus. If a student willfully damages a bus, he will lose his/her riding privileges until charges for repair of damages have been paid in full.

Students are not to tamper with mechanical equipment, accessories, or controls of the bus.

Students shall assist in keeping the bus safe and clean at all times. Students shall not throw litter of any kind on the floor of the bus. A bag or box shall be provided for trash.

EMERGENCY

Students shall not leave the bus through the rear door except during an emergency situation. In the case of a road emergency involving the bus or the bus and another vehicle, the students shall remain in the bus unless given other instructions by the driver.

WITHHOLDING OF RIDING PRIVILEGES

The following improper behaviors may result in withholding of riding privileges: insolence, not following driver's instructions, vulgar actions or gestures, obscene or profane language, fighting, pushing, shoving, smoking on the bus, throwing articles or objects in or from the bus, obstructing the aisle in any manner, occupying more space in a seat than is needed and refusing to allow another passenger to sit down, and other disruptive and disturbing actions.

CONTAGIOUS DISEASES AND PARASITES

NOTIFICATION

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's school principal if the student has any medical condition which is defined by the Cabinet for Health and Family Services in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school.¹

The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

INFECTION CONTROL

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the Superintendent shall obtain from consultation with the student's physician, the local health officer¹, or the Kentucky Department for Public Health.

Control procedures for incidences of live head lice have been developed and must be followed for each case.

EPIDEMICS

In the event of a dangerous epidemic as determined by the Kentucky Department for Public Health, the Board may close the schools.¹

SCHOOL TO REPORT

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation.

MEDICAL CONFIDENTIALITY

Unless otherwise permitted by law, signed parental consent designating personnel to be informed of a student's medical condition shall be on file prior to informing identified District personnel.

The Superintendent shall identify which employees are to have access to student medical information. This determination shall be made on a need-to-know basis.

CLEANUP PROCEDURES

The Superintendent shall develop procedures to promote adequate and proper cleanup details and measures to aid in the prevention of infection and communicability of contagious diseases.

CORPORAL PUNISHMENT

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.

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 agree to a plan of action.

DISMISSAL FROM SCHOOL

RELEASE OF STUDENTS

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

RELEASE PROCESS

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release.

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

EXCEPTIONS

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant or the person authorized by the Cabinet for Health and Family Services when the student is committed to the Cabinet or when the Cabinet is granted custody of the student by a court order. In such case, the student's parent shall be notified at the earliest opportunity except as otherwise provided by a court order or law.

When custody of a student is granted to the Cabinet by a court order as a result of dependency, neglect, or abuse, the Cabinet shall notify the Principal, Director, or any Assistant Principal, of the school in which

the child is enrolled, and the District's Director of Pupil Personnel, of the names of persons authorized to contact the child at school or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Director.

DISRUPTIVE BEHAVIOR PROHIBITED

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may damage public or private property, including the property of students or staff;
3. Illegal activity; or
4. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
5. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

PENALTY

Violation of this policy shall be grounds for disciplinary action.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to policies which address harassment/discrimination allegations.

DRESS CODE

Schools are educational institutions. It is important for students 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.
- 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.
- 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.
- Shoes must be worn at all times.
- No pajamas or pajama bottoms.

***The director of the iLead Academy has the right to deem any attire inappropriate.**

DRIVING AND PARKING

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

Students in grades 10 through 12 may be permitted to drive a motor vehicle onto school grounds once they have obtained a parking permit from the school. 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.

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.

NO PASS/NO DRIVE

In accordance with KRS 159.051 and other applicable Kentucky laws, any individual attending iLEAD Academy who has not successfully completed high school and is under 18 years of age shall meet the following criteria before becoming eligible to receive a driver's permit, intermediate license, or license.

A student shall be deemed to be academically successful when he/she has received passing grades in at least 66% of his/her courses and does not have nine (9) or more unexcused absences in the preceding semester. The courses will be evaluated on each individual student's schedule of classes. Students must complete a successful semester to have their driving privileges reinstated.

The director of the school the student attends shall notify the circuit clerk upon request of any qualified student 16 years of age or above that the student is eligible under the provision of KRS 159.051 to be issued a driver's license or permit.

In the event any individual under the age of 18 possessing a driver's permit or license who has enrolled as a student in iLEAD Academy fails to maintain the standards established to retain their driving privileges, the director of the school shall submit that student's name to the superintendent of their home district. Within ten (10) days after receiving notification, the superintendent shall report the student's name and status to the Transportation Cabinet.

DUE PROCESS

RIGHT TO DUE PROCESS

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right of the following due process procedures at iLEAD and his home school district:

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

ADMINISTRATIVE INVOLVEMENT

In cases of severe misconduct, the Director will coordinate with the student's superintendent who will handle the administration of discipline according to district policies and procedures.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.

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 constitution where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.
- 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 parents/guardians. CONFISCATION MAY INCLUDE THE CELL PHONE AND SIM CARD.
- The school and school district accept no responsibility for use, breakage, theft or loss of these personal items. Also refer to the AUP (Acceptable Use Policy).
- 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. Teachers 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.

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. Other consequences for violation may include removing computer privileges. A violation also may result in a report being made to law enforcement.

Violation of Electronic Device Policy:

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

EMPLOYEE REPORTS OF CRIMINAL ACTIVITY

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

KRS 158.154

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

KRS 158.155

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

- 1 The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
 - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
 - i Carrying, possession, or use of a deadly weapon; or
 - ii Use, possession, or sale of controlled substances; or
 - b. Any felony offense under the laws of this Commonwealth; and
- 2 The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

KRS 209A.100

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

KRS 209A.110

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, or is a victim of human trafficking shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

EQUAL EDUCATIONAL OPPORTUNITIES

DISCRIMINATION PROHIBITED

No pupil shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

STUDENTS WITH DISABILITIES

The School shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

The School shall operate its programs in accordance with the procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Parents of students who have a temporary or permanent disability may request the District supervisor to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

STUDENT RELIGIOUS ACTIVITIES OR POLITICAL EXPRESSION

The School shall observe the rights of students to voluntarily engage in religious activities. Students may express religious or political viewpoints while at school to the same extent and under the same circumstances as other permitted activities or expression. Consistent with the Constitutions of the United States and the Commonwealth of Kentucky and law, students shall be permitted to engage in these activities and express these viewpoints, provided they do not:

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

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Director, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent

or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

The No Child Left Behind Act (NCLB) requires that schools provide military recruiters and institutions of higher education with students' names, addresses, and telephone listings. Students and parents have the opportunity to opt out of the school's disclosure of that information. Forms requesting that students' information not be released to the military or institutions of higher learning are available in the office of each school.

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.

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 of Innovation. 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 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 of Innovation, pursuant to procedures developed by the iLEAD Board and CEO of OVEC.

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

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.

Baggage Search

All bags, purses, containers, and other items students bring on a school trip are subject to search and seizure by iLEAD staff prior to departure and during a school trip.

FIRE, TORNADO AND EARTHQUAKE DRILLS

Fire, tornado and earthquake drills are held at irregular intervals throughout the school year. If special procedures need to be followed with a particular student, please contact the office.

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.
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 who 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.**

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.

Each staff member shall refer to the Emergency Procedures Guide for handling medical emergencies. When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

FLOOR PLAN OF SCHOOL

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

FUNDRAISING

All school wide fund-raising activities, including the proposed use of the funds, must be approved by the OVEC Director of Innovation. Individuals or non-school groups shall not be permitted to conduct fund-raising activities under the auspices of the school. No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity. Students choosing not to participate in a fund-raiser shall not be excluded from benefiting from the fund-raiser or otherwise penalized in any way.

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

GRIEVANCES

Student grievances shall be address according to the student’s home school district policies and procedures.

HARASSMENT/DISCRIMINATION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, disability, or genetic information that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student’s education or creates a hostile or abusive educational environment. Usually a single instance of conduct by one student toward another does not constitute harassment/discrimination.

Harassment/discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. The prohibition also applies to visitors to the school who may come in contact with employees and students. Acts of harassment/discrimination based on sex may be committed by person of the same or the opposite sex. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

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.

Prohibited Conduct:

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

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.

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.

Any student who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds is subject to school and district disciplinary policies.

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 HotMail.
- 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 HotMail.

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. Articles may be donated at the end of the year if not claimed.

MEALS/FOOD SERVICE

iLEAD does not directly provide on-site meal service and transports students to Carroll County High School for lunch. Breakfast is available upon arrangement with home school district. 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 authorized to give medications must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 001:160.

SELF-MEDICATION

In certain situations, as set forth in KRS 158.834, KRS 158.836, and KRS 158.838, a written health care practitioner's authorization shall allow a student to responsibly carry self-administered medication (i.e. Epi-pen, inhaler, glucagon, insulin). An authorization form must be completed by the parent/guardian and health care practitioner and on file in the school. This authorization must be renewed each school year.

Documentation from the prescribing health care practitioner shall follow guidelines required by administrative procedures.

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.¹

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students are not permitted to share any medication with another student. The parent/guardian and health care practitioner shall be notified if the student uses his/her medications inappropriately or more often than prescribed.

Parents and health care practitioners shall complete the required form before any person administers prescription medication to a student. Prescription medications shall be administered only as prescribed on the health care practitioner's or dentist's written authorization and as required by administrative procedures.

MEDICATION ADMINISTRATION ON FIELD TRIPS

If a student is attending a field trip away from the school during his/her scheduled medication time, school personnel trained annually as required by law shall be designated to administer the medication while on the field trip. The staff designated to administer medication daily shall be notified of the field trip in advance. Middle school and high school students who have proper authorization and have completed administrative procedure 09.2241 AP.21 may be allowed to self-administer medication while on field trips while under the supervision of trained school personnel. Additionally, middle school and high school students who have proper authorization and have completed administrative procedure 09.2241 AP.22 may be allowed to carry and self-administer medication while on extended day and/or overnight field trips while under the supervision of trained school personnel.

PERSONAL PROPERTY AND VALUABLES

Parents and students are advised that iLEAD Academy will not be responsible for the loss, theft, or damage to any personal property (cell phones, iPods, gaming devices, motor vehicles, etc.) brought on school property by students, parents or staff. It is important that students understand that they are responsible for any items brought to school.

RELEASE OF STUDENTS TO DIVORCED, SEPARATED, OR SINGLE PARENTS

The school shall release the student to either parent, guardian, or legal custodian unless the school has been informed and provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

SEARCH AND SEIZURE

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.

All bags, purses, containers, and other items students bring on a school trip are subject to search and seizure by iLEAD staff prior to departure and during a school trip.

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 disposition.

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 /USE OF TOBACCO PRODUCTS/VAPING

Students shall not possess, use or sell any tobacco products, alternative nicotine product, or vapor product in or on school property. Violation of this policy shall be grounds for disciplinary action based on the student's home district code of conduct and disciplinary policy. Any student in possession of tobacco or alternative nicotine products will have the products confiscated and parents will be notified.

SOCIAL EVENTS

Student social events may be approved by the Director under the following conditions:

1. The door shall be controlled and admission limited to eligible students, guests, chaperones, and school personnel.
2. No one under the influence of alcohol or drugs shall be in attendance.
3. Adequate administrator and/or faculty supervision shall be provided.
4. A policeman shall be present for any event where it is anticipated that the nature of the crowd may pose conduct or safety problems.
5. In case of any disturbance which would jeopardize the safety of students present or threaten to deface or destroy school property, the Principal or the Principal's designee shall immediately close the event and send pupils from the campus.
6. The Principal may impose additional regulations as needed.

STUDENT PUBLICATIONS AND SPEAKERS

SPONSOR PROVIDED

A designated faculty sponsor shall be provided for all student publications.

PRIOR SUBMISSION

Materials to be published shall be submitted to the Director three (3) days before publication and/or distribution. The Director shall have the right to edit all materials for legitimate educational reasons including, but not limited to, items which could be reasonably expected to create a material and substantial disruption of school activities or operations or which may cause harm to others.

APPEAL

A student or author may appeal in writing to the OVEC Director of Innovation the Director's decision. The OVEC Director of Innovation will discuss with the superintendent in the student's home district and/or with the chair of the iLEAD Board of Directors.

STUDENT SPEAKERS

Selection of students to speak at official events shall be made in a viewpoint-neutral manner. If the prepared remarks of the student are reviewed by school personnel, the prepared remarks of the student shall not be altered prior to delivery, except in a viewpoint-neutral manner, unless requested by the student. However, student speakers shall not engage in speech that is, for example, obscene, vulgar, offensively lewd, or indecent. If the content of the student's speech is such that a reasonable observer may perceive affirmative institutional sponsorship or endorsement of the student speaker's religious or political viewpoint, the institution shall communicate, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the institution.

SUSPENSION AND EXPULSION OF STUDENTS

All students shall comply with policies of their home school district and iLead Academy. Causes for disciplinary suspension or expulsion include: 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. (Also see: Discipline.)

TERRORISTIC THREATENING

Intentionally making false statements by any means, including electronically, for the purpose of causing evacuation of a school building, school property, or school sanctioned activity; causing cancellation of school classes or a school sanctioned activity; or creating fear of serious bodily harm among students, parents, or school personnel, is *Terroristic Threatening in the Second Degree* (see KRS 508.078/KY Terroristic Threatening law in this section).

Threats to iLEAD and school district students and staff are unacceptable, and school district officials will ***pursue legal charges for Terroristic Threatening in the Second Degree*** against anyone who makes such threats, including students. It is not necessary for the individual to have a plan, or to have taken any action in connection with the threat, to be criminally charged. *Terroristic Threatening in the Second Degree* is a "Class D" felony that carries a sentence of not less than one, nor more than 5 years in prison for persons charged as adults. When coupled with substantial conduct to prepare for or carry out the threatened act. *Terroristic Threatening in the Second Degree* is a "Class C" felony carrying a sentence of not less than five, nor more than 10 years in prison for persons charged as adults. Class C and Class D felonies also carry fines of \$1,000 to \$10,000.

Persons charged as minors are subject to confinement in a juvenile detention facility, probation, and fines. Given the serious consequences to individuals making terroristic threats, and the needless disruption of the educational process, it is very important that parents discuss this topic with student(s).

KRS 508.078 Terroristic threatening in the second degree.

1. A person is guilty of terroristic threatening in the second degree when [...] he or she intentionally:

(a) With respect to any scheduled, publicly advertised event open to the public, [...] 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, [...] or any student group, teacher, volunteer worker, or employee of a public [...] elementary or secondary school, [...], 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, [...] 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) [...]

(d) [...]

(2) [...]

(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.

KRS 532.060, 534.030, 635.060, 635.085 - Penalties

Conviction of a Class D felony (adult) 1-5 years imprisonment; and/or \$1,000-\$10,000 fine

Conviction of a Class C felony (adult), 5-10 years imprisonment and/or \$1,000-\$10,000 fine

Adjudication of a felony offense (juvenile), detention, probation, or a fine not to exceed \$500.

TRANSFERS AND WITHDRAWALS

Immediately upon receiving notice a student intends to withdraw from iLEAD and return to his home high school, the Director shall notify the home district Superintendent, Director of Pupil Personnel, and high school Guidance Counselor to develop a plan for the student's transition. If a student declares intent to transfer from iLEAD to his home high school at the home high school, the person receiving this notification shall immediately advise the iLEAD Director.

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. (Also see: Conduct on School Bus and Conduct on Carroll County Schools' grounds)

USE OF PHYSICAL RESTRAINT AND SECLUSION

Use of physical restraint or seclusion by school personnel is subject to [704 KAR 007:160](#). However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

DEFINITIONS

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

PHYSICAL RESTRAINT

All School Personnel

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Core Trained Personnel

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in [KRS 503.050](#) (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in [KRS 503.070](#) (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in [KRS 503.110](#) (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to

cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

SECLUSION

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

PARAMETERS

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by [704 KAR 007:160](#), school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

TRAINING

Training of personnel on use of physical restraint and seclusion shall be provided as required by [704 KAR 007:160](#):

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by [704 KAR 007:160](#).
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by [704 KAR 007:160](#). (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

REQUIRED PROCEDURES

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and
3. A process for the parent or emancipated youth to request a debriefing session.

NOTIFICATION REQUIREMENTS

The Director of the School shall be notified as soon as possible when seclusion or physical restraint is used, but no later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via U. S. mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

DEBRIEFING SESSION

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent or emancipated youth, unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

PARENT COMPLAINTS

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

STATEMENTS FROM PHYSICIAN

The Superintendent/designee shall review and respond to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

DOCUMENTATION

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student and include information required by [704 KAR 007:160](#).

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

USE OF SCHOOL FACILITIES BY NON-CURRICULUM-RELATED STUDENT GROUPS

APPROVAL REQUIRED

Non-curriculum-related secondary student groups may be provided meeting space on application to and approval by the Principal. Space shall be provided only during non-instructional time either before the beginning or after the conclusion of the school day.

PROVISIONS

All meetings of non-curriculum-related student groups shall be voluntary. No meeting shall be sponsored by the District or any of its employees. All such meetings shall be student initiated, directed, conducted, and controlled. Non-school personnel may not regularly attend such meetings nor attempt to direct, control, or conduct the same. Agents or employees of the District may attend religion-related meetings only in a non-participatory capacity.

PERMISSION MAY BE DENIED

Permission to use school facilities may be denied where reasonable cause exists to believe the meeting will materially and substantially interfere with the orderly conduct of the educational activities of the school or pose a danger to the health, safety, or welfare of the students in attendance or to school property.

VISITORS

Procedures for school visitation are covered in the school handbook and in the staff handbook. Signs are posted on all doors indicating the procedure that visitors must follow upon entering the building. The

visitor procedure is consistently and efficiently implemented. Parents, students, faculty, and staff are notified immediately if change in procedure takes place. Students' visitors must receive permission from the iLead Academy director prior to visiting.

Visitors must enter through the Visitor's Entrance without exception. Students and staff shall not open doors to admit visitors at any other door of the building than the at the Visitor's Entrance.

All visitor shall utilize the electronic visitor check-in system before entering the building. Visitors will be asked to present identification and it will be scanned in a national sex offender registry.

Following identification scan, visitors will receive a Visitor's Identification Badge with their photo on it. Visitor badges cannot be duplicated. Visitors are not allowed admission to the school until a staff member is available to escort them or they have received prior approval from the staff. Faculty and staff are alert to identified and non-identified visitors.

Faculty and staff follow a procedure in place for identifying strangers or unidentified visitors in the building or on school ground. If disruption is anticipated, visitors are escorted out and away from the building and the local police are notified.

WEAPONS

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

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

Violation of this policy by students shall require that the director immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Board policy. In addition, when they have reasonable belief that a violation has taken place, 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 firearm in violation of the law or assault involving the use of a weapon.

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

Federal Requirements Regarding Students

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto school campus/property under jurisdiction of the District shall be expelled for a minimum of twelve (12) months under board policy. The Board may modify such expulsions on a case-by-case basis.

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

Exceptions

An exception may be made for students participating in an authorized curricular or extra-curricular activity team involving the use of firearms and to those persons listed in KRS 527.070.

Law Enforcement officials are authorized to bring weapons onto school property in performance of the duties.