

Student and Community Handbook

SCPS Code of Conduct

2026/2027



Spencer County Public Schools

**110 Reasor Avenue
Taylorsville, KY 40071
spencer.kyschools.us**

Dr. Willie Foster, Superintendent

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01.01	Superintendent and District Leadership
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Dr. Willie Foster
Superintendent

Amanda Butler Chief Academic Officer	Steven Rucker Chief of Student Support
Todd Russell Director of Diverse Learning	Tim Prather Director of Facilities and Maintenance
Mandy Howie Director of State and Federal Programs	Cameron Chesser Director of Transportation
Leslie Slaughter Director of Workforce, Transition and Innovation	Stacy Carmany Director of School Nutrition
Lori Riddle Chief Information Officer	Gwen Shouse Chief Finance Officer
Patti Lancaster Director of Student Data Systems	Krysten Lunsford Director of Accounting

01.02	Board of Education
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District 1: City of Taylorsville Ms. Pam Slone	District 2: Waterford Mr. Tim Truitt
District 3: Elk Creek Mr. Jason Phelps	District 4: Campbranch Dr. Lynn Shelburne Board Vice Chair
District 5: Little Mount / Mt. Eden Ms. Sandy Clevenger Board Chair	

01.03

School Leadership



Early Learning Center
Beth St. Bernard, Principal



Spencer County Middle School
Erin Demyan, Principal



Spencer County Elementary School
Jared Scott, Principal



Spencer County High School
Michael Phillips, Principal



Taylorsville Elementary School
Sarah Steele, Principal



Hillview Academy
Jason Cox, Alternative Programs
Coordinator

02.01	Responsibilities and Expectations of Administrators
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Principals/designated administrators are:

- To expect respect from students, parents/legal guardians, and the school staff
- To expect all participants in the educational process to comply with school and board of education policies
- To discipline any student who disrupts the educational environment
- To release or discuss student information only with the parent or legal guardian or others with a legal right to know
- To receive information from the court when a youth is found guilty of a felony offense or is classified as a violent offender.

Principal/designated administrators have the responsibility:

- To demonstrate respect for all school personnel at school and related activities
- To help create and maintain an atmosphere which respects the rights of all participants in the educational process
- To administer discipline measures fairly and equally in accordance with this conduct code
- To exhibit exemplary behavior in terms of action, dress, and speech
- To direct the school staff in developing a program which communicates this **Student Code of Conduct** to the school community.

02.02	Responsibilities and Expectations of Teachers
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Teachers are:

- To expect respect from students, administrators, peers and parents.
- To work in a positive school climate with a minimum of disruptions
- To expect all student assignments to be completed as requested
- To remove and temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate
- To reasonable physical protection and safety of their personal property
- To be free from verbal abuse
- To provide input to committees designated with the responsibility of drafting school procedures that relate to their relationships with students and school personnel
- To receive information from the court when a youth is found guilty of a felony offense or is classified as a violent offender

Teachers have the responsibility:

- To exhibit respect for students, administrators, peers, and parents.
- To engage students with the educational materials and experiences appropriate to their course or grade level
- To plan a flexible course of study which meets the needs of all students
- To maintain high standards for student academic achievement
- To administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate
- To provide feedback on student assignments as soon as possible including keeping Infinite Campus data updated.
- To exhibit exemplary behavior in terms of dress, action, and voice at school
- To inform students and parents/legal guardians of achievement and successes, problems, and failures
- To reward exemplary student work and/or classroom behavior
- To maintain a classroom atmosphere conducive to good behavior
- To follow the rules and regulations of the board of education and the local school

02.03	Responsibilities and Expectations of School Staff
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School Staff are:

- To expect respect from students, administrators, peers and parents.
- To work in a positive school climate with a minimum of disruptions
- To expect all student assignments to be completed as requested
- To remove and temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate
- To reasonable physical protection and safety of their personal property
- To be free from verbal abuse
- To provide input to committees designated with the responsibility of drafting school procedures that relate to their relationships with students and school personnel
- To receive information from the court when a youth is found guilty of a felony offense or is classified as a violent offender

School staff have the responsibility:

- To exhibit respect for students, administrators, peers, and parents.
- To engage students with the educational materials and experiences appropriate to their course or grade level
- To maintain high standards for student academic achievement
- To administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate
- To provide feedback on student assignments as soon as possible.
- To exhibit exemplary behavior in terms of dress, action, and voice at school
- To inform teacher of achievement and successes, problems, and failures
- To reward exemplary student work and/or classroom behavior
- To maintain a classroom atmosphere conducive to good behavior
- To follow the rules and regulations of the board of education and the local school

02.04	Responsibilities and Expectations of School Resource Officers
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School Staff are:

- To expect respect from students, administrators, peers and parents.
- To work in a positive school climate with a minimum of disruptions
- To expect all student assignments to be completed as requested
- To reasonable physical protection and safety of their personal property
- To be free from verbal abuse
- To provide input to committees designated with the responsibility of drafting school procedures that relate to their relationships with students and school personnel
- To receive information from the court when a youth is found guilty of a felony offense or is classified as a violent offender

School staff have the responsibility

- Building positive relationships with students to promote a healthy school environment that supports students.
- Collaborating with school staff to enhance safety for students, staff, families, and community members on all school properties.
- Developing safety protocols, procedures, and best practices at the school level that are nested in district level safety initiatives.
- Serving as a positive role model that contributes to overall student success.
- Providing an appropriate police response when faced with an imminent threat of harm in the school environment or when a law violation has occurred.

Parents/legal guardians are:

- To expect the respect of school personnel
- To send their student to a school with positive educational expectations
- To expect all disruptive behavior to be dealt with fairly, firmly and quickly
- To enroll their student in regularly scheduled classes
- To expect their school to maintain high academic and accreditation standards
- To examine their student's personal school records and to request amendment of educational records that they believe are inaccurate, misleading, or in violation of the student's right to privacy
- To consent to disclosure of personally identifiable information in the student's records except to the extent that FERPA authorizes without consent
- To meet/confer with teachers and administrators concerning the educational progress of their student
- To address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances
- To expect student information will be released or discussed only with parent or legal guardian (NOTE: Parent permission is not required when releasing educational information to another school district.)
- To inspect any materials to be used with a survey, analysis, or evaluation as part of any school program or curriculum

Parents/legal guardians have the responsibility:

- To instill in their student the need for mutual respect
- To instill in their student the need for an education
- To instill in their student the sense of responsibility
- To assist their student in understanding the need for a positive school environment
- To become familiar with the educational policies and programs of the Spencer County Board of Education
- To aid their student in understanding the disciplinary procedures of their school
- To encourage their student to follow all school policies
- To see that their student is regular in attendance
- To inform the school officials of any long-term illness affecting their student
- To demonstrate respect for all school personnel at school and related activities
- To inform school officials of concerns pertaining to disciplinary procedures
- To instill in their student the need for proper and appropriate student attire and hygiene
- To exhibit concern for the progress and grades of their student
- To assure that a designated person will meet their students when they exit the bus
- To inform the school of daily absences
- To provide required enrollment records
- To read, sign, return and comply with all school-required forms

02.06	Responsibilities and Expectations of Students
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Students are:

- To be treated respectfully, regardless of race, color, national origin, age, religion, sex, gender identity, sexual orientation, or disability.
- To have a learning environment where bullying, harassment, or abuse or threat of such bullying, harassment, or abuse by other students, staff, school volunteers, or school visitors are not allowed. Being proactively discussed, expectation taught, and violations quickly and effectively dealt with.
- To receive academic grades based only upon academic performance. You are also entitled to an explanation of how grades are determined in each class.
- To be told about all school rules and policies and procedures.
- To see your school record (in accordance with state and federal law) and have questions explained and mistakes corrected.
- To have your school records remain confidential. Other than school staff and certain other agencies approved by federal law, no person may inspect, review, or transfer any education records without your consent, if you are 18 (eighteen), or without the consent of your parent/guardians, if you are under 18 (eighteen), or you are your parent/guardian's dependent, or without a properly issued court order or lawfully issued subpoena.
- To make up work upon returning to school from an excused absence. It is the responsibility of either you or your parent/guardian to contact teacher(s) concerning make-up work during planning periods or before or after school hours. Upon returning to school from an excused absence, you will receive the same number of days that you were absent to complete and turn in make-up work. Announced tests, major projects, or term papers for which you had an adequate time to study or prepare shall be made up on the day of return.
- To exercise freedom of expression, including speech, assembly, appearance, publication, and the circulation of petitions, if the exercise of these rights does not disrupt the educational process of the school or threaten the health and welfare of staff and other students.
- To receive due process when any charge or accusation has been made against you when any charge or accusation has been made.
- To be secure from unreasonable searches of person and property and from unreasonable seizure of property. School officials have the right to search you or your property if the officials have a reasonable suspicion that you may possess something that violates school rules or endangers others.



Online Registration (OLR) is used for both enrollment of new students and the annual update for all students in the Spencer County School System.

General Information:

- Laptop or Desktop computer allow for the best OLR experience
 - Safari, Chrome ,or Foxfire are the preferred browsers
 - Popup blockers need to be turned off
- Parents/guardians of the primary household should complete the annual update on OLR
 - Click on the 3 lines in the upper left corner
 - Select “More”
 - Select “Online Registration”
 - Select “Existing Student Registration”
 - Select “Begin Registration” (your child’s information will appear)
 - Select the button at the bottom of the screen “Click here to begin”
- Parents/guardians will use their Parent Portal for the annual update of student information
 - If you need to reset your Parent Portal account, please contact patti.lancaster@spencer.kyschools.us or trev.mccauley@spencer.kyschools.us
- New families will receive an email containing their activation key to create a Parent Portal account once their application has been processed
- If your address changes at any time of the year, you will need to provide your student’s school with an updated proof of residency.
 - Property Deed, Lease Agreement, Utility Bill, or Residency Affidavit with the physical address of the residence, will be accepted
 - Drivers Licenses cannot be accepted
- No Computer or Internet Access
 - Please contact your student’s school to schedule an appointment. They will assist you with a kiosk station to complete OLR.

Click this link to view the [Parent/Guardian Video](#) to provide further explanation.

03.02	Required Documents and Screenings
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The following documents and screenings are needed for the registration process:

- Email Address
- Birth Certificate
 - [Vital Statistics Website](#)
- Proof of Residency (Required each year for all families)
 - Property Deed, Lease Agreement, Utility Bill, or Residency Affidavit with the physical address of the residence, will be accepted
- Legal Paperwork: Custody Declarations, Protective Orders, etc... if applicable
- Application Number
 - Found on your OLR confirmation email
- [KY Immunization Certificate](#)
 - A current immunization certificate must be on file at the school within two weeks of the child's enrollment.
 - [Immunization Program Website](#)
- [Dental Exam Form](#)
 - Each student needs proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner or physician assistant, documented on the Kentucky Dental Screening Form (This form must be presented to the school no later than January 1 of the first year that a 5- or 6-year-old child is enrolled.)
- [Vision Exam Form](#)
 - All children between the ages 3 and 6 who are entering public preschool, Head Start or public school for the first time must have an eye examination by an optometrist or ophthalmologist no later than January 1 of the school year.
- [Preventative Exam Form](#)
 - Each child needs a preventative health care examination within six months prior to the child's initial admission to Head Start. A second examination is required within one year prior to entry into the 6th grade. A third examination may be required by policy of the local board of education within one year prior to entry into the 9th grade or initial admission to school.

Cumulative Health Record

- A cumulative health record is maintained by the school for each pupil entering school. The record will be maintained throughout the pupil's attendance. The record will include the preventative health care examination and screening tests related to growth and development, vision, hearing, and scoliosis, and findings and recommendations of a physician and a dentist.

SCPS Preschool Programs

- A developmental screening is required
- Available for eligible 3- and 4-year-old children
 - The August 1 cut-off has been in effect since 2014-15
- Our Preschool programs are available to 4-year-old children who are "at risk" meaning they are eligible for state-funded preschool if they live in a household with income up to 160% of the federal poverty level or they are placed in the foster care system
- Preschool is also available for 3- and 4-year-old children with disabilities, including students who transition in from the KEIS program
- Students who do not qualify may attend on a tuition basis if space is available
- Enrollment of a child in the preschool program is at the discretion of the parent or legal guardian
- For more information about the preschool screenings, including dates and locations, please reach out to the Spencer County Early Learning Center at (502) 477-3210

Tiger Cub Village

- Tuition based childcare services offering all-day, wrap around, and seasonal child care for preschool-aged children
- Services are available for children who are enrolled in Preschool as well as children who do not qualify for Preschool (space permitting)
- For further information about Tiger Cub Village, or to apply, please contact Spencer County Early Learning Center at (502) 477-3210

OVEC Head Start

- [OVEC Head Start Program Website](#)
- Available for eligible 3- and 4-year-old children
 - The August 1 cut-off has been in effect since 2014-15
- To apply for Head Start or Early Head Start you will need the following:
 - Income Verification)1040, SNAP/KTAP/SSI award letter, etc...)
 - Foster Care Paperwork (if applicable)
 - Proof of Child's Birth Date
 - Proof of Residence
 - Job, K-TAP, school/training verification (full-day, full-year children only)

03.04	Kindergarten Registration
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Beginning with the 2017-18 school year, the entry date changed from October 1 to August 1. A child who is 6 years old or who turns 6 by August 1, must attend public school. A child who is 5 years old or who will turn 5 by August 1 will be able to enroll in primary school. ([KRS 158.030](#))

Spencer County Early Learning Center Preschool Students

- Students turning 5 years old by August 1st of the next school year attending the SCELCE will automatically be enrolled in their home school for Kindergarten, a yearly information verification and update is required.

Home and Private Daycare Center Students

- Students in home settings or private daycare will need to follow the procedures outlined in Section 03.01 (Online Registration).

Early Entry Program

- Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. The process shall be established in accordance with the following:
 - The District shall establish guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.
 - Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.
 - Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.
 - Considerations may include availability of space and funding.

Kindergarten Countdown

- Countdown to Kindergarten is held annually in April to welcome incoming Kindergarten students to the Spencer County School system. Teachers, Instructional Assistants, and School Administrators are in attendance to welcome students, talk with parents and assist with registration.
- For further information, please contact your student's home school in the month of April.

03.05	Transferring into Spencer County
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From a Kentucky Public School District

- Complete the OLR process outlined in Section 03.01
- All Infinite Campus records from the student's previous district will be forwarded to Spencer County Schools

From a Certified Private School or Out of State District

- Complete the OLR process outlined in Section 03.01
- Request all records from your previous school be forwarded to the student's home school

From Homeschool or Non Certified Private School

- Complete the OLR process outlined in Section 03.01
- When students who previously attended a homeschool or non-certified secondary school (any private school not certified pursuant to KRS 156.160 (3)) desires to enroll in a public school, the local public school district is responsible for proper placement and awarding credits for the non certified private school. If the student does not hold a properly certified transcript, the schools may place the students using one of two methods:
 - Pass a similar examination given to other students receiving credit for the course
 - The student must attain a "C" average in the course by the 12th week of school
- Those courses successfully completed by examination or performance shall be counted toward minimum high school graduation requirements in the local school district. (KRS 158.140)

To a Kentucky Public School District

- Complete a withdrawal form at your home school
- All Infinite Campus records will be forwarded to your new school district upon confirmation of your registration, and their request through Infinite Campus

To a Private School, Homeschool or Out of State District

- Complete a withdrawal form at your home school
- We will transfer a hard copy of your student's record to their new school upon confirmation of your registration

The progress of a student at school depends greatly on punctuality and regularity of attendance. There is a direct relationship between attendance and achievement; a day of school missed can never be entirely made up. We firmly believe that attendance is a student/parent/legal guardian responsibility. The intent of this attendance procedure for the Spencer County Schools is to provide a structure within which students can gain maximum benefit from the instructional program.

All students are expected to attend class every day that school is in session. When a student must be absent from school, the parent/legal guardian shall send a written excuse with the student or email the school attendance clerk when he/she returns to school. Notes from parent/legal guardian are acceptable for up to eight (8) absences. After that number of absences, a health professional may request additional excused absences, by completing the [Individual Health Care Plan](#) form. After review by the Director of Pupil Personnel with input from the school nurse, the district may grant additional days as deemed appropriate by the district.

Kentucky Compulsory School Law

1. Each parent, legal guardian, or other person residing in the state and having custody or charge of any child between the ages of 6 and 16 shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend. A child's age is between 6 and 16 when the child has reached the sixth birthday and has not passed the sixteenth birthday.
2. An unmarried child between the ages of 16 and 18 who wishes to terminate his/her public or non-public education prior to graduating from high school shall do so only after a conference with the principal or principal's designee, and the principal shall request a conference with the parent, legal guardian, or other custodian. Written signed permission for withdrawal must be received from the parent, legal guardian, or other person residing in the state and having custody or charge of the student.

The written permission shall be dated and the signature witnessed by the principal of the school or principal's designee, where the child is in attendance. A child's age is between 16 and 18 when the child has reached the sixteenth birthday and has not passed the eighteenth birthday. Written permission for withdrawal shall not be required after the child's eighteenth birthday. Every child that is actually a resident in the state is subject to the laws relating to compulsory attendance, and neither the student nor the person in charge of the student shall be excused from the operation of those laws or the penalties under them on the ground that the child's residence is seasonal or that the parent is a resident of another state.

Kentucky Administrative Regulation Title [702 KAR 7:125](#) along with Board Policy [09.122](#) and [09.123](#) govern how the Spencer County School Board defines and administers attendance.

Tardies and Absences

- Missing one-third or less of the day is considered tardy.
- Missing one-third or more of a day is considered an absence.
 - These include all scheduled activities such as homeroom, classes, assemblies, pep rallies, etc.
- All absences require a parent's note or a doctor's note
- Students must remain at school at all times or check out through the office. Leaving campus during the school day without permission will be subject to disciplinary action.
- Excused absences include:
 - Death in the immediate family (the immediate family is defined as parents, siblings, grandparents, sister-in-law, brother-in-law, without reference to the location or residence of said relative, and other blood relatives who reside in the student's home)
 - Illness of the student, including mental or behavioral health, as verified by a signed statement from a health professional for days in excess of eight (8) parent notes. Medical appointment verified by a doctor's note
 - Illness of the student, when sent home by the school nurse
 - Religious holidays and practices
 - One (1) day for attendance at the Kentucky State Fair with note
 - One (1) day prior to the departure of parent/guardian called to active military duty
 - One (1) day upon the return of a parent/guardian from active military duty
 - Visitation for up to ten (10) days with the students parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the county, is granted rest and recuperation
 - Ten (10) days for students attending basic training required by a branch of the United States Armed Forces
 - Participation of a student in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader
 - Court summons
 - Driver's permit or license
 - Two (2) Days for Juniors and Seniors to attend College or Trade School tours
 - Other events excused by the principal prior to the date of the activity
- Make-Up Work
 - Students shall have the number of days absent, plus one, to make up work missed, unless additional time is allowed by the teacher.
 - It is the responsibility of Middle and High School students to request the work/assignments.
 - Elementary School Teachers shall provide make-up work to elementary students.

04.03	Excusing Absences
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Parent Notes

- Board Policy 09.123 allows for eight (8) parent notes each school year. These notes can be used at the parent/guardian's discretion. One note is equal to one day.

Doctor Notes

- This is a verification from a physician, APRN, therapist, chiropractor, dentist or certified mental health provider that a student is under their care for a short term illness. These notes only cover the student under care.

Chronic Illness

- For chronic or long-term illness, you will need to complete an [Individual Health Care Plan](#) that allows our school nurses to ensure your student is receiving the correct accommodations and care while at school. This form also acts as a doctor note to allow multiple excused absences while the student is under treatment. When this plan is in place, it allows the parent to communicate with the school attendance clerk to use a doctor's excuse without the need for an office visit for each occurrence, flare or outbreak. Parental documentation/communication via note or email is required to reference the Individual Health Care Plan.

School Nurse Excuse

- When the school nurse sends a student home for vomiting, elevated fever, or other reasons, the absence is excused without any other action from the parent.
- This excuse covers the remainder of the day it occurs and the next day to allow for the student to be fever or vomiting free for twenty-four (24) hours.

Funeral Note

- A copy of the obituary or visitation card from a funeral home can be used to verify attendance for a bereavement day. One day is granted per occurrence.

Principal Excused Days

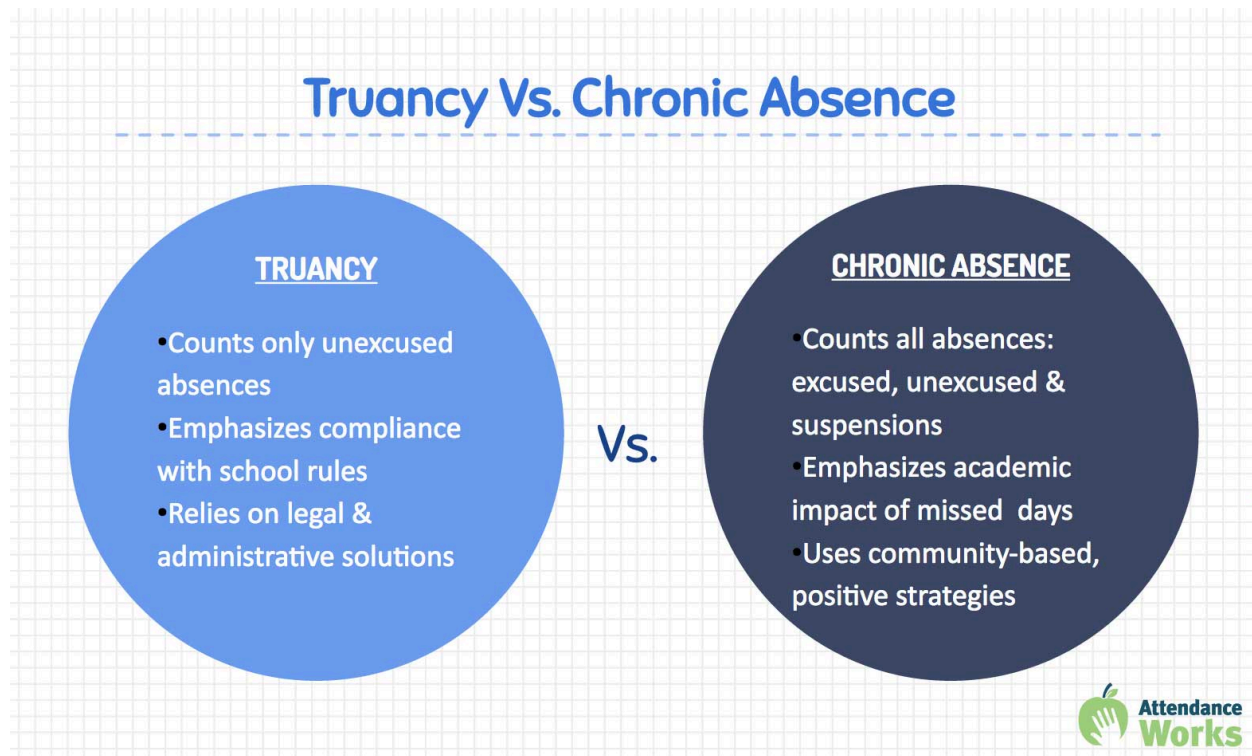
- If your absence falls outside the standard provisions for excused absences, a parent/guardian may petition the school principal to excuse an absence prior to the event.
- Approval or disapproval is entirely at the discretion of the school principal and is not subject to review. Take into consideration that not all principals may see equal value in a certain activity. A positive response at one school does not guarantee the same response for a sibling at another school.

Enhanced Educational Opportunities

When school principals consider the approval of EHO days (up to 10 per student per year are allowed by law) the following requirements in statute must be followed:

- Enhanced Educational Opportunity Forms can be obtained from your school attendance clerk or on the District Website. The form must be completed, in its entirety.
- The principal is presented with a request from a student or parent, determines if the EHO is of “significant educational value” and by his or her authority decides whether or not to grant the EHO day(s).
- What are the statutory standards for an Educational Enhancement Opportunity (EHO)?
 - The opportunity includes participation in an educational foreign exchange program.
 - The opportunity includes an intensive instructional program in one of the core curriculum subjects (English, science, mathematics, social studies, foreign language or the arts are specifically mentioned in the statute).
 - Events that are not within the standards for approval of EHO days would include funerals, family vacations, sports events, community events and religious events because these are events that are not part of an intensive.
- The request must include:
 - The core curriculum subjects related to the opportunity
 - Kentucky Core Academic Standards addressed
 - Dates of the proposed activity
 - Brief description of the activity
 - Schedule of Events or Itinerary
- A report must be turned in to the school that summarizes the educational value gained after the experience is complete.
- EHO requests will not be approved during state or local testing windows
- If the student is denied a request for an EHO day(s) by the principal the decision can be appealed by a parent to the superintendent/designee and/or the local board of education through the process outlined in the statute and through board policy and procedures.

Chronic absence — missing 10 percent or more of school days due to absence for any reason—excused, unexcused absences and suspensions—can translate into students having difficulty learning to read by the third-grade, achieving in middle school, and graduating from high school.

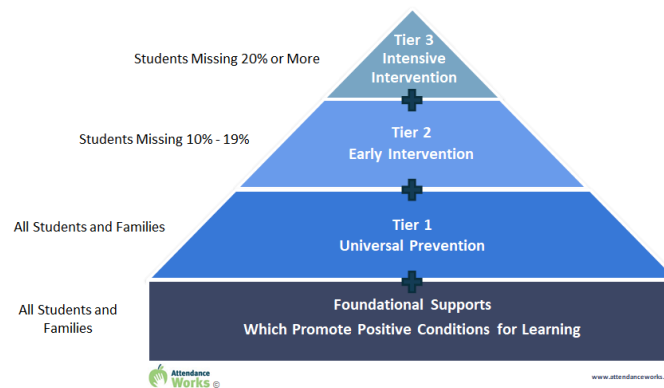


Children living in poverty are two to three times more likely to be chronically absent—and face the most harm because their community lacks the resources to make up for the lost learning in school. Students from communities of color as well as those with disabilities are disproportionately affected.

This isn't simply a matter of truancy or skipping school. In fact, many of these absences, especially among our youngest students, are excused. Often absences are tied to health problems, such as asthma, diabetes, and oral and mental health issues. Other barriers including lack of a nearby school bus, a safe route to school or food insecurity make it difficult to go to school every day. In many cases, chronic absence goes unnoticed because schools are counting how many students show up every day rather than examining how many and which students miss so much school that they are falling behind.

What Activates Support at Each of the 3 Tiers?

- Foundational and Tier 1 Supports - Universally Offered
 - Foundational and Tier 1 attendance support should be available for all students throughout the school year! Foundational supports promote the positive learning that ensure students are engaged and want to show up to school.
 - Tier 1 raises awareness about the vital role strong attendance plays in student achievement. These strategies are designed to motivate satisfactory attendance for every student. If a school has high levels of chronic absence, it can be a sign that a greater investment is needed in nurturing positive conditions for learning and offering Tier 1 universal attendance strategies.



- When to Add Tier 2 Early Intervention
 - Provide Tier 2 support to students who missed 10% or more of school (17 days or more in a 170-day school year) during the prior school year. Remember, this includes all days missed regardless of the reason. Whether students attend school in person, remotely or with a hybrid schedule, missing 10% of school is the early warning sign that a student is off track.
 - During the current school year, activate Tier 2 assistance when a student misses two days in the first month, a total of four days by the end of the second month, six days by the end of the third month and so on. Early attendance patterns are highly predictive of later absences for both in-person and remote settings
- When to Add Tier 3, Intensive Intervention
 - Provide Tier 3 support to students who missed 20% or more of the past school year. During the current school year, activate Tier 3 supports whenever a student misses 20% or more of days enrolled. Finally, add Tier 3 supports when a student's attendance has not improved during the current school year even with Tier 2 interventions.

The Kentucky Revised Statutes define truancy in Section 159.150

159.150 Definitions of truant and habitual truant -- Attendance record requirements -- Adoption of truancy policies by local school boards -- Implementation of early intervention and prevention programs.

- 1) Any student who has attained the age of six (6) years, but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.
- 2) Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.
- 3) Any student who has been reported as a truant two (2) or more times is habitual truant.
- 4) For the purposes of establishing a student's status as a truant, the student's attendance record is cumulative for an entire school year. If a student transfers from one (1) Kentucky public school to another during a school year, the receiving school shall incorporate the attendance information provided under KRS 159.170 in the student's official attendance record.
- 5) A local board of education may adopt reasonable policies that:
 - a) Require students to comply with compulsory attendance laws;
 - b) Require truants and habitual truants to make up unexcused absences;
 - c) Impose sanctions for noncompliance; and
 - d) Collaborate and cooperate with the Court of Justice, the Department for Community Based Services, the Department of Juvenile Justice, regional community mental health centers, and other service providers to implement and utilize early intervention and prevention programs, such as truancy diversion, truancy boards, mediation, and alternative dispute resolution to reduce referrals to a court-designated worker.

Outline of SCPS Attendance and Truancy Notifications

- Each day a student is absent or tardy, a record is made in Infinite Campus
 - Parent/Guardians are notified through Parent Portal, text message and/or an automated phone call (if you opt out of receiving phone messages, you will not get a call)
- If a student accumulates three (3) unexcused absences, the student meets the statutory definition of truant and an email or letter will be mailed home to remind parents to send in any notes that can be used to excuse those absences.
 - The majority of truancy issues are handled at this level when the note reminder letter is received from the school.
- If a student accumulates six (6) unexcused absences, the student meets the statutory definition of habitually truant and a second email or letter will be mailed home to remind parents to send in any notes that can be used to excuse those absences.
- Once a student accumulated seven (7) unexcused absences a final notice letter is sent and the student can be referred for one of the following actions:
 - Elementary Educational Neglect Program
 - Truancy Diversion
 - Referral to the County Attorney for formal intervention
- If a student reaches fifteen (15) unexcused absences KRS 159.140 requires the following:
 - For a minor in kindergarten to grade five (5) whose parent or guardian is in violation of the provisions of KRS 159.010(1)(a), by allowing the child to be absent without excuse for fifteen (15) or more days during a school year, the district shall report the matter to the county attorney for determination of appropriate court intervention, if any; and
 - For a minor in grade six (6) through twelve (12) who is a habitual truant, as defined in KRS 600.020, and has been absent without excuse for fifteen (15) or more days during a school year, shall report the matter to the county attorney for a determination of appropriate court intervention and, if a complaint is filed, after consultation with the court-designated worker, proceed under subsection (6) of Section 2 of this Act

The No Pass/No Drive Law ([KRS 159.051](#)) was passed during the 2007 legislative session, and affects every public and private school in Kentucky (including home school students). The law says that schools will use academic and attendance data from the previous semester of the school year to determine whether 15 and 17-year-old students are compliant with the law. If deemed noncompliant, the student's current driver's license or learner's permit is revoked. This process occurs on a secure web portal that directly connects schools with the Kentucky Department of Transportation, Division of Driver Licensing.

To apply for the first time for a driver's learning permit, students must get a [School Compliance Verification Form](#). If the student is not compliant, a form will not be issued.

If a 15 or 17-year-old student (with a driver's permit or license) accumulates nine or more unexcused absences in one semester, the school will report the student as noncompliant via the Student Reporting Portal at the end of each semester, or the report may be made earlier in the semester. Any absences due to suspension are considered unexcused.

A student shall be deemed academically deficient when he or she has not received passing grades in at least four of six courses or the equivalent. Reports of noncompliance based on academic deficiency must be entered via the Student Reporting Portal. The law specifies that a student "shall" pass four courses (or the equivalent of four courses per semester; $4/6 = 66$ percent). For Spencer County High School, using a seven (7) period day, students would need to be passing five (5) classes to be compliant.

Please note that any student enrolled in a homeschool will obtain the verification form from the Spencer County Board of Education. All private schools will need to contact the Transportation Department directly.

04.08	Homeschool
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The Spencer County Board of Education recognizes that Homeschool is the best option for some students and families. We ask that you help us to comply with state law by doing the following:

- Notify the superintendent of the local school board in writing within ten days of the beginning of the school year of their intent to homeschool their child(ren) each year they homeschool. The letter must include the name, ages and residence of each child in attendance at the homeschool.
- In Kentucky, under state law, all children must be enrolled in school between the ages of six (6) and 18. If a child is six (6) by August 1, he or she **MUST** be enrolled in primary school. Children can begin primary school at age five, but only if their 5th birthday is on or before August 1 of the current school year. A four-year-old who will turn five by August 1 can enroll in primary school.
- Record and maintain scholarship reports of each student's progress in all subjects taught at the same intervals as the local public schools. See KRS 159.040. KDE suggests that the person responsible for instruction keep a portfolio that contains samples of the best work done by each child in several areas of study and maintain the portfolio each year the student is homeschooled. This may be of assistance in documenting the existence of the homeschool or the transfer of the child to another educational setting. A record of courses taken, and grades received is also necessary.
- Keep accurate attendance records of pupil attendance. The attendance records can be kept in a notebook, on a computer, or in another manner, but must be readily available in case of an inquiry. See KRS 159.040. The minimum school term is 1062 instructional hours. The term of the school shall not be for a shorter period in each year than the term of the public school in the district in which the child attending the school resides. In those school districts which are operating a year-round school program, the minimum term of private and parochial schools shall be one hundred eighty-five (185) days.
- Subjects taught should include reading, writing, spelling, grammar, history, mathematics, science, civics, and any other subjects the parents wish to offer.

If you need any assistance with homeschool offerings, please feel free to contact the Spencer County Board of Education to discuss options offered through our Virtual Academy,

05.01	Purpose and Policy Statement
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Purpose

The purpose of this handbook is to provide a concise outline of the rights and responsibilities of the students in the Spencer County Schools and of those people, including parents/guardians and school personnel, directly involved in the educational process. Parents and students should also reference each school's handbook in order to understand the appropriate discipline and classroom management techniques necessary to carry out this code.

Policy Statement

The Spencer County Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning, and that disciplinary procedures be employed on behalf of those who would impair, destroy, or deny such an environment. In an attempt to promote this environment, a code of conduct has been developed.

This district **Student Code of Conduct** provides for consistent treatment of all students and fairness as required by constitutional due process. It creates an atmosphere of open communication with clearly understood rules, thus encouraging behavior that will enable the students to develop to their fullest potential. THE CODE OF CONDUCT IS APPLICABLE TO ALL ACTIVITIES ON SCHOOL PROPERTY, AT SCHOOL SPONSORED OR RELATED ACTIVITIES WHETHER ON OR OFF SCHOOL PROPERTY AND ON SCHOOL PROVIDED TRANSPORTATION WHETHER WITHIN OR OUTSIDE REGULAR SCHOOL HOURS.

It is expected that sound, fair, and equitable judgment should be considered by students, teachers, principals, parents/legal guardians, and others based upon available and known facts in applying the principles of the **Student Code of Conduct**.

THIS POLICY APPLIES TO ALL STUDENTS ENROLLED IN THE SPENCER COUNTY SCHOOL SYSTEM.

This **Student Code of Conduct** is the result of expressed concerns on the part of the school as well as the community. It provides for an annual review by the school, community, and the Spencer County Board of Education to ensure an effective document which meets the needs of the total educational community.

05.02	Supervision of Student Conduct
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Each teacher and administrator in the public schools shall, in accordance with the rules, regulations and bylaws of the Board of Education made and adopted for the conduct of pupils, hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities, including athletic trips. The Board of Education may use instructional assistants and other classified staff in supervisory capacities relating to the supervision and control of the conduct of pupils. Instructional assistants and other classified staff acting under the supervision of certified staff shall have the same authority and responsibility as is granted teachers in their performance of the same duties.

05.03	Disciplinary Procedures
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This section of the **Student Code of Conduct** contains the recommended procedures to use in applying disciplinary action to specific conduct offenses. There are four levels of misconduct which are progressive, ranging from **LEVEL 1** as the least severe to **LEVEL 4** as the most severe level of misconduct. The level of severity is dependent upon variables such as the circumstance of the offense, the type of offense, the degree of seriousness, and the frequency of the offense.

Due to these variables, a number of the disciplinary response options have been developed for each level of misconduct. These disciplinary response options will allow the teacher, principal or his/her designee to review and recommend the most appropriate action for the student and thus assure that the particular procedure will best fit the problem.

Repeated incidents of misbehavior can be referred to the next level of misconduct.

05.04	Levels of Misconduct
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LEVEL 1 Misconduct

Level 1 misconduct includes minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

Disciplinary Response Options

School district personnel shall confer with the student/parties as soon as is practical.

Disciplinary options include but are not limited to (not necessarily in order):

- a. Discussion of appropriate behaviors and verbal warning.
- b. Notification to parents/legal guardians by phone, letter or message
- c. Classroom discipline plan
- d. Loss of privileges
- e. Classroom probation/isolation
- f. Assignment of appropriate written task
- g. Referral of student to principal

NOTE: There may be situations in which **ANY LEVEL** of misconduct may warrant suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

LEVEL 2 Misconduct

Level 2 misconduct includes misbehavior in which the frequency or seriousness tends to disrupt the learning climate of the classroom or school.

These infractions often result from the continuation of Level 1 misbehaviors. They require the intervention of administrative personnel because Level 1 disciplinary options failed to correct the situations or because the infractions have become more serious.

Disciplinary Response Options

School district personnel shall confer with the student/parties as soon as is practical.

Disciplinary options include but are not limited to (not necessarily in order):

- a. Discussion of appropriate behaviors and verbal warning
- b. Development of a behavior intervention plan
- c. Notification to parents/legal guardians by phone, letter or message
- d. Probation
- e. Off Campus Detention of the student for no more than five (5) school days.
- f. Petition/warrant signed (The principal or designee may sign a petition/warrant when a Kentucky Revised Statue is violated.)
- g. In-school detention

NOTE: There may be situations in which **ANY LEVEL** of misconduct may warrant a suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

LEVEL 3 Misconduct

Level 3 misconduct includes acts directed against persons or property in which the consequences endanger the health or safety of self or others in the school.

Although these acts might be considered criminal, generally they can be handled by the disciplinary mechanism in the school. Corrective measures that the school should undertake, however, depend upon the extent of the school's resources for mediating the situation in the best interest of all students.

Disciplinary Response Options

School district personnel shall confer with the student/parties as soon as is practical. The parents or guardians shall be contacted immediately by phone, letter or message.

Disciplinary options include but are not limited to (not necessarily in order).

- a. Referral to alternative educational ~~setting for up to 10 days.~~
- b. Referral to proper law enforcement authorities (The principal or his/her designee may sign a petition/warrant when a Kentucky revised statute is violated.)
- c. In-school detention

NOTE: There may be situations in which **ANY LEVEL** of misconduct may warrant suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

LEVEL 4 Misconduct

Level 4 misconduct includes acts that result in violence or which pose a direct threat to the safety or health of self, other persons or property in the school.

This would also include a student who will not conform to the code.

Those acts may be criminal or so serious that they may require administrative actions that result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Spencer County Board of Education.

Disciplinary Response Option

School district personnel shall confer with the student/parties concerned as soon as practical. The parents or legal guardians shall be contacted immediately by phone, letter or message.

Disciplinary options include:

- a. The student may be suspended until a formal expulsion hearing can be arranged. A recommendation for expulsion will be given to the superintendent for presentation to the board of education. The hearing shall be held as soon as practical after the date of the suspension. Expulsions carry the loss of credit.
- b. The principal or his/her designee may refer to appropriate law enforcement authorities. When a Kentucky Revised Statute is violated, the principal or his/her designee may sign a petition/warrant.

NOTE: There may be situations in which **ANY LEVEL** of misconduct may warrant suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

The Spencer County Board of Education recognizes that a petition/warrant to the court may be issued.

05.05	Conduct Warranting Disciplinary Action
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CONDUCT WARRANTING DISCIPLINARY ACTION

The Code of Conduct is applicable to the activities on school property, at school sponsored or related activities whether on or off school property, and on school provided transportation, whether within or outside regular school hours.

1. **Disorderly Conduct/Classroom Disturbance/Insubordination** (including profanity, pornography, and obscene behavior) – Level 1, 2, 3, or 4
This misconduct includes conduct and/or behavior which is disruptive to the orderly educational procedure of the school. Arguing with staff and/or not following school procedures. Swear words, obscene gestures, and/or inappropriate jokes.
2. **Harassment** – Level 1, 2, 3 or 4
Unlawful behavior based on race, color, national origin, age, religion, sex, or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.
3. **Bullying** – Level 1, 2, 3 or 4
A conscious, willful, deliberate, hostile and repeated behavior by one or more people, which is intended to harm others. Bullying takes many forms and includes:
 - a. Exclusion from peer group
 - b. Verbal taunts, name-calling, and put downs
 - c. Threats
 - d. Extortion or stealing of possessions
 - e. Physical violence
4. **Threats** – Level 1, 2, 3 or 4
This misconduct includes any expression of intention to inflict injury or damage. The expression may be written, verbal or otherwise communicated.
5. **Aggressive Misbehavior Towards any School District Personnel** – Level 3 or 4
This includes any physical contact or threat of physical contact towards school employees with the intention of doing bodily harm by a student or a group of students.

6. **Defiance of Authority** – Level 1, 2, 3, or 4

Defiance of authority is the refusal to comply with reasonable requests of school personnel or refusal to comply with rules.

7. **Forgery** – Level 1, 2, 3 or 4

The act of forgery includes falsely using the name of another person, or falsifying documents or correspondence including but not limited to absences, excuses, school work, or bus permission slips.

8. **Gambling** – Level 1, 2, 3 or 4

Gambling includes any participation in games of chance for the express purpose of exchanging money or items of monetary value in accordance with state law.

9. **Theft and Related Offenses** – Level 1, 2, 3 or 4

Theft and related offenses includes the taking of property of others without their consent; the possession of stolen property, or possession without the owner's permission; or the selling of school property.

10. **Vandalism** – Level 1, 2, 3 or 4

Vandalism includes the destruction, defacing or marring of property located on school premises or owned by the board of education. The student or the student's parents will be responsible for restitution.

11. **Fighting** – Level 1, 2, 3 or 4

Fighting includes the willful engagement of physical contact for the purpose of inflicting harm on another person.

12. **Skiping School/Truancy** – Level 1, 2, 3 or 4

This misconduct includes purposefully missing a day(s) or a portion of a school day when school is in session. It also includes invalid absences and unauthorized leaving school grounds. *(Not applicable to preschool.)*

13. **Loitering by Unauthorized Student** – Level 1, 2, 3 or 4

Students on shortened programs or students who have been expelled or suspended are not to be on school grounds, in the school building, or at any extracurricular activity, home or away, without permission from appropriate school personnel.

14. Tobacco Product / Vaping Policy – Level 2, 3, or 4

Student use, distribution, or possession of any tobacco/nicotine product including e-cigarettes/ vaping on school premises is prohibited. This policy also applies to any student who is a participant in a school sponsored activity. (Nicotine Cessation Information will be provided).

15. Arson or Attempted Arson – Level 3 or 4

This includes the starting or the attempt to start a fire within the school or on the school grounds for any purpose that results in either destruction or disruption. *(Level 2 option for preschool.)*

16. Bomb Threat – Level 3 or 4

Bomb threats include any threat that a bomb has been placed or is about to explode in a school. *(Level 2 option for preschool.)*

17. Use of Noxious Substance – Level 1, 2, 3 or 4

A person is guilty of use of a noxious substance when he/she deposits on school premises or vehicle of another, any stink bomb device, or irritant (including chemical irritants such as mercury, etc) with the intent to interfere with another's use of the premises or vehicle.

18. Possession of Dangerous Instruments – Level 2, 3 or 4

This misconduct includes the POSSESSION of any instrument, such as fireworks, matches, lighters, explosives, mace and mace-like sprays, tear gas, pepper spray, knives, clubs, chains or the like, that can be used to inflict bodily injury to another person.

19. Possession of Weapons – Level 2, 3, or 4

This misconduct includes the POSSESSION of firearms, deadly weapons, destructive devices, or booby trap devices.

20. Use of Weapons or Dangerous Instruments/Distribution – Level 3 or 4

This offense includes the USE of any instruments, such as fireworks, matches, lighters, explosives, mace and mace-like sprays, tear gas, pepper spray, knives, clubs, weapons such as firearms, deadly weapons, destructive devices, booby trap devices, chains, or the like, that is used to conflict bodily injury to another person (level 2 option for preschool.)

21. Possession of, Use of, Being Under the Influence of Alcoholic Beverages or Controlled/Harmful Substances – Level 3 or 4

This misconduct refers to the possession of, use of or being under the influence of any beverage with alcohol content, or controlled substances, such as dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, or any other material having a harmful or unnatural effect on the person using them. *(Level 2 option for preschool.)*

22. Distributing or Selling Alcoholic Beverages or Controlled Substances – Level 4

This misconduct refers to the DISTRIBUTION OF OR SALE OF any of the items listed in number 30.

23. Possession of Drug Paraphernalia - Level 2, 3, or 4

The possession of equipment, instruments or other items (rolling papers, pipes, needles, etc.) intended to be used in conjunction with any of the items listed in number 30.

24. Possession of, Use of, Selling of, or Being Under the influence of Non-Prescribed “Look Alike” Substances – Level 1, 2, 3, or 4

These substances include “look alike” drugs or substances which the student may claim or create the impression that it is a controlled substance. They may also include prescription medication which are prescribed for someone else or over-the-counter drugs which are being used or sold for the purpose of creating an unnatural effect or which are being sold for profit.

25. Possession of or Use of Over-The-Counter or Non-controlled Substance – Level 1, 2, 3, or 4

All medications and substances shall be registered with designated school personnel who shall place them in a secure location unless ordered by a physician to keep with the pupil due to the pressing medical need. Students shall not be in possession of over-the counter medications or non-controlled substances without the orders of a physician.

26. Telecommunications Devices – Level 1, 2, 3 or 4

The unauthorized use of any type of telecommunication electronic device by a student on school grounds during regular school hours is prohibited.

27. Technology Tampering/Vandalism – Level 1, 2, 3 or 4

This includes adding to, deleting from, and damaging computer hardware/software and other technology equipment.

28. Technology Abuse – Level 1, 2, 3, or 4

The following abuses are not permitted.

- Sending or displaying offensive message or pictures
- Using obscene language
- Harassing, insulting, or attacking others

- Damaging computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work or files
- Using the network for commercial purposes
- Other unethical use of the Internet
- Interfering with the integrity of the private electronic mail system

29. **Violation of Law** – Level 1, 2, 3, or 4

There are certain other acts of misbehavior or violation of criminal laws or school regulations that are not included in this list. In such instances, disciplinary action will be at the discretion of the teacher, principal, or his/her designee, and/or superintendent.

30. **Repeated Violation** – Level 2, 3 or 4

This includes repeatedly failing to comply with the **Student Code of Conduct**, directions of teachers, student teachers, substitute teachers, instructional assistants, principal or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

31. **Inappropriate Public Displays of Affection or Indecent Behavior** – Level 1, 2, 3 or 4

This will be determined by the staff.

32. **Plagiarism** - Level 1 or 2

Presenting the ideas or words of another as one's own is prohibited.

33. **Device Usage** - Level 1, 2, 3

Devices should not be out or on unless given permission by a school staff member for an educational purpose. This includes cell phones (see Cellphone Policy), tablets, headphones, smart watches, etc.

34. **Dress Code** - Level 1

See Dress Code Policy

35. **Sexual Offense (non touch)** - Level 3, 4

Includes repeated sexual insults, comments, or verbal threats.

36. **Sexual Assault** - Level 4

Unwanted touching in a sexual manner.

37. **1st Degree Assault- Level 4**

Intentionally causes serious physical injury.

38. **2nd Degree Assault - Level 4**

Same as 1st Degree Assault, although it includes causing serious physical injury without a weapon or instrument.

39. **3rd Degree Assault - Level 4**

Recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers.

40. **4th Degree Assault - Level 4**

Intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument

The privilege of any student to ride a school bus is conditional upon his/her good behavior and observance of the following rules and regulations. When a student violates any of these rules and regulations, necessary corrective action will be taken.

Waiting at the Bus Stop

1. Arrive five (5) minutes early.
2. Stay back from the road five (5) big steps.
3. Respect other people's property.
4. Wait in an orderly manner.
5. Line up starting back from the roadway.
6. Wait until the bus stops before moving.

Getting on the Bus

1. Only board the bus you are assigned to.
2. Wait for the driver's hand signal before approaching the bus or crossing the road.
3. Cross at least ten (10) giant steps in front of the bus.
4. Make sure the driver can always see you.
5. Never bend down or put any part of your body under the bus.
6. If you drop something, leave it and go tell the driver.
7. If you miss the bus going to school, go directly home or to a location designated by parent/guardian.
8. Never walk to school without your parent or guardian's permission.
9. Go quietly to your assigned seat. (Bus drivers have the authority to assign seats.)

(All preschool students will be hand-delivered to the bus monitor by an authorized caregiver. The bus monitor will cross the road and escort the child to the bus if the designated pick up location does not face bus doors.)

ITEMS NOT ALLOWED ON THE BUS

1. Weapons
2. Illegal drugs, alcohol, or tobacco
3. Food or drinks
4. Glass containers, balloons, or animals (as prohibited by state law.)
5. Items which are likely to block the bus aisle or exits, such as large musical instruments.
6. Any item that is likely to cause a disturbance.

Riding the Bus

1. Know your bus driver's name, bus number, and route number.
2. Obey the driver's direction.
3. Be respectful of driver and other students.
4. Sit quietly in assigned seat; use "inside voice"
5. Do not distract the driver's attention
6. Do not stand in the step well
7. Extend nothing out the bus window
8. Eating and drinking are not permitted
9. Keep all carried items in your lap
10. Report to the driver any damage to the bus
11. Do not throw items
12. Do not throw trash on the floor; be responsible for your area of bus
13. Students are responsible to pay for damages they cause to the bus

Leaving the Bus

1. Wait in your seat until the bus stops
2. Do not crowd or push
3. Use the handrail
4. Do not jump off the steps
5. Leave the bus only at your designated stop
6. Do not go to the mailbox; go immediately to your house
7. If you have to cross in front of the bus, **walk three (3) feet to the side, then ten (10) feet in front of the bus; wait for the driver's signal to cross the street**
8. Make sure the driver can always see you
9. Check both ways before crossing the road and wait for driver to motion you to cross.
10. Never stop to pick up a dropped object

IMPORTANT

If for any reason a child needs to go home on another bus or ride another bus to school, he/she must have a signed note of request from the parent/guardian that has been approved by the principal.

By law, all preschool students must be hand-delivered to the assigned parent, guardian, or approved adult when departing the bus. If the approved adult is not present to receive the student, the student will be returned to the preschool office. The parent will have to pick up the student at the office.

(NOTE: The central office, schools, the bus garage, and all buses have radios and the option of video monitoring for safety purposes.)

DISCIPLINARY PROCEDURES FOR THE VIOLATION OF BUS REGULATIONS

(Bus drivers have the opportunity to issue a verbal warning before initiating the written Misconduct Report process.)

Violations of the rules and regulations for riding a school bus shall result in the following actions:

1. First Offense – The bus driver will talk with the student and state the bus rule violation. A First Misconduct Report will be filed and the transportation manager will send written notification to the building administrator and parent/guardian.
2. Second Offense – The bus driver will state the bus rule violation, and determine an appropriate seat for the student for up to two (2) weeks. A Second Misconduct Report will be filed and the transportation manager will send written notification to the building administrator and parent/guardian.
3. Third Offense – The bus driver will state the bus rule violation. The driver also may move the student to an appropriate assigned seat. A Third Misconduct Report will be filed and the transportation manager will send written notification to the building administrator and parent/guardian.
4. Fourth Offense – A Fourth Misconduct Report will be filed and the building administrator will suspend bus riding privileges for 1-5 days. Written notification will be sent home by the school.
5. Fifth Offense – A Fifth Misconduct Report will be filed and the building administrator will suspend bus riding privileges for 6-10 days. Written notification will be sent home by the school.
6. Sixth Offense – A Sixth Misconduct Report will be filed by the driver and the building administrator will suspend bus riding privileges for the remainder of the school year. Written notification will be sent home from the school.

Major violations can be moved to Fourth, Fifth, or Sixth offense status by the building administrator.

Due process includes those rights of a student accused of violating school regulations and which may be brought to his/her defense at a disciplinary conference or hearing pending possible suspension or expulsion from school.

The pupil's needs will be considered as well as the requirements of the institution. The underlying causes of a pupil's behavior should be considered, along with his/her actions and attitudes. The goal is to maintain a pupil's contact with a continuous program of education, either in the classroom setting or in a specifically arranged program under the direction of the administration.

All pupils admitted to the Spencer County Schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible conduct on school property as well as off school property at school sponsored activities constitute cause for suspension or expulsion from school.

The superintendent, principal, assistant principal, or principal designee of any school may suspend a pupil for up to ten (10) school days for violation and shall report such action in writing immediately to the superintendent and to the parent/legal guardian or other person having legal custody or control of the pupil.

A principal may assign a student to an appropriate alternative educational setting to continue his/her education under more restrictive conditions for a period of time based on progress and behavior of the student.

A pupil shall not be suspended from the Spencer County Schools until after at least the following due process procedures have been provided:

- a. The pupil has been given oral or written notice of the charge or charges against him/her which constitute cause of suspension;
- b. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies said charge or charges;
- c. The pupil has been given an opportunity to present his/her own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the Spencer County Schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as possible, but not later than three (3) school days after the suspension.

A conference should be held between the official who meted out the suspension or an informed representative and the pupil and his/her parents, or legal guardians, prior to readmission.

If a high school student is suspended from school he/she is automatically suspended from all other affiliated educational activities.

If a student is suspended from any Spencer County school, that student is automatically barred from all extracurricular and co-curricular activities in the county schools during the duration of the suspension.

The Board of Education may expel any pupil for misconduct, but such action shall not be taken until the parent/guardian, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board shall be final.

Suspension

Special education and 504 students who create a disruption or dangerous situation for themselves or others may be **temporarily suspended** from school without the change of placement procedure as long as the following due process procedures are followed:

1. The student has been given oral or written notice of the charge or charges against him/her which constitute cause for suspension;
2. The student has been given an explanation of the evidence regarding the charge or charges if the student denies said charge or charges.
3. The student has been given an opportunity to present his/her own version of the facts related to the charge or charges.

These due process procedures are for short term suspension and are the same procedures for **all** students.

These due process procedures shall precede any suspension from the Spencer County schools unless immediate suspension is essential to protect person or property or to avoid disruption of the ongoing academic process. In such cases, the aforementioned due process procedures shall follow the suspension as soon as possible, but not later than three (3) school days after suspension.

Suspension of exceptional children or 504 students as defined in KRS 157.200 for more than a total of ten (10) days during a school year shall constitute a change of educational placement.

If the committee determines that a child's behavior is a manifestation of his disability, the child is not subject to further disciplinary procedures unless the child's violation involved drugs, weapons, or serious bodily injury.

A district may seek temporary injunctive relief through the courts if the parent and the other member of the admissions and release committee cannot agree upon a placement and the current placement will likely result in injury to the student or others. Additionally, the parents and/or the district may request an expedited hearing.

Expulsion

In the area of expulsion for students identified under 504 or as a student with a disability, approved district procedures will be followed. Please consult your child's school, the board office, or the district webpage for a copy of the procedures.

05.08	In-School Detention / Off Campus Detention
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Students have the responsibility for conducting themselves appropriately while under the authority of school officials. When misconduct does occur, school officials have the authority/responsibility to impose the appropriate consequences.

The in-school detention program is designed to deal with students who have misbehaved or are guilty of a minor infraction of the **Student Code of Conduct**. This is an alternative-to-suspension program that allows students to atone for their misconduct, reflect upon the actions that got them into trouble, and to stay current in their studies.

Any 504 Plan or IEP will be implemented while that student attends in-school detention.

Since this program is offered for the benefit of students, certain minimal standards of decorum and behavior are expected. Students participating in in-school detention will exhibit good behaviors, good attitudes, and remain engaged with instructional task during time assigned. Persistent problems may result in the suspension of the student.

05.09	Dress Code
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Proper appearance has been shown to have a high relationship to behavior. Students and parents must accept the responsibility concerning this matter. Students will dress according to weather, health, safety, and school activities. The wearing of any attire or cosmetic, presentation of extraordinary personal appearance, or any unsanitary body condition which materially disrupts school work, interrupts scholastic endeavors, or threatens the health of other students is prohibited. Clothing and accessories (jewelry, necklaces, belt buckles, etc) with obscene, crude or rude pictures, or sayings advocating use of alcohol, tobacco, extreme violence, or sex are not permitted.

Lockers are property of the school and are subject to the Board of Education's regulation and supervision. Locker inspection or searches are not carried out as a harassment technique, but as a duty when the health, safety, or welfare of students is involved. K-9 units will be used to search lockers, parking lots, vehicles, buildings, and grounds when there are no students present. In a search and seizure situation the following procedures shall be followed:

1. A student's person will only be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Illegal items (weapons, firearms, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety or security and the safety or security of others may be seized by school officials.
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items may be returned to the student by the staff member or through the office.
4. A general inspection of school properties such as lockers, desks, etc., may be conducted on a regular basis. During these inspections, items which are school property may be collected. (Example: overdue library books). Any other package (such as, but not limited to backpacks, gym bags, band instrument cases, or any package capable of concealing a weapon) may be inspected if school authorities have reasonable cause to suspect dangerous or illegal substances/object.
5. All items which have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless: (1) the student is absent from school, or (2) school authorities decide that the student's presence could endanger the student's health and safety, or (3) other good cause.

The United States Supreme Court, on January 15, 1985 ruled that a school administrator may search a student if he/she has reasonable grounds to believe that the search will turn up evidence of violation of the law or rules of the school and the nature and scope of the search is related to its object, to the age, and sex of the student, and to the severity of the infraction.

05.11	Closed Campus
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All students are to be confined to the school grounds during the hours that school is in session, including the lunch period, unless students have written permission signed by the parent and approved by the principal. There will be no unauthorized leaving of the school campus unless prior approval by the school principal or his/her designee.

05.12	School Visitors
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The Spencer County Board of Education encourages citizens to visit the schools as often as practicable. Each visitor shall report to the principal's office to get authorization for his/her presence in the building, so as not to disrupt school programs. Students are not allowed to bring a friend/guest to visit their school for a day or any part of a day.

05.13	Hillview Academy
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Hillview Academy provides five tiers of support to Spencer County Schools: Alternative school placement for behavioral support, emotional support placement, off campus detention placement, virtual academy services, and home hospital services. If you need assistance with any of these services, please contact Hillview Academy at: (502) 477-1530

Alternative Placement

Hillview's alternative approach is to provide students with a peaceful place to learn by teaching students three important principles: **Safety, Respect, and Achievement.** As staff models, teaches, and reteaches each principle daily, students learn to apply these skills to any situation. Our de-escalative approach accompanied with counseling, mentorship, and guidance provides students with a sense of community and an opportunity to succeed—often for the first time.

Emotional Support Placement

Hillview Academy's emotional support placement provides students of Spencer County Schools an opportunity to attend Hillview for a short term placement (ten or less days) after returning from a variety of crisis situations such as: hospital, residential, home hospital stay, grief, other emotional/mental health related circumstances, etc.... This short term placement provides students with a quiet, peaceful place to receive additional counseling and assistance while developing a successful transition plan back to school.

Off Campus Detention Placement

Hillview's off campus detention provides the school district with a disciplinary option for students who violate the district code of conduct. Students who serve off campus detention at Hillview are expected to follow all Hillview related rules and regulations to ensure additional days are not added to their scheduled visit.

Virtual Academy Services

Hillview supports Spencer County Schools by facilitating virtual academy services and support for Spencer County Middle and High School who need a long-term self-paced learning environment. Hillview also offers virtual services for students who are placed for short-term medical/mental health purposes. An application and approval are required for both options.

Home Hospital Services

Hillview Academy also supports Spencer County Schools by facilitating home hospital services. After each application for home hospital services has been received, Hillview will reach out to requesting families during the approval process and begin creating a plan for services.

The Spencer County School District has implemented a 1:1 Device Initiative that will provide all students with access to a computer for use at all schools and at home for high school students. We are very excited to be able to make these tools available to our students. We also understand that both students and parents are concerned about keeping these tools secure and in good working order.

The goals of the program include the following:

- Increase accessibility to educational materials
- Support learning experiences, curriculum, digital programs and platforms
- Provide more channels and tools for communication and collaboration
- Preparation for 21st century workplace
- Allow for personalized lessons for students
- Improvement in student achievement

All devices are the property of the Spencer County School District, on loan to the student so long as the terms of this agreement are adhered to.

Spencer County Schools, in compliance with the "Children's Internet Protection Act (CIPA)" will provide internet content filtering that meets the CIPA requirements during school hours.

The device is intended to be used by the student, and the student alone. It should not be shared with other students, family, nor friends.

06.02	Responsible Use Policy
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**SPENCER COUNTY PUBLIC SCHOOLS
RESPONSIBLE USE POLICY FOR
TECHNOLOGY AND RELATED DEVICES**

Spencer County Public Schools has access to and use of the Internet and Email as part of the business and instructional process. Students and Guardian must sign a responsible use agreement before direct access to the Internet or electronic mail will be provided. Students and Guardian will be held accountable for violations of the Responsible Use Policy and must understand that disciplinary action may be taken.

Spencer County Public Schools and its Board of Education (hereafter referred to as “the District”) provides its student, employee and community reasonable access to a variety of “district technological resources” (including, but not limited to, access to the Internet and end user devices). These resources provide opportunities to enhance learning, improve communication, and connect users to both our local and global community. The access to these resources is permitted when exercised in an appropriate and responsible manner as required by this policy and related procedures, which applies to all parties who use District technology. The District intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the District establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to device networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

**A. REQUIRED EXPECTATIONS FOR USE OF DISTRICT TECHNOLOGY
(GENERAL)**

School district technological resources may be used by students, employees and others only with authorization by the District. The use of district technological resources is a privilege, not a right. Individual users of district technological resources are responsible for all behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, academically honest, supportive of student learning, and respectful. General student and employee behavior standards, including those prescribed in applicable board policies, school handbooks and other regulations and school rules, apply to the use of the Internet and other school technological resources.

Additional rules are outlined below for Employees (Section B). These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Prohibited use includes using digital resources to establish third-party email accounts not administered by the District, as well as accessing sexually explicit materials. District materials shall not be used for any purpose prohibited by law, including those relating to copyrights and trademarks, confidential information, and public records.

Individuals shall reimburse the District for repair or replacement of District property lost, stolen, or damaged while under their care. Individuals are responsible for turning in district technology such as laptops to their school or the District's central office in a timely manner when they are no longer students or employees of the district. This technology should be in at least as good condition as when it was taken possession by the user, accommodating normal wear and tear over time. Students and staff members, who deface a District web site or social media account, or otherwise make unauthorized changes, shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) as appropriate.

Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. In the case of students, their parent/guardian must also cosign this statement. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. For students with take-home district devices, a violation may result in becoming "day users" who must check out their device every morning and return it every day at the end of school. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law, up to and including termination (employees) and expulsion (students) for violating this policy and responsible use rules and regulations established by the school or District.

B. RESPONSIBLE USE OF TECHNOLOGY BY STUDENT

1. Students will initiate digital citizenship requirements before being given access to district technological resources. This begins with the orientation about digital citizenship at the laptop deployment. Additional training will be conducted during the day as needed.
2. School district technological resources are provided for school related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. This regulation of use includes the use of a district device in all environments, including but not limited to school, home, or extracurricular functions.
3. Students should not attempt any installation of programs or maintenance without the permission of the District IT department or its designees.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures),

sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All uses must comply with policy on harassment when using district technology. (SC Policies 03.162, 03.262, 09.42811)

5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Students may not install or use any Internet based file sharing program designed to facilitate sharing of copyrighted material.
7. Software purchased by the school district may not be copied for personal use.
8. Users of technological resources may not send electronic communications fraudulently (i.e. by misrepresenting the identity of the sender).
9. Students must respect the privacy of other students and staff members. When using emails, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private and confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information. (SC Policy 09.1) Users also may not forward or post personal communications without the author's prior consent.
10. Students should not capture audio, video or still pictures of other students and/or staff members, nor share such media in any way, without consent of the students and/or staff members and the approval of the appropriate Principal or designee. (Note that exceptions to this may include settings where students and staff cannot be personally identified beyond the context of a sports performance or public event.)
11. Students may not intentionally or negligently damage computers, electronic devices, software, networks or data of any user connected to district technological resources. Students may not knowingly or deliberately try to degrade or disrupt system performance, including streaming audio or video for no instructional purposes.
12. Students may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the district IT department or its designee.
13. Students are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
14. Students are prohibited from using another individual's ID or password; they are also not allowed to read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. If a student encounters a security or other problematic issue on a technological resource, he or she must immediately notify a teacher, administrator, or IT department technician.
16. Personal devices will not be supported by District staff. The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device and non-school network (e.g. cellular services).

17. Students are responsible for backing up data regularly. If using a cloud based system to save work, students must be aware when or if the Wi-Fi is not functioning.
18. Students who use district owned and maintained technologies (such as laptops) to access the Internet at home are responsible for both the cost and configuration of such use. For more on home use of district technology, see Section D below.

C. TAKE HOME DEVICES (HIGH SCHOOL)

Students who are issued “take home” district owned technology (such as laptops) must also follow these specific guidelines:

1. Charge the devices nightly at home before returning to school, so they are fully charged (100% battery) for the beginning of the next school day.
2. Bring the device every day to school for instructional use.
3. Have the device always available to present to District staff. If a student is unable to present their device for three (3) consecutive school days, the device will be considered lost and appropriate action will be taken, including but not limited to compensation for the cost of the device.
4. Keep the device secure and damage free.
5. Use the provided protective case at all times.
6. Do not loan out the device, charger, case or cords.
7. Do not deface the device itself with drawings, stickers or other permanent adornment.
8. Do not leave the device in your vehicle.
9. Do not leave the device unattended.
10. Do not eat or drink while using or have food or drinks in close proximity to the laptop.
11. Do not allow pets near the device.
12. Do not place the device on the floor or on a sitting area such as a chair or a couch.
13. Do not leave the device near table or desk edges.
14. Do not stack objects on top of the device. If there are any ventilation holes on the device, do not block or obstruct them while the device is powered on.
15. Do not leave the device outside.
16. Do not use the device near water such as a pool or bathtub.
17. Do not check the device as luggage at the airport.
18. Make sure to back up files regularly (via a cloud based system like Google Drive or via a storage device like a thumb drive) as crashes may occur and the device may need replacing or reimaging.
19. Devices must be turned in at the end of the school year for maintenance and reimaging (Section B, Point R). Take good physical care of your device, because when devices are deployed at the beginning of your school year, you will get the exact same one back.
20. Failure to follow these guidelines may result in becoming a “day user” who must check out their device every morning and return it every day at the end of school.

D. PARENTAL CONSENT

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The District recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain.

Nevertheless, the District shall take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. These precautions include (but are not limited to) filtering software, maintaining a secure usage log, and educator monitoring and mindfulness of student Internet access in school. (SC Policy 09.4261) The District is not responsible for the content accessed by users who connect to the Internet via their personal mobile device and non-school network (e.g., cellular services).

The District recognizes that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet and/or use district technological resources, the parents/guardians must sign their student's Responsible Use Policy form as consent to the following:

1. Parents/guardians must be aware that a student could obtain access to inappropriate material while engaged in independent use of the Internet.
2. Students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals.
3. The District is not responsible for filtering the Internet access of students at home. If parents/guardians feel uncomfortable with allowing district devices (such as laptops) into their home, they can request for the student to be only a "day user" of the device, who will check out the device every morning and turn it in every afternoon before leaving school.

E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services (such as the district's Google Apps for Education cloud based Drive) or hard drives of individual computers will be private. School district administrators or individuals designated by the superintendent may review files, monitor all communication and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel may monitor online activities of individuals who access the Internet via a school owned computer.

Under certain circumstances, the District may be required to disclose such electronic information to law enforcement or other third parties; for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request, or as evidence of illegal activity in a criminal investigation.

F. DISCLAIMER

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, nondeliveries, or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically disclaims any responsibility for the accuracy or the quality of information obtained through its Internet services.

This concludes this Responsible Use Policy agreement.

Please complete this form and questionnaire to comply with this contract.

07.01	Federal Educational Right to Privacy (FERPA)
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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. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-592

Under the federal *Protection of Pupil Rights Amendment of 1998* (“PPRA”), parents/guardians and eligible students shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents/guardians and eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

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

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

- Political affiliations or beliefs of the student or student’s parent/guardian;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
- Religious practices, affiliations, or beliefs of the student or the student’s parents/guardians;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

07.03	Nondiscrimination Statement
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It is the policy of Spencer County Public Schools not to discriminate on the basis of race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, or any other basis in federal or state law as required by Titles VI and VII of the *Civil Rights Act of 1964*, Title IX of the *Education Amendments of 1972*, the *Individuals with Disabilities Education Act of 1997 and 2004* (“IDEA”), Section 504 of the *Rehabilitation Act of 1973* (“Section 504”), the *Americans with Disabilities Act of 1990* (“ADA”), the *ADA Amendments Act of 2008* (“ADAAA”) and the *McKinney-Vento Homeless Assistance Act of 1987*. Inquiries regarding compliance with any of the above Acts should be directed to:

Civil Rights Compliance Officer
Spencer County Public Schools
110 Reasor Avenue
Taylorsville, KY 40071
(502) 477-3250

Inquiries may also be directed to:

Office of Civil Rights
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

07.04**Special Education and Child Find**

In compliance with federal and state law, a Free and Appropriate Education (FAPE) in the Least Restrictive Environment (LRE) is provided by Spencer County Public Schools to all pre-school aged children and school-aged children with certified disabilities within the jurisdiction of the district. Also in compliance with federal and state law, the school system maintains a comprehensive Child Find program to identify, locate and evaluate all children with disabilities residing within the attendance boundaries of the school system, including children with disabilities who are homeless children, wards of the state or children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services.

Referrals for special education and related services may be made by parents/guardians, school personnel or members of the community. For further information, contact the classroom teacher, special education teacher, counselor, principal or the Director of Diverse Learning.

Other helpful resources for parents/guardians are:

Director of Diverse Learning
Spencer County Public Schools
110 Reasor Avenue
Taylorsville, KY 40071
(502) 477-3250

State of Kentucky
Department of Education
Special Education Services
<http://education.ky.gov/specialed/excep/Pages/default.aspx>

**Annual Notice of Parent Consent for School District's Use of Public Benefits or Insurance
(Medicaid) under 34 CFR §300.154(d)(2)(iv)**

The federal special education law known as the Individuals with Disabilities Education Act (IDEA) gives parents of IDEA students certain rights related to the school district's use of public benefits or insurance, such as Medicaid.

School districts sometimes ask parents if the district may use their public benefits or insurance to help pay for certain services provided at school. IDEA provides parents with the following rights in this area:

❖ **Parents have the right to receive this notice in an understandable language.**

This means that the annual notice must be written in clear language. It also means that the notice is provided in the parents' native language or other manner of communication used by the parents, unless it is clearly not practicable to do so.

❖ **Parents must provide consent before their child's confidential information is disclosed.**

The school district must obtain parent consent under the Family Educational Rights and Privacy Act (FERPA), at 34 CFR Part 99, and IDEA, found at 34 CFR 300.622, before the school district may disclose the child's personally identifiable information to the agency in charge of the State's public benefits or insurance program (Medicaid).

❖ **A child covered by IDEA has the right to special education and related services at no cost to the parents.**

For any service required to provide a Free Appropriate Public Education (**FAPE**) to a child eligible for IDEA, the school district:

- May not require parents to sign up for public benefits or insurance programs for the child to receive FAPE.
- May not require a parent to pay an out-of-pocket expense, such as the payment of a deductible or co-payment amount, for services provided at school. However, the district may pay the cost that the parent would otherwise be required to pay for the service.
- May not use the child's public benefits or insurance if using it would:
 - ✓ Decrease available lifetime coverage or other benefits;
 - ✓ Require the family to pay for services normally paid by public benefits or insurance, that the child needs outside of school;
 - ✓ Increase premiums or lead to discontinuation of public benefits or insurance; or,
 - ✓ Risk the child's eligibility for home and community –based waivers, due to the total amount of health care expenditures.

❖ **Parents may withdraw consent for disclosure of the child's confidential information at any time.**

❖ **If parents refuse consent or withdraw consent, the school district must still provide the required services to the child at no cost to the parents.**

The school district is still responsible for providing the child with a FAPE and must provide needed services, even if the district is no longer allowed to use the parents' public benefits or insurance.

07.06	Terroristic Threatening
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Our most important function in the Spencer County School District is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

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

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

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

(b) Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur 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 death or serious physical injury among students, parents, or school personnel;

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

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

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

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

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

08.01	FERPA Directory Information Opt-Out
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FERPA Directory Information Opt-Out Form

For All Students

Complete this form to exercise your right to privacy.

The district has designated a student's **name, address, email address, telephone number, date and place of birth, information about the student's participation in officially recognized activities and sports, student's weight and height (if a member of an athletic team), student's dates of attendance, grade level, honors and awards, photograph (excluding video records), and major field of study** as "directory information", which means under the *Family Education Rights and Privacy Act* ("FERPA") that this information can be released without your consent. If you **do not** want this information released to people requesting directory information, **the parent/guardian or eligible student (18 years of age or older) must sign this form and return it to the school office within one month after enrollment. This opt-out request will remain in effect for the current school year only.**

I hereby exercise my rights under state and federal law and hereby request that the **name, address, email address, telephone number, date and place of birth, information about the student's participation in officially recognized activities and sports, student's weight and height (if a member of an athletic team), student's dates of attendance, grade level, honors and awards, photograph (excluding video records), and major field of study** for _____ (student name), currently a student at _____ (school name), **not** be released without prior written consent.

I understand and acknowledge that this opt-out request will remain in effect for the current school year only. I understand it will exclude my student from publications such as photo/directory information and that my student's information will not be published in any form including district publications such as playbills, yearbooks, websites, newsletters, newspapers, etc.

Signature

Name (please print)

Address

City/State/ZIP

08.02	Media Coverage Opt-Out
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Media Coverage Opt-Out Form

For All Students

Students in the Spencer County Public Schools have tremendous talent and achieve remarkable accomplishments in academics, performing and visual arts and athletics. Throughout the year, there may be opportunities for positive publicity related to the accomplishment of individual students, school related groups and schools. Examples of this type of positive public relations opportunities include, but are not limited to, school newsletters, broadcasts, feature stories, announcements and photographs on the school's webpage, social media, school district publications, and coverage by local print, broadcast and radio media outlets.

If you do not want your child or their work to appear publicly in photographs, articles, audio/video broadcasts, and/or interviews, **the student or parent/guardian must sign this form and return it to the school office within one month after enrollment. This opt-out request will remain in effect for the current school year only.**

Student's Name:

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

08.03	Military Recruiter Opt-Out
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Military Recruiter Opt-Out Form

For High School Students Only

Complete this form to exercise your right to privacy.

Under current law, U.S. military recruiters have access to the names, addresses, and phone numbers of secondary school students. A parent, guardian or student may choose not to have this information released.

To request that recruiters not receive information on a student, please notify the Spencer County Schools by sending this form to the Superintendent's Office:

Spencer County Schools
Attn: Student Data Systems
110 Reasor Avenue
Taylorsville, KY 40071

The opt-out request will remain in effect unless revoked by the parent/guardian or student.

Military Recruitment Opt-Out Parent Form

I wish to opt-out of having information on my son or daughter released to military recruiters. I understand that this will remain in effect until I revoke this option by notifying Fayette County Public Schools in writing of my decision.

Date:

Student's Name:

Current Grade:

Student's School:

Parent/Guardian Name:

Signature:

08.04	Free and Reduced Lunch Application
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- ✓ Available anywhere
- ✓ Easy to use
- ✓ Private & secure

Apply for Free & Reduced
Meal Benefits Online!

APPLY TODAY ▼

You can fill out your students' Free and Reduced lunch application safely, securely and online at <https://www.myschoolapps.com>.

08.05	Request for Teacher Qualifications
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Dear Parent(s)/Guardian(s):

Under the Every Student Succeeds Act (ESSA) – Title II, Part A: Supporting Effective Instruction, you have the right to request information regarding the professional qualifications of your child’s classroom teachers. This includes, upon request:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject area taught.
- Whether the teacher is teaching under an emergency or other provisional status due to special circumstances.
- The teacher’s college major and any graduate certification or degree held.
- Whether the student is provided services by a paraprofessional, and if so, the paraprofessional’s qualifications.

To request this information, please contact:

District Title II Coordinator: Amanda Butler at 502-477-3250 or
amanda.butler@spencer.kyschools.us

School Name: _____

Student Name: _____

Teacher Name/Subject: _____

Please allow up to 10 business days for a response.

We remain committed to transparency and supporting your child’s educational experience.

Sincerely,

Amanda Butler
 Chief Academic Officer
 Spencer County Schools

SPENCER COUNTY PUBLIC SCHOOLS

110 Reasor Avenue
Taylorsville, Kentucky 40071
Telephone: (502) 477-3250
Fax: (502) 477-3259

SPENCER COUNTY EARLY LEARNING CENTER

206 Reasor Avenue
Taylorsville, Kentucky 40071
Telephone: (502) 477-3210
Fax: (502) 477-6595

SPENCER COUNTY ELEMENTARY SCHOOL

1265 Mt. Washington Road
Taylorsville, Kentucky 40071
Telephone: (502) 477-6950
Fax: (502) 477-6955

TAYLORSVILLE ELEMENTARY SCHOOL

420 Highview Drive
Taylorsville, Kentucky 40071
Telephone: (502) 477-3339
Fax: (502) 477-3214

SPENCER COUNTY MIDDLE SCHOOL

1263 Mt. Washington Road
Taylorsville, Kentucky 40071
Telephone: (502) 477-3260
Fax: (502) 477-6796

SPENCER COUNTY HIGH SCHOOL

520 Taylorsville Road
Taylorsville, Kentucky 40071
Telephone: (502) 477-3255
Fax: (502) 477-3210

HILLVIEW ACADEMY

404 Main Cross
Taylorsville, Kentucky 40071
Telephone: (502) 477-1530
Fax: (502) 477-1760

Spencer County Schools 2026 / 2027 Academic Calendar

July 2026							August 2026							September 2026								
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa		
			1	2	3	4							1			1	2	3	4	5	Aug 5th	Professional Development Day
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	Aug 6th	Professional Development Day
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	Aug 7th	Professional Development Day
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	Aug 10th	District Professional Development
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				Aug 11th	District Opening Day
							30	31													Aug 12th	Professional Development Day
																					Aug 13th	First Day for Students
																					Aug 19th	First Day for Preschool
October 2026							November 2026							December 2026								
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa		
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	Sept 4th	Early Release Day
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	Sept 7th	Labor Day - No School *
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	Oct 9th	Early Release Day
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	Oct 12th-16th	Fall Break
25	26	27	28	29	30	31	29	30						27	28	29	30	31			Oct 19th	District Professional Development
																					Nov 3rd	Election Day - No School
																					Nov 25th-27th	Thanksgiving Break *
January 2027							February 2027							March 2027								
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa		
					1	2	1	2	3	4	5	6	7	1	2	3	4	5	6	7	Dec 18th	Records Day - No School
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	Dec 21st-31st	Christmas Break *
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	Jan 1st	New Years Day - No School *
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	Jan 4th	District Professional Development
24	25	26	27	28	29	30	28							28	29	30	31				Jan 18th	Martin Luther King Day - No School
31																					Feb 12th	Early Release Day
April 2027							May 2027							June 2027								
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa		
				1	2	3							1			1	2	3	4	5	Feb 15th	President's Day - No School
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	Mar 12th	Early Release Day
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	Mar 29th-Apr 2nd	Spring Break
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	Apr 5th	Records Day - No School
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				May 13th	Last Day for Preschool
							30	31													May 18th	Election Day - No School
																					May 21st	Last Day for Students
																					May 24th	Closing Day for Teachers
Academic Quarters First Quarter Aug 13th - Oct 8th: 40 Days Second Quarter Oct 20th - Dec 17th: 40 Days Third Quarter Jan 5th - Mar 5th: 42 Days Fourth Quarter Mar 8th - May 21st: 48 Days							 spencer.kyschools.us Approved January 29, 2026							2027 / 2028 Major Breaks Oct 11th-15th Fall Break Dec 20th-31st Christmas Break Mar 27th-31st Spring Break								