



LEE COUNTY SCHOOLS

Student Code of Conduct and District Handbook

2022-2023

Updated 6-14-22

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BOARD OF EDUCATION OF LEE COUNTY

William Owens, Chairperson
Lamont Coldiron, Vice Chairperson
Donald Barnes, Jr.
Donald Napier
Dr. Avis Thompson

Earl Ray Shuler, Interim Superintendent

Lee County Elementary
1665 Hwy 11 South
Beattyville, KY 41311
Principal: Carol Napier
Assist. Principal: Josh Broadwell
606-464-5020

Lee County Middle High School
599 Lee Ave.
Beattyville, KY 41311
Principal: Danny Wright
Asst. Principal: Noah Noble
606-464-5005– High School Office
606-464-5010– Middle School Office

Lee County ATC
960 Center St.
Beattyville, KY 41311
Principal: Craig Herald
606-464-5018

Lee County Central Office
242 Lee Ave.
Beattyville, KY 41311
606-464-5000
Interim Superintendent: Ray Shuler
606-464-5000

NON-DISCRIMINATION

Students, their families, district employees, potential employees, and the Lee County community are notified that the Lee County Schools do not discriminate on the basis of race, color, national origin, age, religion, marital status, sex (including sexual orientation or gender identity), or disability in employment, vocational programs, services, or activities. The Board of Education of Lee County hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504). In accordance with this act, no programs, policies or practices of this agency will discriminate on the basis of a disability. Different treatment of students based on race is prohibited by Title IV. Different treatment of students based on gender is prohibited by Title IX.

PREFACE

Kentucky Law (KRS 160.290) provides, “Each Board of Education shall have general control and management of the Public School in its district and each Board shall exercise generally all powers in the administration of its Public School System; . . . each Board shall make and adopt and may amend or repeal rules, regulations, and by-laws for its meetings and proceedings for the government, regulation and management of the Public Schools and school property of the district, for transaction of its business and for the qualification and employment of teachers and conduct of pupils. . . .” KRS 158.148(5) requires each Board of Education to formulate a “code of acceptable behavior and discipline.” The phrases “discipline code” and “code of conduct” are used to refer to this required code of acceptable behavior and discipline.

In this document, the words “student,” “pupil” and “child” are used interchangeably, as those terms are used in the Kentucky Revised Statutes, and in Board of Education Policies.

As required by State Law, the Board of Education of Lee County has adopted a written statement of Board Policies which is subject to amendment from time to time. The statement of Board Policies is available in the Central Office, on the district webpage, and in the office of each school principal for examination by any interested person.

To explain existing Board Policies and to clarify various matters of concern to all students, parents, teachers, principals/administrators, and interested citizens, the Board of Education of Lee County has adopted this Code of Conduct and Statement on Rights and Responsibilities effective for the 2021-2022 school year.

This Code of Conduct recognizes that each of the above persons has a vital, necessary and well defined role in the educational process.

Section 504, the Americans with Disabilities Act (ADA), and the Individuals with Disabilities Education Act (IDEA) may require some policies to be modified for individuals with disabilities, or may require other accommodations in relation to the application of policies. In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

PURPOSE AND SCOPE

The Board of Education of Lee County recognizes and hereby acknowledges that students have various rights and responsibilities for their conduct, and parents, teachers and administrators also have a responsibility in ensuring that student conduct promotes learning. The purpose of this booklet is to advise all members of the school community of the board's policies relating to the conduct and discipline of pupils.

No provisions in this **Code of Conduct and Student Handbook** are intended to grant students or parents more rights than are provided by the United States Constitution, federal statutes, the Kentucky Constitution, and/or Kentucky statutes, and are instead intended solely to reflect the Lee County Schools' understanding and intended application of those federal and state constitutional and statutory provisions.

According to Kentucky Law, KRS 161.180, each teacher and administrator in the public schools shall, in accordance with the rules, regulations and by-laws of the board of education, hold pupils to a strict account for their conduct on school premises, (whether school is in session or not), on the way to and from school, on the bus, and on school-sponsored trips and activities. A student may also be disciplined for conduct off the school grounds which has a direct effect on the discipline or welfare of the school community, such as making a threat on social media against a fellow student or school employee during a break from school.

POLICY STATEMENT

It is the intent of the Board of Education of Lee County to provide a positive and safe school climate for all participants (students, teachers, administrators, and parents/guardians) in the schooling process, where orderly learning is possible and encouraged. Therefore, this Code of Conduct has been developed to promote consistent and fair treatment for all participants in an atmosphere which fosters open communication and fairness as outlined by constitutional due process. In addition, the Board of Education expects that sound, fair, and equitable judgment shall always be considered by students, teachers, administrators, and parents/guardians in applying the policies of this code.

The Board of Education of Lee County, in support of the aims of public education, believes that students' behavior shall reflect standards of good citizenship expected of members of a democratic society. This Code sets forth the behavior expected from each student, the consequences of failure to obey the standards, and the importance of the standards to the maintenance of a safe learning environment.

The Board of Education pledges its full support to all school employees responsible for implementing this uniform code of conduct.

LEE COUNTY CENTRAL OFFICE PROGRAM ADMINISTRATORS AND SUPPORT STAFF

The following personnel are available to assist teachers, administrators, and students of the Lee County School System. Contact any of the following personnel by calling 606-464-5000.

Ray Shuler	Interim Superintendent
Karen Angel	Supervisor of Instruction, District Assessment Coordinator, Gifted, PD, Evaluation
Michelle Angel	Accounts Payable, Federal Programs and Special Education Administrative Assistant
Phillip Angel	Director of Pupil Personnel, District Wide Grants Coordinator, SBDM, CTE, Virtual Learning, FRAM Coordinator
Cathy Begley	Payroll
Noah Noble	Dean of Students: Bobcat Academy
Darian Creech	Director of Food Services
James Dailey	Dean of Students: Bobcat Virtual Academy
Shannon DeHart	Technician
Brent Duncil	Virtual Academy Instructor
Stephanie Flinchum	Technician
Carla Lyons	Director of Special Education, Medicaid Coordinator, FRYSC, ESS, Health Coordinator, Trauma Informed Care, PBIS
David Lyons	Facilities Director, Transportation Director, Safe Schools Coordinator, Athletic Oversight
Tina Lucas	Chief Finance Officer
Shana Minter	Human Resources, Secretary to the Superintendent
John Profit	Chief Information Officer
Sherry Profit	KSIS Contact, Administrative Assistant for Transportation, Facilities, and DPP

PROCEDURES FOR DEVELOPMENT/REVIEW/ORIENTATION OF THE CODE OF CONDUCT

A. DEVELOPMENT

The Code of Conduct and District Handbook for Lee County was written from our present Board Policies, State Statutes, Regulations and other districts' examples and reviewed by the administrators. The Code of Conduct and District Handbook was adopted by the Board of Education at the June 15, 2021 board meeting.

B. REVIEW

This Code of Conduct and District Handbook shall be reviewed annually by a district team and shall be updated by the Board at least every two (2) years as per board policy 09.438.

C. ORIENTATION

The principal of each school will set a time limit and date for annual orientation of the Code of Conduct and District Handbook for teachers and students to be held within the first week of the school year. A copy of the Code of Conduct will be placed on the district webpage for each family with students enrolled in the Lee County School System to access, and it will be made available in hard copy upon request. A hard copy of the Code will be posted at each school and each guidance counselor will have hard copies of the Code for discussion with students.

D. ACKNOWLEDGMENT

Each parent/guardian will sign and return the acknowledgment of the availability to access the Code of Conduct and District Handbook online or to receive a hard copy upon request.

Lee County Schools Administrative Team Responsible for Development of Student Code of Conduct and District Handbook

Name	Position	Location
Ray Shuler	Interim Superintendent	Central Office
David Lyons	Chief Operations Officer	Central Office
Carla Lyons	Director of Special Education	Central Office
Karen Angel	Chief Academic Officer	Central Office
Phillip Angel	Director of Pupil Personnel	Central Office
Danny Wright	Principal	Lee County Middle High School
Carol Napier	Principal	Lee County Elementary
Glenna Wright	Guidance Counselor	Lee County Elementary
Noah Noble	Dean of Students	Bobcat Academy

SAFE SCHOOL TIPLINE

A critical component of SB 1 (2019) involves the creation of an anonymous reporting tool that allows students, parents and members of the public to report information that could indicate unsafe, harmful, dangerous, violent or criminal activity in our public schools.

A collaborative effort between the Kentucky Center for School Safety (KCSS), the Kentucky Department of Education (KDE), the Kentucky Office of Homeland Security (KOHS) and numerous public education stakeholders determined that the KCSS's existing "STOP! Tip line" would be expanded and the administration of the tip line will transition to KOHS, who has the resources to provide 24/7 live support by an intelligence analyst, whether tips are submitted by phone, text or online.

For reporting purposes the contact names and numbers will be posted on our website at <https://www.lee.kyschools.us/> as well as a link to report through our anonymous "STOP! Tip Line" portal.

CHILD ABUSE

KRS 620.030 and 620.050 are child protective laws for persons under eighteen (18) years of age. They apply to any child whose health and welfare is harmed or threatened when any parent, guardian, person in a position of authority or special trust, or other person exercising custodial control or supervision inflicts physical or mental injury, commits sexual abuse, abandons or exploits, or does not provide the child with adequate care and supervision, such as food, clothing, shelter, education and medical care necessary for the child's well-being. A child who becomes emotionally disturbed because of constant friction in the home or is exposed to unwholesome and demoralizing circumstances is also to be considered abused.

Any school employee who has knowledge or reasonable cause to believe any of the above has occurred must, by law, report suspicions to the local Cabinet for Families & Children or the police and shall also report to the principal. Any supervisor who receives a report from an employee should promptly report to the same authorities. All reports for suspected child abuse must be reported by calling the child abuse intake hotline. **The number to call is 866-229-2196 or Toll Free at 606-788-7132.**

DOMESTIC VIOLENCE

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. Domestic violence can include any injury inflicted on a child by a person living in the same household as the child. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer. School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right for:

- A meaningful public education, the maintenance of high educational standards, and a system of public education which meets the needs of individual students.
- Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
- To be safe from physical harm and verbal abuse and harassment while at school and school-sponsored activities.
- Protection of personal property.
- Consultation with teachers, counselors, administrators and other school personnel.
- Free election of their peers in authorized student organizations.
- Examination of their own school records in accordance with applicable law.
- Involvement in all authorized school activities without being subject to discrimination on any basis.
- Respect from other students and school personnel
- Presentation of complaints or grievances to school authorities and receipt of authoritative replies from school officials.
- Receiving an education in an environment free from harassment.
- An orderly educational atmosphere conducive to learning.
- Due process procedures to be followed.

Students have the responsibility to:

- Be responsible for his own conduct and for showing consideration for the rights and property of others.
- Immediately report acts of bullying or student threats to harm others to a teacher, counselor or school administrator.
- Exhibit neatness and cleanliness of personal attire and hygiene.
- Refrain from fighting, creating disturbances, excessive noise, denying others the use of school facilities or building, using or carrying any weapon on school premises, intentionally injuring another person or exposing others to harm or using threats or intimidation against any other person.
- Refrain from using tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 or using, possessing, or transmitting any alcoholic beverage, synthetic or illegal substance.
- Refrain from gambling, extortion, theft, or any other unlawful activity.
- Show respect for the educational process by taking advantage of every opportunity to his/her education.
- Show respect for the educational environment by refraining from intentional or habitual tardiness or unexcused absences.
- Practice self-control and control of voice and limbs.
- Meet the requirements as set by the District and/or school policies in order to participate in extracurricular activities.
- Comply with district, school and classroom rules and follow directions given by teachers and other school personnel.
- Secure your personal belongings. Stolen property is not the responsibility of the Lee County School District.

PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES

Parents/Guardians have the right:

- To send their child to a school with an environment where learning is valued
- To expect classroom disruptions to be dealt with fairly, firmly and quickly.
- To enroll students in the Lee County School District where they shall attend classes regularly and promptly with minimal interruptions.
- To expect the school to maintain high academic standards.
- To review the child's academic progress and other pertinent information that may be contained in the student's personal record.
- To address grievances concerning their child and to receive a prompt reply for any alleged grievance.
- In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Lee County School District's requirements regarding the confidentiality of personally identifiable information.

Parents/Guardians have the responsibility:

- To instill in their children the values of an education.
- To instill in their children a sense of responsibility.
- To help children understand that disruptions in the school are detrimental to the educational program for all students.
- To become familiar with the educational program and the procedures.
- To inform children about the disciplinary procedures of the school and emphasize the importance of following same.
- To see that children attend school regularly and promptly and to assure that assignments are completed.
- To determine the facts of any situation before passing judgment.
- To recognize that school personnel must necessarily concern themselves with education.
- To support the efforts of the school personnel.
- To demonstrate respect for the teachers, administrators and school personnel at school and all school-related activities.
- To see that children exhibit neatness and cleanliness in their personal attire and hygiene.
- To respond promptly to all communications from school personnel.
- To notify the school of any change in guardianship immediately by providing court-authorized documentation.
- To notify the school or district immediately with any change in demographic information such as address or phone number.

TEACHER RIGHTS AND RESPONSIBILITIES

Teachers have the right:

- To the support of co-workers, administrators, and parents.
- To work in an educational environment with a minimum of disruptions.
- To expect all assignments, including homework, to be completed and turned in as assigned.

- To be safe from physical harm, verbal abuse, and harassment.
- To provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- To take action necessary in emergencies to protect their own person or property and of those in their care.
- For due process procedures to be followed.

Teachers have the responsibility:

- To present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems in accordance with Kentucky Department of Education learning goals.
- To aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- To assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- To evaluate students' assignments and return as soon as possible.
- To exhibit exemplary behavior in action and speech.
- To exhibit neatness, personal hygiene and professional dress.
- To reward exemplary behavior or work of students.
- To maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- To discipline any student who is misbehaving.
- To recommend for retention in a class any student who fails to meet the basic standards in accordance with the Board of Education retention policy.
- To maintain the necessary records of student progress and attendance as accurately as possible.
- To follow and enforce rules and regulations of the Board of Education and/or school administration.
- To diligently protect and care for the equipment and physical facilities of the school system.
- To follow the Professional Code of Ethics for KY School personnel 704KAR 20:680.

ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

Administrators have the right:

- To the support of students, parents and teachers in carrying out the educational programs and policies established by the school system.
- To provide input for establishment of procedures and regulations that relate to the school.
- To be safe from physical harm, verbal abuse, and harassment.
- To take necessary action in emergencies to protect their own person or property or the persons or property of those in their care.
- To suspend or take disciplinary action for any student whose conduct disrupts the educational process.
- To administer the school environment necessary to provide the proper learning atmosphere.
- For due process procedures to be followed.

Administrators have the responsibility:

- To create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- To administer discipline fairly and equally, following the guidelines set forth herein, and in doing so use his/her own best judgment.
- To exhibit exemplary behavior in action, dress and speech.
- To implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, and laws of the district, state and nation.
- To direct a program of dissemination of information explaining the Code of Conduct and District Handbook to the school community annually.
- When the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the principal shall immediately report the act to the appropriate local law enforcement agency in accordance with KRS 158.154.
 - ◆ Any administrator or other school employee who receives a report or who knows or has reasonable cause to believe that conduct has occurred on school premises, within 1,000 feet of school premises, on a school bus, or at a school-sponsored or sanctioned event, which constitutes a misdemeanor relating to carrying, possession, or use of a deadly weapon; use, possession, or sale of controlled substances; or any felony offense, shall promptly make a report to the local police department, sheriff, or the Kentucky State Police, by telephone or otherwise, in accordance with KRS 158.155.
 - ◆ Any school employee who knows or has reasonable cause to believe a student has been the victim of a felony under KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall make an oral or written report to the principal of the school attended by the victim, and the principal shall comply with law enforcement reporting requirements and parent notification requirements in accordance with KRS 158.156.
 - ◆ Notice of adjudication to the school principal shall be released by the principal to employees of the school having responsibility for classroom instruction of the child and may be released to other school personnel, but the information shall otherwise be confidential and shall not be shared by school personnel with any other person or agency except as may otherwise be required by law. The notification in writing of the nature of the offense committed by the child and any probation requirements shall not become a part of the child's student record. This is in accordance with KRS 610.345.

ENROLLMENT

A child who is five (5) or who may become five (5) years of age by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.

If a parent of a child who is not going to be 5 by August 1 wishes their child be enrolled in the school system, he or she should apply for testing of the child no later than April 15 of the year before they wish the child to start school. The procedure for early entry testing is found in board policy and procedures 09.121AP.21.

Persons over twenty-one (21) years of age shall not be admitted to or served by the District's elementary or secondary schools with the exception of students with disabilities where procedures mandated by federal and state law shall be followed. A student who is properly enrolled and in attendance at school at the beginning of a school term and turns twenty-one (21) years of age during that school term may be permitted to complete that school term.

Students under age twenty-one (21) who already have graduated from an accredited or four (4) year high school shall be considered to have completed high school and shall not be permitted to enroll in the District.

ATTENDANCE REQUIREMENTS

Kentucky Compulsory Attendance Laws KRS 159.010. Parent or Custodian to Send Child to School Age Limits for Compulsory Attendance

"Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or charge of any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) shall send the child to a regular public 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."

Both excused and unexcused absences have an impact on your child's education. Key instruction is missed with either absence type. We ask that you please try to schedule routine appointments so that as little instruction time is missed as possible. Try to schedule so your child can come to school and leave at the end of the day or early in the morning and then return to school when possible.

What Constitutes Truancy? KRS 159.150

- 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 a valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. (Please note that 704 KAR 5:060 applies the truancy law to kindergarten children who remain in the primary program after 2 school calendar months even if they are not yet 6 years old.)
- A 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 without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, shall be considered truant.
- Any student who has been reported as a truant two (2) or more times is a habitual truant.

TRUANCY AND HABITUAL TRUANCY PROCEDURES

Principals and assistant principals shall follow these procedures regarding truancy and habitual truancy:

- I. For each daily absence, the Principal/designee shall contact the parent/guardian to discuss the student's absence.
- II. When a student has missed three (3) days of school for unexcused absences, an

attendance letter shall be sent from the Principal to the parent outlining attendance expectations and also explaining truancy violations. This letter should explain that three (3) unexcused absences constitute a first truancy.

- III. When a student has recorded five (5) days of unexcused absences, the Principal/designee shall:
 - A. Attempt to notify the parent (second time) of truancy violation (verbally or in writing) and failure to adhere to attendance policy and shall document the attempt of notification.
 - B. Referral to Director of Pupil Personnel.
- IV. Director of Pupil personnel shall begin the process of serving a Final Notice and may file a complaint in the courts upon the 6th unexcused absence.

Charges that may be filed against a parent are:

- Truancy- This charge has the potential to cause a \$100 fine for the first offense, \$250 for the second offense, and subsequent offenses shall be classified as a Class B misdemeanor.
- Unlawful Transaction with a Minor in the 3rd Degree- This charge has the potential to cause a parent to have to serve jail time.
- Education Neglect

Charges that may be filed against a student ages 12-17

- Truancy- This charge will be submitted to the Court Designated Worker and has the potential to cause the student to be involved with the juvenile justice system and FAIR team.

Charges that may be filed against a student ages 18-20

- Truancy- This charge has the potential to cause a \$100 fine for the first offense, \$250 for the second offense, and subsequent offenses shall be classified as a Class B misdemeanor.

ABSENCES AND EXCUSES

A student's attendance record is cumulative during a school year and requires that when a student transfers to a new school, his/her attendance records from the previous school shall be used in the determination of the student's status as a truant.

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

1. Illness of pupil, including mental or behavioral health, with a note from the parent.
2. Illness of pupil with doctor's statement specifying days absent and/or dental appointments that cannot be made after school hours.
3. Death in family.
4. Documented religious activity and practice days.
5. Situation of pupil that can be approved by the Principal, but not to exceed five (5) days per school year.
6. One (1) day for attendance at the Kentucky State Fair.
7. Documented military leave.
8. One (1) day prior to departure of parent/guardian called to active military duty.
9. One (1) day upon the return of parent/guardian from active military duty.
10. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
11. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or

Definitions

1. Definition of **excused absence**: a student who is absent for one of the reasons listed above for a part or all of the school day. Parents MUST send excuse documentation to school for one of the above reasons.
2. Definition of **unexcused absence**: a student who is absent for part or all of the school day for reasons other than those set forth above regarding excused absences or for whom personal excuses are exhausted.
3. Definition of **tardiness**: a student who is absent for less than 35% of the day.

A student who has a chronic medical condition that causes him/her to consistently miss school may submit what is considered a standing doctor's note. This type of note must come from a specialist in the field of medicine that relates to the condition causing the absences or tardies. Standing doctor's notes must be submitted annually and approved by the DPP. Consideration will be given to the possible need of a Section 504 or IDEA referral dependent upon the condition.

Attendance Calculations

According to 702KAR 7:125, attendance shall be calculated in the following manner: Section 3. The guidelines in this section shall be used to calculate student attendance for state funding purposes after June 30, 2010.

- (1) A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.
- (2) A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.
- (3) A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.
- (4) A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

Chronic Absenteeism

A student is considered chronically absent when he/she misses 10% of their enrolled days whether absences are excused or unexcused. For the Lee County Schools, this equates to 17 school days missed. Parents will be notified when their child is chronically absent to make them aware of the number of days missed.

Parent/Guardian Requested Absences and Tardies

A student shall be allowed up to six (6) absent events and six (6) tardy events per school year based on enrollment date for the purpose of any of the reasons listed above. Excuse notes must be provided by the parent. If a student enrolls in the district after the start of the school year, they will have the number of parent excuses prorated on the time they have remaining in the district. (One provided for each 6 weeks of school.)

Parent notes or personal excuses used in prior schools are carried through to the Lee County Schools.

ACCEPTANCE OF EXCUSE NOTES

All excuses, whether parent note or other as defined above, must be submitted within 5 days upon return to school. No excuse will be accepted outside of this time frame unless approved by the DPP.

We ask that parents help their children make routine and follow up appointments at local offices, CDWs, court, etc. so as little time missed of school as possible can be achieved. If a local health professional or other valid excuse provider indicates that a student could

return to school on the same day as seen by the provider and the student fails to return in a timely manner, the excuse will not be recorded. Additionally, students with appointments late in the school day should attend school until travel time to the appointment unless the student is too ill to attend. If a health care provider indicates a student was seen but was not medically necessary the absence will be considered unexcused.

MAKE-UP WORK

Students shall be allowed to make up work missed for excused and unexcused absences with the exception of work while on a suspension from school. It is the student's responsibility to contact the teacher for make-up work. Students must complete make-up work within 5 school days upon return unless approved for extended time by the Principal. Work while a student is suspended from school will be recorded as a 0 and will not be allowed to be made up. An exception will be made for any significant course exams administered during a period of suspension and exams will be allowed to be made up. Note: In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES (EHO)

As per KRS 159.035, ... a public school principal shall give a student an excused absence of up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value, including but not limited to participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

A student receiving an excused absence under the provisions of this subsection shall be considered present in school during the excused absence for the purposes of calculating average daily attendance as defined by KRS 157.320 under the Support Education Excellence in Kentucky program.

Parents must apply for an Educational Enhancement Opportunity a minimum of 5 days prior to the first day of the event requested. Board Policy form 09.123 AP2 is to be used to request an EHO. This form can be picked up from the school office or printed from the Lee County Schools web site. EHOs cannot be approved for dates during required state testing.

MILITARY LEAVE

If a student's parent, de facto custodian, or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, a public school principal shall give the student:

1. An excused absence for one (1) day when the member is deployed;
2. An additional excused absence for one (1) day when the service member returns from deployment; and
3. Excused absences for up to ten (10) days for visitation when the member is stationed out of the country and is granted rest and recuperation leave.

A student receiving an excused absence under the provisions of this subsection shall be considered present in school during the excused absence for the purposes of calculating average daily attendance as defined by KRS 157.320 under the Support Education Excellence in Kentucky program.

PERFECT ATTENDANCE DEFINITION

A student shall be recognized by the school and the district as having perfect attendance for the school year if he/she has 0 absences and no more than 4 tardies with an accumulated total of no more than 3 hours time. All tardies must be excused. Students who receive an Educational Enhancement Opportunity are considered absent exempt but shall not be considered for recognition for perfect attendance as they are not physically in the building during their absent exemptions. Students who are not enrolled the entire year in the Lee County School system shall be considered for perfect attendance if they had perfect attendance at their previous school and did not have any school days separating one enrollment from the other.

OUTSTANDING ATTENDANCE DEFINITION

A student shall be recognized by the school and the district as having outstanding attendance for the school year if he/she has 0 absences. A student may have multiple tardies but all tardies must be excused. A student who receives an Educational Enhancement Opportunity is considered absent exempt and shall be considered for recognition for outstanding attendance. Students must be enrolled in the Lee County School system the entire year or have enrolled in a previous district upon the first instructional day of the former district and have 0 absences in the former district as well as not have any school days separating one enrollment from the other.

NO PASS/NO DRIVE KRS 159.051

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. **Because the Lee County High School has 7 classes in a day, a student must pass a minimum of 5 of the classes to be able to keep their driver's license.** A student who has nine or more unexcused absences in the preceding semester shall also lose his/her license or permit. Any absences due to suspension shall be unexcused absences. Reports for revocation can be made earlier than a complete semester for accumulated absences.

EARLY GRADUATION

Early graduation is defined as a planned decision made prior to the beginning of grade nine (9) or as soon thereafter as the intent is known to complete all graduation requirements in three years. Students wishing to follow an Early Graduation path must express in writing their intent to graduate early within the first thirty (30) school days of the academic year in which they wish to graduate. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate. See procedure 08.113 AP.1.

HARDSHIP GRADUATION

A hardship graduation is designed for students who experience extreme health, economic hardship, or require entrance into the military and may need to graduate early or with fewer than the required credits of the Lee County High School. Students who feel as though they have a hardship should review board policy 08.1132 and follow procedure 08.1132 AP.21. Students must maintain good attendance to have enough seat time to graduate. Deadline for application is October 1 of the student's senior year.

PARTIAL DAY HIGH SCHOOL STUDENTS

High school seniors with an extreme health situation or hardship by apply for partial day student status. Students who feel as though they have a hardship should review board policy 09.121 and follow procedure 09.1221 AP.2. Deadline for application is the first Monday of any month in order to be placed on board agenda for that current month.

SCHOOL DISCIPLINE

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment and the rights of others. An important part of the educational process is helping young people become aware of their rights and responsibilities that accompany those rights. Ideal discipline is self-directed and self-controlled. Parents must be the first to foster self-discipline with the child at home; the school provides an environment in which this training can be developed further, enabling all students to have the right to pursue their own educational needs without unnecessary disruption.

When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others. For those students who seem unable or unwilling to adjust self-discipline to the common good and who continually disrupt the orderly operation of the school, procedures must be established to prevent and correct abuses. These rules and procedures are basically the same from preschool through grade twelve. Parents, teachers and others responsible for the welfare and education of these students must cooperate to interpret and enforce these rules.

Board policy determines acceptable behavior and discipline for all students for the purpose of maintaining a safe learning environment where orderly learning is possible and encouraged. The superintendent, or designee, shall be responsible for overall implementation and supervision and each school principal shall be responsible for administration and implementation within each school. Each school council shall select and implement the appropriate discipline and classroom management techniques necessary to carry out the code. The board shall establish a process for a two-way communication system for teachers and other employees to notify a principal, supervisor, or other administrator of an existing emergency.

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

RESTRAINT AND SECLUSION

According to state law 704:KAR 7:160 use of restraint and seclusion in the Lee County Schools is defined in board policy 09.2212. This policy can be accessed on the Lee County District Webpage from the Board of Education Link

CORPORAL PUNISHMENT

"Corporal punishment" is defined as the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for student misbehavior. The Board of Education of Lee County does not allow for corporal punishment.

ALTERNATIVE EDUCATION PROGRAM

The district provides an alternative education program for students in grades 6-12 who cannot maintain appropriate behavior or stay on track with meeting success in their academics according to board policy 09.4341.

STUDENT SEARCHES

School officials have the right to search students or their property if the officials have reasonable articulable suspicion that the student may be in possession of something that violates school rules or endangers others. The purpose of searching students, their belongings, lockers, desks, or automobiles is to protect the property and safety of others and/or to maintain the ongoing educational process of the school. Students have the protection, as do all citizens, against unreasonable search and seizure of their property. Search will be done privately, when possible.

According to board policy 09.436 no pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. The following standards apply unless there are extenuating circumstances which require immediate action to address the safety of the student or others: Search of a pupil's person shall be conducted only with the express authority of the Principal. Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal of the school which the student attends. When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. No search of a pupil shall be conducted in the presence of other students.

If a student does not comply with a search request by the principal, other disciplinary action may be taken. Such action may include suspension or referral to the alternative school program.

CONDUCT WARRANTING DISCIPLINARY ACTION

Following is a list of violations and their definitions. School based policy at each school determines the appropriate procedure to deal with each case, which shall be carried out by principal and staff. This list does not include all offenses that may be punishable. **School personnel may immediately remove threatening or violent students from a classroom or school facility or school bus pending any further disciplinary action.**

Students may be excluded from participation in extracurricular or co-curricular activities for violating district conduct standards or the school policy. The principal may suspend a student's eligibility to participate in such programs pending investigation of any allegation that the student has violated either the District conduct standards or the school council's criteria for participation.

Cell Phones

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law, and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be

in the public arena. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student or the student's parent/guardian.

2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline or for a purpose which undermines academic integrity (example: cheating on a test).

Students who violate this policy will have their device confiscated and the parents will be contacted. Students may receive lunch detention or in school detention.

Dress and Appearance

The wearing of any item that materially or significantly disrupts the educational process, or threatens the health or safety of other students or staff members is prohibited. If a School Based Decision Making Council chooses to develop a dress code it shall be consistent with this statement.

Disruptive Behavior

Disruptive behavior is conduct and/or behavior such as profanity, obscenity, horseplay, name-calling, harassment, loud noises, etc., which disturbs the orderly educational procedure of the school.

Bullying/ Hazing (09.422)

BULLYING DEFINED

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.²

Actions not Tolerated in Relation to Bullying

Hazing, bullying, menacing, or abuse of students or staff members will not be tolerated. Any student or employee who intentionally engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action. An employee who makes a good faith instructional, corrective, disciplinary, or coaching decision shall not be deemed to have injured, degraded, or disgraced a student who is the subject of that decision.

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

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

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools. Bullying/hazing is prohibited. Students that believe they are victims of bullying/hazing shall inform their teachers and/or school principal to report such incidents and may call the DPP at the district office if they feel action to resolve the bullying is not being taken care of at the school. Bullying may also be reported via the Safe Schools tip line.

Hazing is the subjection to harassment or ridicule.

Reporting of Code Violations

Students wishing to report bullying or other violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

Students may also report any action of bullying to a counselor or principal at any time.

Retaliation Prohibited

Employees and other students shall not retaliate against a student because s/he reports bullying or other violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. Students who feel like they are being retaliated against need to report the information to the principal, counselor, or Superintendent.

Defiance of School Personnel's Authority

Defiance is a student's refusal to comply with reasonable requests of school personnel.

Fighting

Fighting means students who engage in physical contact for the purpose of inflicting harm on the other person. Words can constitute provocation as well as physical contact. Clear instances of self-defense of another by a student who did not physically or verbally instigate the physical contact do not constitute fighting.

Theft

Theft means a student possessing another person's belongings without permission from the owner or knowingly possessing stolen property.

Forgery

Forgery is the act of falsely using the name of another person, or falsifying documents or correspondence from, to, or within the school affecting official school activities.

Plagiarism

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Destruction or Defacement of School Property

Destruction or defacement of school property is the willful marking upon, defacing, damaging, or destroying school property or property of school personnel. The student and/or parent will be liable for cost of repair or restitution.

Extortion

Extortion is the solicitation of money or something of value from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.

Possession of Pornography

Possession of pornography is pornography on school property or at school sponsored activities of pictures, writings, or electronic media of a prurient sexual nature, with no educational or artistic value. Possession or sharing of related materials which do not meet the legal definition of pornography might still constitute a disruption of the educational process, sexual harassment, or a similar offense.

Inappropriate use of School Computers

Inappropriate use of school computers means communication, retrieving, and sending data, use of Internet not linked to educational purposes, including pornography, whether supervised or unsupervised, using school computers. Please read the acceptable use policy for a full description of what is considered inappropriate.

Use/Possession of Tobacco Prohibited

Students shall not be permitted to use or have possession of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned, leased or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in school handbooks, consistent with Board Policy 09.4232.

Additionally, tobacco use, by students, staff, and public, including alternative nicotine products and vapor products as defined by KRS 438.305, is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on property owned or operated by the board, and during school-related student trips.

Harassment/Discrimination

Intimidation by threats of, or actual, physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual, due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex (including sexual orientation or gender identity), genetics, or disability is prohibited.

According to Board Policy 09.42811, the following constitute harassment:

Prohibited Conduct

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Derogatory nicknames, slurs, demeaning stories, jokes, or pictures relating to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to

- unwelcome sexual conduct;
- 5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
- 6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
- 7. Destroying or damaging an individual's property based on any of the protected categories.

Title IX Sexual Harassment

As per Board Policy 09.428111, Title IX Sexual Harassment, sexual harassment in educational programs or activities of the District is prohibited. "Title IX Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
3. Sexual assault, dating violence, domestic violence, or stalking as described in Board Policy 09.428111. (Read policy carefully)

The range of disciplinary sanctions for such behavior is detailed in Board Procedure 09.428111 AP.11

False Reports Prohibited

Employees or students who intentionally make false reports related to the District's administration of the Title IX Sexual Harassment policy and the corresponding procedures, are subject to disciplinary sanctions up to and including up to ten (10) days suspension, alternative school placement, or expulsion.

Deadly Weapons

Carrying, bringing, using, or possessing any firearm or other deadly weapon as outlined in Board Policy 05.48 including but not limited to 1. a weapon of mass destruction 2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged 3. any knife other than an ordinary pocket knife or hunting knife, etc. in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. The carrying of any knife is prohibited by Board policy, but not all knives constitute deadly weapons under the penal code.

The penalty for students in possession of a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee. Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property. Students who are eighteen (18) years of age or older are still subject to this prohibition, regardless of their legal status as an adult.*See KRS 237.110, 500.080 and KRS 527.070 for definitions.

Violation of this policy by students shall require that the principal immediately make a report to the superintendent, who shall determine if charges for expulsion from the district schools should be filed under policy 09.435. An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070 (3). Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000.00) FINE - KRS 527.070.

Other Weapons

Students are prohibited from carrying or having in their possession on school grounds or at school sponsored events unless authorized by an administrator: knives of any kind, pellet guns, bb guns, or other devices which could cause physical harm.

Abuse of Teacher

Whenever a teacher, classified employee, or school administrator is functioning in his/her capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher, classified employee, or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school (KRS 161.190). Any person who violates any of the provisions of KRS 161.190 shall be guilty of a class A misdemeanor.

Aggressive Behavior Toward Any School Employee

Whenever any officer, employee, or agent of the school district has been threatened with bodily harm or assaulted or attacked by an individual or group, or has suffered bodily harm, he or she shall notify the principal immediately, who shall call the police and the student or students shall be suspended at once with a recommendation for expulsion. A report of the case shall be sent to the superintendent for possible further action. It is the decision and responsibility of the employee who suffers the assault or injury to file any charges for legal prosecution by the courts.

Assault and Threats of Violence- Notice of Penalties and Provisions 09.425 AP.22

New Section of KRS Chapter 158 (KRS 158.1559) requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of each school year of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations.) In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of these Class D felony include a term of imprisonment of not less than one (1) year, and a fine of not less than one thousand dollars (\$1,000) and not greater than ten thousand dollars (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

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 a school function, threatens to commit any act likely to result in death or serious physical injury to 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 or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur.
 - b. Makes false statements by any means, including by electronic communication, for the purpose of:
 - Causing evacuation of a school building, school property, or school sanctioned activity;
 - Causing cancellation of school classes or school sanctioned activity; or
 - Creating fear of serious bodily harm among students, parents, or school personnel;
 - c. Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 - d. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
 3. A person is not guilty of commission of an offense under this section if he or she innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
 4. Terroristic threatening in the second degree is a Class D felony.

In addition to legal consequences, there will be school consequences. School Consequence: If a high school or middle school student submits a written or verbal threat that constitutes terroristic threatening and or bomb threat, the student shall receive a 5-10 day suspension from school and shall be removed from the school to an alternate placement for a minimum of 20 days and the possibility of the remainder of one school year. Depending on the time of year and behavior at the alternate placement, the Superintendent may assign alternate placement into the next school year. The student may also be considered for expulsion. Before a student will be allowed back in a regular education setting, he/she must be evaluated by an employee from KRCC, another certified Counselor, and/or physician in order to determine the extent of the student's capability of harm to others or property. This evaluation or confirmation of the appointment shall take place prior to the student returning to school. Expenses incurred for evaluation/treatment will not be the responsibility of the Board of Education of Lee County. Elementary students shall receive a suspension as determined by the principal and superintendent on a case by case basis and other consequences may be applied.

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

MEDICATIONS— PRESCRIPTION AND OVER THE COUNTER

No medications of any kind, over the counter or prescribed by a physician, are to be carried by a student at any time unless specified by a physician in writing. All medications must be kept in the office of the school, unless specified by a physician in writing, with a medication form signed by a parent or doctor for prescriptions. (*See board procedural form 09.2241 AP.21.*) Any student caught carrying any of these medications without authorization will receive disciplinary action.

USE/POSSESSION OF ALCOHOL, DRUGS AND OTHER PROHIBITED SUBSTANCES

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

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

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

DRUG TESTING AT LEE COUNTY MIDDLE HIGH SCHOOL

Drug-Testing Program Purpose

In this day and time alcohol and other forms of drug abuse have grown to major proportions in our society. The middle and high school settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for the entire Lee County middle and high school community.

The program consists of two components:

1. Education and Prevention Plan
2. Drug-Testing Policy

Alcohol and Drug Safety Policy

All students participating in extracurricular activities or who drive/park and their parents/guardians must read board policy 09.432, Use of Drugs, Alcohol, and Other Substances and accompanying procedure 09.423 AP.21 and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures. Students who are eighteen (18) years old or older will not be required to have their parent/guardian sign the acknowledgement.

Sanctions

First Violation:

1. A student testing positive will be suspended for the next four (4) consecutive interscholastic extracurricular events or the next four (4) weeks of the season, whichever is greater in time. Student drivers may be denied permission to drive and/or park on school property for the next four (4) consecutive weeks of school. The suspension will begin the date that the results are received. If necessary, the suspension will shall carry over to the student's subsequent participation on another athletic team/extracurricular activity

and/or the following season. Before reinstatement after the first violation, the student participant must receive an assessment or evaluation for chemical dependency. Prior readmission to participation, to the athletic team/extracurricular activity or reauthorization to drive, the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

2. If a student is reinstated to the athletic team/extracurricular activity or driving privileges following the first violation, the student's participation in another activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after a first violation (either because of the student's own election or because the season has concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another extracurricular activity, and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

Second Violation:

1. For a second violation, the student participant shall be suspended for the next eighteen (18) consecutive interscholastic/extracurricular events or eighteen (18) consecutive weeks, whichever is greater in time. Student drivers with a second violation may be denied permission to drive and/or park on school property for the next eighteen (18) consecutive weeks of school. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season. Before reinstatement to the activity after a second violation, the student participant must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a treatment counselor. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.
2. If a student is reinstated to the activity following a second violation, the student's participation in another activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after the second violation (either because of the student's own election or because the season has concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another extracurricular activity.

A student serving a suspension for one sport/activity may try out for a second activity if the student provides a negative drug test from the testing laboratory under contract. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

Third Violation

The student participant or driver shall be excluded from participation in any covered activity for two (2) school years during which the student shall continue to obtain drug counseling. Additionally, the student shall submit to mandatory, ongoing, bi-monthly drug testing once the student returns to participation or driving/parking on school property.

TRAFFICKING IN DRUGS OR ALCOHOLIC BEVERAGES

"Traffic" means to manufacture, distribute, dispense, sell, transfer, or possess with intent to manufacture, distribute, dispense, or sell a substance. KRS 218A.010.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute, or purchase under Federal or Kentucky laws.

Prohibited substances include:

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

CONSEQUENCES FOR USE, POSSESSION, OR TRAFFICKING

First Offense: Any student found in violation for use, possession, or trafficking for the first time during his/her enrollment in the Lee County School System will be disciplined according to the following procedures:

1. The student is informed of the charges against him/her and given an opportunity to address those charges in writing. Parents or legal guardians are called and informed of the violation and will be present or provide consent for discussion with police.
2. SRO or other law enforcement agency with jurisdiction shall be notified. Confiscated substances may be given to the police.
3. Superintendent shall be notified.
4. The student will receive an out-of-school suspension for a period up to 10 days and will be sent to the Bobcat Academy for a minimum of 20 days. (A student who is a first time offender for trafficking in a controlled substance may be expelled for up to one calendar year from the date of the offense.) If the student is sent to a detention facility or treatment center, the suspension time will begin as soon as the student leaves the building and the days spent in the facility will be in lieu of the suspension. Before a student will be allowed back in a regular education setting, he/she must be evaluated by an employee from KRCC, another certified Chemical Dependency Counselor, and/or physician in order to determine the extent of the student's involvement with drugs or alcohol. Expenses incurred for evaluation/treatment will not be the responsibility of the Board of Education of Lee County.
5. A letter documenting the charges of suspension must be mailed or given to the parents or legal guardian. A copy of this letter must be delivered to the superintendent.
6. During, or at the end of, the out-of-school suspension, time in detention facility or treatment center, and/or alternative placement the student and his/her parents or legal guardian must have a conference with the principal.

Second and Succeeding Offenses:

For a second or succeeding offense of any nature of the drug/alcohol policy, all first offense procedures still apply. Extended time in the Bobcat Academy alternate placement may be assigned. The student may also be recommended by the principal to the superintendent for expulsion for up to one calendar year from the date of the offense. If expulsion is being recommended, the student shall remain suspended pending a board hearing.

INTERROGATIONS AND SEARCHES CODE**Interrogations**

1. Except in the case of an investigation of suspected child abuse, neglect, or dependency, a student in school may not be interrogated by any non-school authority. A student in school may not be interrogated by any non-school authority without the knowledge of school principal or his/her designee and consent of parent as per board policy 09.4361.
2. Any interrogation of the student while on school property must be done in private with school principal or his/her designee.
3. A student may not be released to the custody of persons other than parent, legal guardian or legal authorities.
4. If a child is removed from the school by legal authority, parents should be notified of this action by school officials as soon as possible.

SUSPENSION AND EXPULSION

KRS 158.150 guides the Board's suspension and expulsion procedure. Suspensions may be imposed by the principal or assistant principal for a period of up to ten (10) school days and by the superintendent for more than ten (10) school days per occurrence. Expulsions are imposed only by the Board of Education by a majority vote upon recommendation by the superintendent.

Any student suspended is prohibited from entering any school or school grounds (except for a pre-arranged conference with an administrator) during the suspension. He/she shall not attend any day, night, or weekend functions of the Lee County Schools or ride a school bus during the term of suspension. Violation of this is cause for expulsion.

Any student who has been expelled for posing a safety threat to other students or school staff is prohibited from entering any school or school grounds during the expulsion. He/she shall not attend any day, night, or weekend functions of the Lee County Schools.

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

SUSPENSION AND EXPULSION PROCEDURES**Suspension Procedures**

1. A student is entitled to the following due process procedures:
 - a. Oral or written notice of the charges against him or her that constitute cause for suspension.
 - b. An explanation of the evidence of the charges, if the student denies them; and
 - c. An opportunity to present his or her own version of the facts related to the charges.

2. The superintendent, principal, or assistant principal may suspend a pupil but shall report such action in writing to the superintendent and to the parent/guardian or other person having legal custody or control of the pupil.
3. Primary school students shall be suspended only where there are safety issues involved.

Expulsion Procedures

1. When a student is suspended pending recommendation for expulsion, the building principal shall notify the superintendent who shall meet with the principal or designee to investigate and review the alleged misconduct and all relevant matters. The building principal shall hold a conference with the parent(s) or guardian(s) and the student to discuss the reasons for the suspension and proposed recommendation for expulsion.
2. If, after investigation and review, it is determined that expulsion should be recommended to the board of education, the building principal or designee shall prepare appropriate documents. The superintendent shall arrange a time for a hearing. The notice of hearing on the recommended expulsion shall state the reasons for the recommendation for expulsion and shall have attached thereto documents that describe the alleged incidents that have precipitated the recommendation for expulsion. There shall be included a direct citation of the section of the Discipline Policy, Board Policy, and/or state statute that has been violated. The notice shall state the time and place of hearing.
3. Notice shall be sent to parent(s) or guardian(s) by certified mail or hand delivered. The parent(s) or guardian(s) and the student, if notice is served upon the student, shall sign an acknowledgment that they have personally received the documents. If the student has attained age eighteen (18), the notice shall be given to the student as well as to the student's parent(s) or guardian(s) unless the student has shown that he or she is not a dependent as defined in the Family Educational Rights and Privacy Act of 1974 and the regulations thereunder.

The Hearing

1. The hearing shall be held on a date not later than ten (10) school days from the first date of suspension, unless waived by the parent or guardian.
2. The student may be accompanied by:
 - a. Parent(s) or guardians(s).
 - b. Legal counsel or any other advisor of his/her choice, at the student's/parent's expense.
3. The school district may also be advised by its legal counsel.
4. The board, in its discretion, may postpone the hearing upon request when it deems such a postponement necessary or appropriate.
5. The student, if 18 years of age or his/her parent(s) or guardian(s) may waive the hearing by furnishing a signed statement that they will waive the hearing. Nothing in this policy shall be construed to prohibit settlement by the parent(s) or guardian(s) by agreement, or waiver of hearing, or both.
6. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the notice in whole or in part. The student may also offer any explanation or comment that he/she believes relevant or appropriate.
7. Each party to the hearing, directly or through his/her legal counsel or advisor, may introduce evidence, witnesses to testify, or statements in writing, and may testify in his/her own behalf. To the extent that either party may rely on written statements as evidence, he/she shall clearly indicate how and from what source the evidence has been obtained. Each party shall have an opportunity to question any witnesses, either directly or through his/her legal counsel, or other advisor. If the board should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall

have the authority to do so. The proceedings shall be administrative and not be conducted as an adversary proceeding.

8. If the student shall fail to appear at the hearing, or if, having appeared, shall make no response to the complaint, the board shall nevertheless invite the school administration to submit evidence in support of the complaint. The hearing shall be in closed session so as not to disclose confidential student records, unless an open session is requested by the student, or the parent(s) or guardian(s) of the student if the student is a minor.
9. If a party to the hearing should deliberately conduct himself/herself in a manner disruptive of the hearing, the board shall be authorized to exclude him/her and to proceed with the hearing as if he/she had not personally appeared. A hearing shall be attended only by the board, the superintendent, administrative personnel familiar with the case, the student, the student's parents(s) or guardian(s), the student's legal counsel or other advisor, and the school board's legal counsel. Witnesses other than the foregoing should be excluded except when presenting information to the board, unless the student and his/her parent(s) or guardian(s) waive this exclusion. The board may order all witnesses to be excluded on its own motion.
10. Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The complaint, the student's responses, the transcript or record, and all other papers in the proceeding except the final disposition of the case, shall be for use only in the proceedings and in the internal processes of the school district related thereto; and no such transcript, record or papers shall be voluntarily disclosed to any person outside the school district, except with the student's or parent's consent.
11. The Decision
 - a. The board in executive session shall consider all relevant evidence introduced at the hearing, make findings of fact and conclusions as to the disciplinary action as it deems appropriate. The board determination shall be by majority vote in the presence of the student and his/her parent(s) or legal guardian(s) if the student is a minor. The board may consider the student's prior record as submitted by the school administration at the hearing. The entire record, as submitted, shall be open to the student or his/her parent(s) or guardian(s) if the student is a minor. The school board shall promptly notify the parent(s) or guardian(s) and the student, as well as the superintendent or the person designated by him/her concerning the board's findings of fact and determination.
 - b. As per KRS 158.150(6) the decision of the board shall be final.
12. Upon expulsion from the regular school setting, provision of educational services will be required unless the Board determines on the record and supported by clear and convincing evidence that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. The nature and location of the delivery of educational services to an expelled student shall be determined by the administration.
13. Readmission shall be in the manner prescribed by the board of education.

SCHOOL BUS SAFETY REGULATIONS

Help us protect your children as they travel to and from school. Certain types of children's clothing can create a hazard as your child gets on and off the bus. Especially dangerous are the following: long jackets, sweatshirt drawstrings, untied shoe strings, long backpack straps, scarves, or any loose clothing that could be caught in the bus handrail, door, or other parts of the bus as your child is getting on and off the bus.

Please take the time to check your children's clothing, backpacks, and other items brought to school to help us ensure they arrive safely.

The privilege of any pupil to ride a school bus is condition upon his/her good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal of the school the pupil attends for necessary action. These rules and regulations also apply on all field trips and athletic/extra-curricular activities utilizing a bus or other school owned vehicle.

Regulations

1. Students riding the buses are under the direct supervision and directions of the bus driver, who will direct students in matters of conduct and safety. He/she will report any student's misbehavior to the transportation director/and a report will be made to the principal.
- 2. Be on time.** The bus cannot wait beyond its regular schedule for those who are tardy. Be at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
3. Pupils shall ride their assigned bus and no other bus, and no other persons shall be allowed to ride a bus or be dropped-off at a different location, unless a bus pass is issued by the principal/Designee and presented to the bus driver.
4. Bus passes will only be issued by letter or in person (parent or guardian) through the principal's office. Request for bus passes over the phone will not be accepted except in cases of EXTREME emergencies whereby the principal/and or transportation director will make arrangements for the child with the guardian for a bus pass. These measures are taken to ensure the safety of each child.
5. Parents/Guardians of grade school students shall meet students at the bus stop during drop-offs to ensure their child's safety unless they provide a note signed by a parent/guardian to the school that the child can get off a bus without an adult present. Elementary students will be returned to their school if no one is available at their stop.
6. Pupils shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus and opened the entrance door.
- 7.. For safety reasons, when pupils are required to cross the roadway entering the school bus or leaving the school bus, these roadway crossings shall be made in front of the bus. The pupil shall cross the roadway a distance of approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver and cross only on the driver's signal.
8. When pupils enter the bus, they shall proceed promptly to their seats.
9. Pupils shall remain seated until the bus has come to a complete stop before leaving their seats to get off the bus.
10. For safety reasons, pupils shall not extend body parts out of the bus windows while the bus is in motion.

11. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the driver to do so. Drivers will assign seats at their discretion unless specifically noted in a student's IEP.
12. Pupils shall not create noise on the bus to the extent that it might interfere with the driver's ability to safely drive the vehicle.
13. Students riding buses will conduct themselves in a manner that will not endanger the lives of students through distraction of the driver's attention or failure to comply with the driver's instructions. These and similar things are evidence of failure of a student to conduct himself/herself in a proper manner on the bus: fighting; scuffling; loud talking; throwing items into, inside, or out of the bus; making remarks to people on the road or street; failure to follow the driver's instructions; failure to share seats; damaging parts of the bus; smoking; firearms and explosives; distractions; large items; and like conduct.

THE FOLLOWING ACTIVITIES ARE PROHIBITED AT ALL TIMES

- A. improper behavior to include: insubordination, disobedience, vulgarity, foul language, fighting, pushing, harassment and bullying, and similar offensive acts
- B. possession or use of alcoholic beverages, drugs, tobacco, etc.
- C. selling or exchanging items or substances
- D. possessing knives, sharp objects, or weapons, ceremonial weapons, laser lights (exception: archery bows, used in connection with a school archery team, may be transported inside the passenger compartment and arrows transported in the underneath storage compartment);
- E. bringing live animals, except for a service animal necessary for a student to attend school, glass containers, or water guns, helium balloons
- F. throwing objects or articles in or from the bus
- G. tampering with mechanical equipment, accessories, or controls of the bus
- H. placing musical instruments or other articles at the door of the bus
- I. obstructing the aisles in any manner
- J. occupying more space in a seat than required, (all items which pupils bring on a bus must be held by the student) items will not be placed on seats or in the aisle
- K. littering the bus, spitting on bus, eating or drinking on the bus
- L. opening or closing windows without the permission of the driver
- M. talking or noise at railroad crossings
- N. use of cameras or cell phones on the bus to record video, audio, or take pictures
- O. loud musical devices (radios, etc.) which may distract driver
- P. eating or drinking

DAMAGE OR DESTRUCTION OF PROPERTY

The Board requires the parent or guardian of any student who damages or destroys any part of the bus beyond normal usage to reimburse the Board for the amount of damages.

TRANSFERRING BUSES

In route to a pupil's school of attendance, if a pupil must get off the bus and wait and/or transfer to another bus, that pupil must remain on the school's campus at the designated area until the pupil leaves on the designated bus.

BUS EVACUATIONS

Evacuation drills are conducted to familiarize students with the proper procedure to be followed in cases of emergency.

STUDENTS WHO MISS THE BUS

If a student misses the bus he/she should **NEVER** be brought to the bus at another stop and let out of a vehicle to walk up beside the bus to board. This is in the DANGER ZONE of the bus and puts the child in an extremely dangerous situation. The child should be taken to their school.

DESIGNATED STOP

Parents must designate one address as the student's designated stop. Students are allowed to exit the bus **ONLY** at their designated stop. Any request to leave the bus at another stop must be in writing and signed by the school principal/designee.

REMOVAL FROM BUS

Anytime the bus driver determines an unsafe condition exists on the bus, the bus must be stopped until the condition is corrected. Assistance may be requested from the Transportation Division. Students causing an unsafe condition may be removed from the bus. The student will be transported in another vehicle to school or the home. If student is transported to school, parents will be required to pick up the student at school.

FIGHTING ON THE BUS

Any student involved in a fight on the bus will receive the disciplinary consequences as set forth in the District Student Code of Conduct or school handbook.

VIDEO RECORDING EQUIPMENT

Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under provision of governance authorities.

CONSEQUENCES FOR VIOLATIONS

Discipline for bus infractions may include: warnings, conferences, loss of privileges, written assignments, probation, office detention, behavioral contracts, seat re-assignments, bus suspension, out-of-school suspension, expelled from bus, law contact, parent conferences, etc.

The bus driver will do everything he/she can do before writing a child up. If a driver must write a student up, the driver will specify the actions that the student did which broke a bus rule. If the driver writes a student up the principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days for habitual or serious conduct violations. The principal shall contact the superintendent/Designee for approval of removing a student for more than 10 school days. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

The Superintendent's designee may withhold bus-riding privileges up to one (1) calendar year.

STUDENT AND PARENT GRIEVANCE PROCEDURE

The Lee County School System, to be effective, must be attentive to the individual needs and concerns of the students and parents who are served by it. It is the belief of this school system that students and parents have a right to be heard concerning individual grievances and complaints. Therefore, the Board of Education of Lee County adopts the following grievance procedure to provide students and parents with an appropriate means to resolve problems, which may occasionally arise in the operation of the public schools.

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Grievance Coordinator;
5. Superintendent;
6. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

Grievance Procedures

Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.42811 AP.2.

Conditions

1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two (2) representatives.
4. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved student because of the filing a grievance.

Time Limits

1. Students or their parents must file their grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the grievance initiation form shall be school days.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

Principal's/School Council's Involvement

1. When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. **The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.**

Grievance Coordinator's Involvement

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Grievance Coordinator. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent.
2. The Grievance Coordinator reserves the right to redirect the communicator to the appropriate level.

Superintendent's/Designee's Involvement

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent.
2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

Board of Education's Involvement

1. If the student, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the student may present his/her written communication to the Superintendent for transmittal to the Board of Education or notify the Superintendent ten (10) school days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance shall be advised to communicate with the entire Board.
2. If the Board decides to review the grievance, the student will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the student's communication. If the student does not wish to make a verbal presentation, the student's right to refrain from such activity will be respected.

3. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. The Board of Education will consider the grievance and will provide the student a written response within ten (10) school days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance was initially presented. The decision of the Board of Education shall be final

STUDENTS

09.14 AP.111

Notification of FERPA Rights

Distribute this notice annually to parents and students.
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The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1. *The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.*

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. *The right to inspect and review logs documenting disclosures of the student’s education records.*

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3. *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.*

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. *The right to provide written consent prior to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.*

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District

has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or postsecondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

5. *The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.*

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

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

Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

7. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Review/Revised:7/5/2016

Distribute this notice annually to parents and students.

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

- ◇ **Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student’s parents; or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- ◇ **Receive notice and an opportunity to opt a student out of:**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.
- ◇ **Inspect, upon request and before administration or use:**
 1. Protected information surveys to be used with students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D. C. 20202-8520

Review/Revised:6/26/2007

CURRICULUM AND INSTRUCTION 08.2323

Access to Electronic Media

(Acceptable Use Policy)

INTRODUCTION

The Board of Education of Lee County recognizes the educational and social benefits of the use of technology and, in particular, networked computer resources and tools. The Board of Education supports reasonable access to various information formats for students and employees and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology. The Board of Education believes that the use of such resources and tools can be a vital and integral part of every student’s educational process while attending Lee County Schools. However, just as with any tool, particular care in the proper use and maintenance must be observed.

The use of technological resources in the Lee County School System must conform to rules and regulations already established by the Board of Education of Lee County, the site-based councils, and by the rules and regulations set forth in the Lee County student and faculty handbooks. Further, the use of such tools shall be a privilege to be used for educational purposes, and no such other uses shall be tolerated. Specific expectations for appropriate Internet Use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students.

Students and staff are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. The network is provided for students and staff to conduct research and communicate with others. Access to network services will be provided to students and staff who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access to Lee County technology resources is a privilege, not a right.

SAFETY

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

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

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

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

Because it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. The Board of Education of Lee County supports each family's right to decide whether or not to allow their children to have access.

ACCESS TO NETWORK FILES

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private. Network management and monitoring software packages will be used for random access to monitor use, to review progress, and for security purposes. The District reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system.

Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use. In general, users are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

GENERAL GUIDELINES

1. The use of computer and technological resources shall be for educational purposes.
2. Computer resources shall not be used to destroy data, information, computer systems, computer networks, school/District websites, or resources.
3. Computer resources may not be used to harm others physically, verbally, emotionally, or financially.
4. Technology resources shall not be used to bully, threaten, or attack a staff member or student or to access and/or set up unauthorized blogs and

online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

5. Supervisors have the right to identify resources accessed and to attest to their educational and classroom appropriateness.
6. Users are responsible for properly maintaining their computer accounts, data, and passwords.
7. The users must adhere to rules and regulations posted or administered by the supervisor.
8. Personal information such as full name, address, etc., of minors shall not be disclosed without parental and/or supervisor's consent.
9. Users will respect and uphold copyright laws.
10. Users shall not access inappropriate material (sexually explicit, obscene or vulgar language, violence, drug abuse, hate groups, etc.) nor show others how to do the same.
11. Users will respect the rights and privacy of other computer users.
12. Active searches for security problems will not be conducted.
13. Users will not attempt to create or distribute computer viruses.
14. By signing the user agreement and/or parent permission form, the student or staff member has agreed to abide by Board policy governing access. The Board will assume that the individual student or staff member is complying with policy and will not unreasonably monitor or control utilization of the network.
15. The schools will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member.
16. Teachers and other whose duties include classroom management and/or student supervision shall acknowledge responsibility for exercising reasonable supervision of student access to Internet and electronic media.
17. Logs of Internet activity will be examined periodically to detect access to sexually explicit or other objectionable material as defined by the District.

DISREGARD OF RULES

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

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

RESPONSIBILITY FOR DAMAGES

Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

LOSS OF NETWORK SERVICES

Violation of any of the regulations listed will result in a loss of access to technological resources, and may result in other disciplinary or legal action. Use of public property for personal gain is a felony. Violators may be subject to prosecution.

The District Technology Coordinator may suspend or close an account at any time as required. The administration, faculty, and staff of the Lee County School System may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

CURRICULUM AND INSTRUCTION 08.2323 AP.1

Access to Electronic Media

ACCEPTABLE USE PROCEDURE

INTRODUCTION

The Board of Education of Lee County recognizes the education and social benefits of the use of technology and in particularly networked computer resources and tools. The Board of Education believes that the use of such resources and tools can be a vital and integral part of every student's educational process while attending Lee County Schools. However, just as with any tool, particular care in the proper use and maintenance must be observed.

The use of technology established by the Lee County School System must conform to rules and regulations already established by the Board of Education of Lee County, the site-based councils and by the rules and regulations set forth in the Lee County student and faculty handbooks. Further, the use of such tools shall be a privilege to be used for educational purposes and no such other use shall be tolerated.

Students and staff are responsible for good behavior on school computer networks just as they are in a classroom or hallway. General school rules for behavior and communications apply. The network is provided for students and staff to conduct research and communicate with others. Access to network services will be provided to students and staff who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access to Lee County technical resources is a privilege, not a right.

Because it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. The Board of Education of Lee County supports each family's right to decide whether or not to allow their children to have access.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

- Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

ACCESS TO NETWORK FILES

Network storage areas may be treated like school lockers. There is no guarantee of privacy. The Superintendent/designee may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on District servers or through District provided or sponsored technology services, will always be private. Network management and monitoring software packages will be used for random access to monitor use, to review progress and for security purposes.

The District reserves the right to access stored records in cases where there is reasonable causes to expect a wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use. In general, users are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic media and telecommunications are not to be utilized to share confidential information about students or other employees.

GENERAL GUIDELINES

Generally, misbehavior including, but not limited to, the following must be adhered to and agreed upon:

1. Users shall not violate State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. The use of computer and technological resources shall be for educational purposes.
3. Computer resources shall not be used to destroy data, information, computer systems, computer networks, school/District websites, or resources.
4. Computer resources may not be used to harm others physically, verbally, emotionally, or financially.
5. Technology resources shall not be used to bully, threaten, or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.
6. Supervisors have the right to identify resources accessed and to attest to their educational and classroom appropriateness.
7. Users are responsible for properly maintaining their computer accounts, data, and passwords.
8. The users must adhere to rules and regulations posted or administered by the supervisor.
9. Personal information such as full name, address, etc., of minors shall not be disclosed without parental and/or supervisor's consent.
10. Users will respect and uphold copyright laws.
11. Users shall not access inappropriate material (sexually explicit, obscene or vulgar language, violence, drug abuse, hate groups, etc.) nor show others how to do the same.
12. Users will respect the rights and privacy of other computer users.
13. Active searches for security problems will not be conducted.

14. Users will not attempt to create or distribute computer viruses.
15. By signing the user agreement and/or parent permission form, the student or staff member has agreed to abide by Board policy governing access. The Board will assume that the individual student or staff member is complying with policy and will not unreasonably monitor or control utilization of the network.
16. The schools will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member.
17. Teachers and other whose duties include classroom management and/or student supervision shall acknowledge responsibility for exercising reasonable supervision of student access to Internet and electronic media.
18. Logs of Internet activity will be examined periodically to detect access to sexually explicit or other objectionable material as defined by the District.

LOSS OF NETWORK SERVICES

Violation of any of the regulations listed will result in a loss of access to technological resources, and may result in other disciplinary or legal action. Use of public property for personal gain is a felony. Violators may be subject to prosecution.

The District Technology Coordinator may suspend or close an account at any time as required. The administration, faculty and staff of the Lee County School System may also request the system administrator or District Technology Coordinator to deny, revoke or suspend specific user accounts.

FOOD SERVICE

Lee County schools participate in the Community Eligibility Provision (CEP) and all children eat free under this program. Children may purchase additional approved food items during lunch at a la carte pricing. Students shall not be permitted to charge a la carte items.

If a student has a need for special meal accommodations they can contact the school nutrition office to receive more information and complete the appropriate documentation

TITLE ONE STATEMENTS

ESSA Qualification Notifications: Because our District receives federal funds for Title I Programs as a part of the Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable. If you would like to request this information please contact the Title I Coordinator.

Because our District receives federal funds for Title I programs as part of the Every Student Succeeds Act (ESSA), you may request information addressing any State or District policy regarding student participation in any assessments mandated by ESSA, by the State, or District. If you would like to request this information, please contact the district Title I coordinator.

STUDENTS 09.428111 AP.1

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination

This notice shall be provided to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements.

The District's Title IX Coordinator (TIXC) is:

Mr. David Lyons, 242 Lee Avenue, Beattyville, KY 41311

E-Mail: David.lyons@lee.kyschools.us Phone: 606-464-5071

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC.

The District must prominently display the contact information required to be listed for the TIXC and Policies 03.113, 03.212 Equal Employment Opportunity, 09.13 Equal Educational Opportunity, 03.1621, 03.2621, 09.428111 Title IX Sexual Harassment and 09.428111 AP.11 Title IX Grievance Procedures on its website, if any, and in each handbook or catalog that it makes available to persons entitled to a notification listed above.

The District must ensure that the TIXC(s), Investigators, Decision Makers, and any person who facilitates an informal resolution process, receive training on the regulatory definition of sexual harassment; the scope of the District's educational program or activities; how to conduct an investigation; the grievance process (including informal resolutions and appeals); and impartial service, conflict of interest, and bias standards.

The District must make these training materials publicly available on its website, or if the District does not maintain a website the District must make these materials available upon request for inspection by members of the public.

REFERENCES:

Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106

RELATED POLICIES:

03.113; 03.1621; 03.212; 03.2621; 09.313; 09.428111

RELATED PROCEDURES:

03.1621; 03.2621; (all procedures)
09.428111 (all procedures)

Review/Revised:10/13/2020

Lee County Schools 2022-23 Calendar

Aug 1-4	Mon-Thur	No Students, Professional Development #1 -#4 (Flex)
Aug. 5	Fri	No Students, Planning Day #1
Aug. 8	Mon	Opening Day for Staff (No Students)
Aug. 10	Tue	First Day for Students
Aug. 12	Fri.	No Students, Planning Day #2
Sept. 5	Mon	No School, Labor Day Holiday
Oct. 7	Fri.	No Students, Planning Day #3
Oct. 21/24	Fri. & Mon	School Dismissed (County Festival)
Nov. 11	Fri.	No School, Veteran's Day
Nov. 23-25	Wed - Fri	Thanksgiving Holiday
Dec. 16	Fri.	Last Day of School before Christmas Vacation
Dec. 23	Fri.	Christmas Holiday
Dec. 30	Fri.	New Year's Holiday
Jan. 2	Mon.	No Students, Planning Day #4
Jan. 3	Tues.	First Day back after Christmas Break
Jan. 16	Mon.	No School, Martin Luther King Day
Feb. 20	Mon	No School, Presidents Day (make-up day)
Mar. 13	Mon	No Students, Planning Day #5 of 5
April 3-7	Mon-Fri	No School, Spring Break (make-up days)
May 11	Thur.	Last Day of School for Students (Tentative)
May 29	Mon.	No School, Memorial Day
May 30	Tue.	Closing Day for Staff (No Students—Tentative)

(17) Make-up days are added to the 2022-23 Lee County District calendar.

Phone Listing for Lee County School District

Lee County Central Office: **Phone: 606-464-5000**
Fax: 606-464-5009

Ray Shuler, David Lyons, Karen Angel, Phillip Angel, Carla Lyons,
Darian Creech, John Profitt, Tina Lucas, Shana Minter, Sherry Profitt, Stephanie
Flinchum, Michelle Angel, Cathy Begley, Shannon DeHart, Brent Duncil

Lee County Middle High School **Phone: 606-464-5005**
Fax: 606-464-5014

Principal: Danny Wright Counselor: Nikki Horn
Assistant Principal: Noah Noble Counselor: Amber Spencer

Lee County Elementary **Phone: 606-464-5020**
Fax: 606-464-8829

Principal: Carol Napier Counselor: Glenna Wright
Assistant Principal: Joshua Broadwell

Lee County Area Technology Center **Phone: 606-464-5018**
Fax: 606-464-0663

Principal: Craig Herald

Lee County Bobcat Academy **Phone: 606-464-5197**

Dean of Students: Noah Noble

Lee County Virtual Academy **Phone: 606-464-5088**

Dean of Students: James Dailey

Bus Garage **Phone: 606-464-5019**
Fax: 606-464-0199

Mechanic: Donald Turner Transportation Manager: Jesse Dennis

Maintenance Department **Phone: 606-464-5077**

Thomas Miller, Steven Shackelford

Lee County Adult Education **Phone: 606-464-5021**

Adult Education Coordinator:

Headstart **Phone: 606-464-3329**