



**Code of Acceptable
Behavior and Discipline
2019-2020**

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245 Richmond Street, Mt. Vernon, KY 40456
www.rockcastle.kyschools.us

ROCKCASTLE COUNTY BOARD OF EDUCATION

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Any person having inquiries concerning the Rockcastle County School District's compliance with the regulations implementing Title VI or Title VII of the Civil Rights Act of 1964, Title IX, the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act is directed to contact:

Rockcastle County Schools
David A. Pensol
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PREFACE

Kentucky Revised Statute (KRS 158.148) requires the Kentucky Department of Education to develop guidelines containing broad principles to guide local school districts in developing their own student discipline codes. Kentucky Administrative Regulation (704 KAR 7:050) establishes the student discipline guidelines required by KRS 158.148. This manual has been developed pursuant to these regulations.

The original Statement of Rights and Responsibilities and Discipline Code was developed by a committee composed of Board members, administrators, teachers, parents, students and interested citizens. The document was then reviewed by legal counsel, presented in public hearings and adopted by the local Board of Education on July 1, 1985.

As required by law, the entire document is reviewed annually and revised as needed. The latest revision was approved by the Rockcastle County Board of Education on July 10th, 2018. Each Principal will give yearly orientation to this Code for parents, teachers, staff and students. In giving the orientation, provisions for communicating with disabled and non-English speaking students will be established and used.

The *Statement of Rights and Responsibilities* and *Student Code of Conduct* is established as a systematic guide to be referenced and applied in managing student conduct. ***The application of the Code to matters of student behavior is not limited to school buildings and grounds or to times when the student is in route to or from school, but extends to any activity that is school-related or school-sponsored, either on or off the school campus. The Code also applies to behavior occurring off school grounds which threatens the safety and well-being of students or staff and which directly affects the ability of school staff and officials to ensure a safe and positive learning environment for all.***

All policies and procedures in this Code are intended to reflect current federal, state and local requirements. However, any changes made by the Board of Education to the policies and procedures supersede those printed here and may be found in the Policy and Procedure Manual in the Office of the Superintendent.

Individuals may send written comments to:

Rockcastle County Board of Education
Carrie Ballinger
Director of Student Services
245 Richmond Street
Mount Vernon, Kentucky 40456

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- **Electronic Access Form must be completed, signed, and returned to the school in order for students to access technology at school.**

I. STATEMENT OF RIGHTS AND RESPONSIBILITIES

The United States Constitution provides for the protection and safeguarding of all people. In the same vein, there is a responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following outlines the rights and responsibilities of all participants.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Student Right: To receive an education which prepares the student to reach his or her maximum potential for becoming an informed, contributing member of society.

Student Responsibility: To attend school regularly, to cooperate with teachers and administrators, to work at the job of learning, and to exhibit behaviors that promote a positive learning environment for all students.

Student Right: To freedom of speech and expression.

Student Responsibility: To responsibly use that freedom in such a way as not to offend the rights of others with obscene or damaging words or actions and to avoid the use of language in a discourteous, offensive or inflammatory manner.

Student Right: To request an explanation of the purpose of rules.

Student Responsibility: To obey the rules, and to question them in a way earnestly seeking explanation for understanding and not just for the purpose of an argument.

Student Right: To suggest rules or changes in rules.

Student Responsibility: To make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all students and staff.

Student Right: To “due process” in regard to disciplinary action, including the right to hear charges, to state his/her case, and to appeal decisions/punishments which are believed to be unjust or unfairly administered.

Student Responsibility: To exercise courtesy and reason at all times, to accept just punishment, and to avoid unreasonable appeals, and to refrain from making false accusations.

Student Right: To be provided with course objectives, requirements and methods of grading for each course and to be provided with regular academic progress reports.

Student Responsibility: To complete all course work, including homework, in-class work, and make-up assignments in accordance with the teacher’s instructions.

Student Right: To freedom from abuse and threat of abuse from students or staff and to reasonable protection of person and property.

Student Responsibility: To refrain from actions which would endanger self or others, including property, and to take precautions necessary to protect self and possessions.

Student Right: To participate in all school programs and activities within the limits of capabilities and the established standards without discrimination.

Student Responsibility: To perform to the best of his or her ability, to support the school in all phases of the program or activity, and to behave in such a way that he/she will be a contribution and not a detriment.

Student Right: To access and confidentiality of academic records, except upon written authorization of the student or his/her parents or guardian.

Student Responsibility: To follow established procedures in requesting release of personal records to persons not legally entitled to such records without proper consent.

RIGHTS AND RESPONSIBILITIES OF PARENTS

Parent Right: To send their child to a school with a positive educational climate where parents play an integral role in the child's education.

Parent Responsibility: To instill in their child the values of an education by seeing to it that their child: (1) attends school regularly and promptly, (2) demonstrates respect for teachers, administrators, and school personnel whether at school or at school-related activities, (3) exhibits neatness and cleanliness in their personal attire and hygiene.

Parent Right: To expect disruptive behavior to be dealt with fairly, firmly and quickly.

Parent Responsibility: To instill in their child a sense of responsibility and respect, and to inform their child about the disciplinary procedures of the school and the importance of following these procedures.

Parent Right: To have their child enrolled in regularly scheduled classes with minimal interruptions.

Parent Responsibility: To understand that unnecessary interruptions in the school are detrimental to the educational program for all students.

Parent Right: To expect their school to maintain high academic standards for all learners.

Parent Responsibility: To become familiar with the educational programs, procedures and policies of the School and District.

Parent Right: To review the child's academic progress and other pertinent information contained in the student's personal records and in the Kentucky Student Information System (Infinite Campus).

Parent Responsibility: To exhibit concern for the child's academic progress and overall wellbeing.

Parent Right: To address questions or concerns relating to their child to the proper authority and to receive a reply within a reasonable time period.

Parent Responsibility: To support the efforts of the school personnel to maintain a safe and appropriate educational environment.

Parent Right: To have access to information about school policies and administrative decisions.

Parent Responsibility: To actively participate in the development of school policies by becoming informed about issues and communicating with school administrators and Site Based Council Members when there are concerns or recommendations.

Parent Right: To have their child taught by a professional educator who is considered by the Kentucky Department of Education to be qualified for his/her position and to have access to, upon request, information concerning a teacher's professional qualifications.

Parent Responsibility: To show respect for individual teachers and administrators and for the position of teaching, and to instill in their child the importance of education.

RIGHTS AND RESPONSIBILITIES OF TEACHERS

Teacher Right: To support students, co-workers, administrators and parents.

Teacher Responsibility: To maintain high standards of professional and personal conduct which foster mutual respect and consideration for parents and co-workers.

Teacher Right: To work in a positive educational environment with minimal disruptions.

Teacher Responsibility: To maintain a safe and positive educational atmosphere and to exhibit an attitude of respect for students, co-workers, and parents.

Teacher Right: To expect all assignments, including homework, to be completed and turned in as assigned.

Teacher Responsibility: To evaluate student assignments and to report student performance in a timely fashion, communicating with parents and students as needed to address concerns or to recognize exemplary work.

Teacher Right: To request the removal of any student from class whose behavior significantly disrupts the learning environment.

Teacher Responsibility: To assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis. To administer such disciplinary measures as outlined in this code in order to maintain a safe and positive learning environment.

Teacher Right: To be safe from physical harm and to be free from verbal abuse.

Teacher Responsibility: To exhibit exemplary behavior in action, speech and personal appearance.

Teacher Right: To be involved in the formulation of policies relating to their relationship with students and school personnel.

Teacher Responsibility: To adhere to and enforce rules and regulations stipulated by the Board of Education and school administrators.

Teacher Right: To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.

Teacher Responsibility: To care for the people, equipment and physical facilities of the school.

RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS
PRINCIPAL/DESIGNATED

Principal/D.A. Right: To support students, parents and teachers in carrying out the educational programs and policies established by the school system.

Principal/D.A. Responsibility: To create and foster an atmosphere of mutual respect and consideration among students, parents and staff members.

Principal/D.A. Right: To provide input for the establishment of procedures and regulations that relate to the school.

Principal/D.A. Responsibility: To follow and enforce rules and regulations established by the Board of Education.

Principal/D.A. Right: To be safe from physical harm and free from verbal abuse.

Principal/D.A. Responsibility: To exhibit exemplary behavior in action, speech and personal appearance.

Principal/D.A. Right: To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.

Principal/D.A. Responsibility: To care for the people, equipment and physical facilities of the school.

Principal/D.A. Right: To remove any student whose conduct disrupts the educational environment or jeopardizes student or staff safety.

Principal/D.A. Responsibility: To administer discipline properly and equally according to District and School guidelines and to ensure that students and parents are made aware of policies and procedures pertaining to acceptable behavior and discipline.

Principal/D.A. Right: To be respected by students, parents, and school staff.

Principal/D.A. Responsibility: To maintain high standards of professional and personal conduct, which foster mutual respect and consideration.

TITLE I PARENT/TEACHER COMPACTS

Brodhead Elementary School

Compact Agreement: It is a declaration of intent by all parties who sign to help each other achieve mutual objectives. *These promises are voluntary commitments made by individuals to themselves and to others.*

As a Teacher, I promise to...

- believe that each student can learn
- have high expectations for myself, students and other staff
- demonstrate professional behavior and a positive attitude
- come to class prepared to teach
- show that I care about and respect all students
- help each child grow to his/her fullest potential
- communicate and work with families to support students' learning
- involve parents in school programs
- respect the cultural and social differences of students and their families
- help my students learn to resolve conflicts in positive ways
- provide meaningful and appropriate homework activities
- provide a safe environment conducive for learning
- enforce school and classroom rules fairly and consistently

As a Student, I promise to...

- have high expectations for myself
- believe that I can learn and will learn
- always try to do my best in my work and in my behavior
- attend school regularly
- ask for help when I need it
- help keep my school safe
- show respect for myself, my school and other people
- resolve conflicts in positive ways
- obey the school and the bus rules
- come to school prepared with my homework and my supplies
- work cooperatively with adults and other students
- take pride in my school

As a Parent/Guardian, I promise to...

- have high expectations for my child as an individual
- help my child attend school and be on time
- provide a home environment that encourages my child to learn
- help my child learn to resolve conflicts in positive ways
- communicate and work with teachers and school staff to support and challenge my child
- participate in the decision making related to the education of my child
- attend activities and opportunities to help parents become a full partner in their child's education
- respect school staff and the cultural and social differences of others
- volunteer time at my child's school
- support the school's PTG (Parent Teacher Group)
- attend parent/teacher conferences
- work with teachers as equal partners in implementing and coordinating parent involvement and building ties between home and school

Mt. Vernon Elementary School

Compact Agreement: It is a declaration of intent by all parties who sign to help each other achieve mutual objectives. *These promises are voluntary commitments made by individuals to themselves and to others.*

As a Teacher, I promise to...

- believe that each student can learn
- have high expectations for myself, students and other staff
- demonstrate professional behavior and a positive attitude
- come to class prepared to teach
- show that I care about and respect all students
- help each child grow to his/her fullest potential
- communicate and work with facilities to support students' learning
- involve parents in school programs
- respect the cultural and social differences of students and their families
- help my students learn to resolve conflicts in positive ways
- provide meaningful and appropriate homework activities
- provide a safe environment conducive for learning
- enforce school and classroom rules fairly and consistently

As a Student, I promise to...

- have high expectations for myself
- believe that I can learn and will learn
- always try to do my best in my work and in my behavior
- attend school regularly
- ask for help when I need it
- help keep my school safe
- show respect for myself, my school and other people
- resolve conflicts in positive ways
- obey the school and the bus rules
- come to school prepared with my homework and my supplies
- work cooperatively with adults and other students
- take pride in my school

As a Parent/Guardian, I promise to...

- have high expectations for my child as an individual
- help my child attend school and be on time
- provide a home environment that encourages my child to learn
- help my child learn to resolve conflicts in positive ways
- communicate and work with teachers and school staff to support and challenge my child
- participate in the decision making related to the education of my child
- attend activities and opportunities to help parents become a full partner in their child's education
- volunteer time at my child's school
- support the school's PTA
- attend parent/teacher conferences
- work with teachers as equal partners in implementing and coordinating parent involvement and building ties between home and school

Roundstone Elementary

Compact Agreement: It is a declaration of intent by all parties who sign to help each other achieve mutual objectives. *These promises are voluntary commitments made by individuals to themselves and to others.*

As a Teacher, I promise to:

- Communicate through progress reports, parent conferences, and newsletters.
- Provide a high quality curriculum developed with the use of the state core content, learning goals, and academic expectations.
- Provide high quality, developmentally appropriate instruction, which integrates the curriculum.

As a Student, I promise to:

- Attend school and be on time.
- Treat adults, fellow students, and school property with respect.
- Pay attention and actively listen to instruction.
- Participate in activities and discussion.
- Complete my assignments.
- Study for tests.
- Ask for help when I need it.

As a Parent/Guardian, I promise to:

- Be aware of work done at school by checking over papers at night and communicating with the teachers of my child.
- Set bedtimes.
- Set a time for homework without distractions, help when necessary, and check to see that it is completed.
- Provide activities, when possible, which encourage and motivate my child to learn (for example, trips to the library or zoo, learning games, reading to my child).
- Give praise for hard work.
- Encourage responsibility in my child.

II. COMPULSORY ATTENDANCE

(Related Policy 09.123)

All students are required by Kentucky law (KRS 159.030) to attend school every day and to be on time for school and all classes. Students who are absent from school lose valuable instructional time and opportunities for learning critical academic and life skills. Tardies also interrupt the classroom and interfere with the learning environment for all students.

Penalties for failure to comply with truancy laws:

Any parent, guardian, or custodian who intentionally fails to comply with school truancy laws will be referred to the appropriate agency, including the County Attorney, the Court Designated Worker or the Department of Community Based Services (DCBS).

DISTRICT ATTENDANCE POLICIES

A local board of education may adopt reasonable policies that require students to comply with compulsory attendance laws, require truants and habitual truants to make up unexcused absences, and impose sanctions for noncompliance.

SCHOOL TRUANCY & ATTENDANCE RESPONSE TEAM (S.T.A.R.T.)

Rockcastle County School District is committed to academic achievement and success for all students. Regular school attendance is an integral part of that success. To help reach this goal, we have designated a School Truancy & Attendance Response Team (S.T.A.R.T.) at each school to assist students and parents in making attendance a priority.

School Truancy & Attendance Response Team **(START)**

Procedural Flow

3 or More Unexcused Absence Events

- Phone call to parent/guardian
- Principal sends first letter to parent/guardian - ***“Notification of Excessive Absences”***
- Request for parent/guardian conference with START
- Referral to school counselor and/or Family Resource Youth Service Center (phone call or home visit)

6 or More Unexcused Absence Events

- Principal sends second letter to parent/guardian ***“Second Notice of Excessive Absences”***
- Referral to school counselor and/or Family Resource Youth Service Center (**home visit**)
- Referral to and/or collaboration with outside agency
- Age 11 and up: Student enrolled in a school-sponsored truancy diversion program

7 or More Unexcused Absence Events

- Principal sends third letter to parent/guardian ***“Final Notice of Excessive Absences”***
- Referral to school counselor and/or Family Resource Youth Service Center
- Referral to and/or collaboration with outside agency
- Notify Director of Pupil Personnel (DPP) of continued excessive absences and/or failed school sponsored truancy diversion program

8 or More Unexcused Absence Events

- DPP sends final letter to parent/guardian ***“Notice of Habitual Truancy”***
- DPP files **Educational Neglect* or Unlawful Transaction with a Minor** against parent/guardian
- Continued collaboration and/or referral to outside agency (social worker/DCBS)
- Ages 11 and up: DPP may also file a **Truancy Allegation**
 - *Case is referred to Family Court. A Court Designated Worker (CDW) is assigned. CDW notifies parent/guardian concerning mandatory assignment to a court sponsored truancy diversion program.*

Failed Truancy Diversion

- Parent/guardian/student may be summoned to appear in court for neglect/truancy charges
- Possible referral to Department for Community Based Services (DCBS)

**Repeated offenses without improvement in student attendance may result in additional fines or charges.*

ABSENCE AND TARDINESS

All students are expected to attend school regularly. Students who are absent from school are required to have a legitimate excuse. Within three (3) days of a student's return to school after an absence, he/she will present a written note signed by his/her parent/guardian or medical professional to the designated school personnel. If a signed note is not received within three (3) days, the absence will be deemed unexcused. The note should include the current date, the student's (printed) first and last name, date(s) of absence(s) --not just day of week--, the reason for the absence(s) and the parent/guardian signature. **The same note requirements apply to students who arrive late or who leave school early.**

If a student is sent home for illness by the school, the student will be excused for that day, however, if the student is absent for subsequent days the note requirements apply. An "Absence event" is defined as: (1) a tardy (less or equal to 35% of the school day) or (2) an absence (half-day is 36% to 84% of the school day or full day is greater or equal to 85% of the school day).

EXCUSED ABSENCES

(Absences for reasons other than described below are considered unexcused.)

Illness of the student

Medical and dental appointments (times and dates will be verified by the physician's signed statement). Students will be excused only for the length of time of a scheduled doctor's appointment and a reasonable amount of travel time. Doctor's excuses will state the date(s) and/or number of days for which the student will be excused.

Limit on Medical Excuses

After a total of ten (10) cumulative absences due to illness, students are required to present a written statement from a medical professional indicating that the student has a chronic medical condition which would prevent him or her from attending school. The statement must be from a licensed medical professional (doctor or dentist) or in the case of mental illness, from a licensed mental health professional.

Death or severe illness in the student's immediate family

At the discretion of the Principal, students may be excused up to three (3) days for the death or severe illness of an immediate family member (parent/guardian, sibling, and grandparent).

Educational Enhancement Opportunities KRS 159.035 (2)

A student may be allowed up to ten days per school year to participate in an educational enhancement opportunity that the principal determines to be of significant educational value. Participation in an educational foreign exchange program or an intensive instructional program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts could be considered an educational enhancement opportunity. An Educational Enhancement Opportunity (EHO) form must be completed by a parent/guardian and approved by the Principal **prior to** the absence.

Religious Holidays and Practices

Students may be excused for religious holidays and practices. Documentation may be required.

College Visits

Up to three (3) visits to colleges or universities may be approved by the Principal and/or the Guidance Office. College visits are restricted to juniors and seniors only. Requests for excusal for College Visits should be made in advance through the High School Guidance Office. The absence will be marked unexcused until documentation from the college/university visited is submitted upon the student's return to school.

4-H Activities KRS 159.035 (1)

Any student enrolled in a properly organized 4-H club will be counted as present at school while participating in regularly scheduled educational 4-H club activities to include 4-H events at the Kentucky State Fair.

Athletic Team Regional or State Tournaments KRS 158.070 (7) (b) and (c)

Beginning with the 2009-2010 school year, any member of a school-sponsored interscholastic athletic team who competes in a regional tournament or state tournament sanctioned by the KBE or the KHSAA and occurring on a regularly scheduled school day may be counted present at school on the date or dates of the competition as determined by local board policy for a maximum of two days per student per year.

State Fair KRS 158.070[6]

One (1) day for attendance at the Kentucky State Fair.

Testing for driver's permit or license

Students may be excused for ½ day for driver's license/permit testing.

Armed Forces Days KRS 159.035 (3)

Deployment

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 will give the student an excused absence for one day when the member is deployed and an additional excused absence for one day when the service member returns from deployment.

Armed Forces Rest and Relaxation Days

A public school principal will give the student excused absences for up to ten days for visitation when the member is stationed out of the country and is granted rest and recuperation leave.

Documentation of deployment/return is required for students taking an AFD day(s) and AFR day(s). If no documentation exists, student will be marked absent.

A student receiving an excused absence under these subsections will have the opportunity to make up schoolwork missed and will not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Other Absences

A student will be considered excused from school upon presentation of a note signed by a parent or guardian indicating the reason for the student's absence (examples of reasons for a parent note include, but are not limited to, temporary illness for which no doctor visit was necessary or a family emergency).

Limit on Parent Notes

High School students are limited to four (4) **parent notes** per school year.

Middle/Elementary School students are limited to six (6) **parent notes** per school year.

Special Education

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

HOME/HOSPITAL INSTRUCTION (704 KAR 7:120)

A local board of education will operate a program for home/hospital instruction for children of school age pursuant to KRS 157.270. A child or youth will be provided home/hospital instruction if the condition of the child or youth prevents or renders inadvisable attendance at school as verified by a signed statement in accordance with KRS 159.030(2).

Student Supervision

In addition to the teacher and student, an adult will be present in the home/hospital room during the time the home/hospital instruction teacher is present.

Minimum Requirement for Instruction

An application for home/hospital instruction will be accepted only for a student for whom there is an expectation of an inability to attend regular school for **more than** five (5) consecutive school days.

Acute Illness or Injury

Parents of students suffering from acute illness or injury should notify their Schools' attendance secretary as soon as possible after the initial illness or injury to begin the Home/Hospital application process.

Planned Surgery/Treatment

Parents may apply for Home/Hospital Instruction for their student *in advance* of planned surgery or treatment (e.g. tonsillectomy). Doing so will help to ensure minimal disruption of the educational process.

Extended Illness

If the health professional who completed the initial application determines the student needs additional time for services, the health professional will submit a written statement providing a brief explanation for the need for the extension. Additional time, up to two (2) weeks, may be granted by the Home/Hospital Instruction Review Committee. The extension request must be received and approved *prior to* the provision of any extended services.

Long Term or Intermittent Placement for Chronic Condition

In certain cases, a student may require placement on home/hospital instruction for the treatment of a chronic condition. In such cases, after the initial application has been reviewed and approved, the home/hospital instruction review committee may approve additional instances of instruction as needed. The Committee will review intermittent placement at least every six (6) months, and at which time a statement from a *second* medical professional will be required for continued program eligibility. The exemption will be reviewed annually with a plan and timeline developed for returning the child or youth to school or documentation maintained verifying why return is not feasible, in accordance with the requirements of KRS 159.030(2).

Notice

Parents should notify School or District staff *prior to* the need for extended services, and/or school reentry or exit to home/hospital instruction. Failure to provide timely notice to school staff may terminate the student's eligibility for home/hospital instruction, returning the student to regular school attendance.

Mental Health

An application for mental health reasons may be considered only if completed by a licensed mental health professional.

Pregnancy

The condition of pregnancy **is not**, in and of itself, considered to be a condition which would prevent a student from attending school. The nature and extent of any complication will be indicated by a licensed medical professional prior to consideration of home/hospital instruction.

Extracurricular Activities (Including Employment)

A student may not work or participate in athletic activities while receiving Home/Hospital Instruction.

Students in Special Education Programs

Eligibility for home/hospital instruction for students with disabilities will be determined by the Admissions and Release Committee (ARC) in accordance with the Individual Education Program (IEP), with the services being determined to be in the least restrictive environment. The ARC decision for home or hospital instructional services eligibility will be based on appropriate documentation of student need, including medical or mental health evaluation information.

Procedures for Home/Hospital Referral

Pursuant to its authority established in KRS 160.290, a local board of education will implement referral and placement procedures in accordance with local board policy for children or youth with temporary conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions.

Application Submission and Approval (See Appendix for Application)

An Application for Home/Hospital Instruction must be completed and submitted for initial approval **as soon as possible after the initial illness or injury**. Applications for Home/Hospital Instruction may be obtained from school personnel or online at <http://www.education.ky.gov>. Home/Hospital instruction can only begin **after** the completed application has been **received and approved**. Any days missed prior to the acceptance of the Application will be subject to the regular attendance policy.

High School Students (KRS 160.290)

Alternative Curriculum for High School or Middle School Students

The use of alternative curriculum, including, but not limited to, electronic (online) instruction, may be considered as a mechanism to continue course credit. Students completing an alternative curriculum will be enrolled in an Alternative School program. The use of electronic instruction, as approved by the local board of education, will be **in addition to** the minimum of two (2) one (1) hour home visits per week.

Credits

The number of credits that may be earned by secondary students served on home/hospital instruction will be determined pursuant to the local school board's authority.

III. CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

The Rockcastle County Board of Education recognizes its responsibility to give all reasonable support and assistance to the maintenance of discipline while students are under the authority of the Board of Education.

Discipline problems are less likely to occur in classes which are well taught and which maintain a high level of student interest. However, teachers have the authority and responsibility to use reasonable methods to maintain classroom control without having to refer students to the school principal.

Rockcastle County Public Schools will actively model and teach positive behavior to students. The following rules, regulations, and procedures are in no way an attempt to remove the fundamental responsibility for classroom discipline from the teachers. ***This Code is not limited to school buildings and grounds or to times when the student is in route to or from school, but extends to any activity that is school-related or school-sponsored, either on or off the school campus. The Code also applies to behavior occurring off school grounds which threatens the safety and well-being of students or staff and which directly affects the ability of school staff and officials to ensure a safe and positive learning environment for all.***

Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions. Therefore, different disciplinary measures have been developed to reflect different levels of maturity and self-discipline. In determining the appropriate disciplinary option, consideration needs to be given to the number of times a student has had to be disciplined and how many times a particular option has been used. **Repeated violations may require more severe consequences.**

Special Education Students: In cases involving students with disabilities, the procedures mandated by federal and state law, and the students' Individual Education Plan, will be followed.

All policies and procedures in this Code are intended to reflect current federal, state and local requirements. However, any changes made by the Board of Education to the policies and procedures supersede those printed here and may be found in the Policy and Procedure Manual in the office of the Superintendent.

It is not feasible to address any and all potential situations of misbehavior and violations of criminal laws or school regulations in this code. Discipline measures for acts not specifically addressed in this code are left to the discretion of the Principal or his/her designee.

Related Policies 09.433 – 436; 06.34; 08.2323; 09.4261 / References: KRS 161.180; KRS 161.180

Corporal Punishment

The Rockcastle Board of Education policy 09.433 states that staff shall not utilize corporal punishment as a penalty or punishment for students' misbehavior.

DISCIPLINARY MEASURES

Following is a partial list of disciplinary measures that are available for the classroom, school, Central Office, and Board of Education.

Classroom Teacher Disciplinary Measures

- Posted rules/clear expectations
- Seating assignments
- Modeling appropriate behavior
- Cues/Signals of approval/disapproval of behavior
- Verbal reprimand
- Notification of, or conference with, parent/guardian
- Assignment of constructive coursework/tasks
- Student-teacher conference
- Development/implementation of behavior contract
- Referral to guidance counselor
- Referral to principal/designee

Administrator Disciplinary Measures

- Parent/Guardian conference
- Restriction from school activities
- Change in student schedule (with notification to parent/guardian)
- Temporary isolation from other students
- Assignment to detention
- Recommendation for assessment/evaluation
- Suspension of bus-transportation privileges for bus misconduct
- Assignment of constructive coursework/tasks
- Suspension from school
- Referral for alternative placement
- Initiation of pre-expulsion procedures

Central Office Administrator Disciplinary Measures

- Parent/Guardian conference
- Recommendation for assessment/evaluation
- Placement in alternative setting
- Recommendation for expulsion

Physical Restraint

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

In all situations involving use of physical restraint (including restraint by core trained personnel) the student shall be monitored for physical and psychological well-being for the duration of the restraint and personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm per RCS Policy (09.2212).

Detention

Students who engage in prohibited or disruptive behavior may be placed in detention for a specified period of time, (before during or after school) at the discretion of the Principal or his/her designee.

Alternative Education for Middle and High School Students

Rockcastle County Schools recognizes the need for some students to receive an education in a non-traditional setting. This Alternative education setting includes a number of approaches to teaching and learning other than mainstream or traditional education. The Alternative school environment emphasizes the value of small class size, close relationships between students and teachers, and a sense of community. This setting is also more conducive to the needs of students who may require more intensive counseling, social services including health assistance, and/or behavioral assessment and management.

Alternative Education Referral

A student may be referred to the Alternative program by a parent/guardian, teacher or school administrator. To initiate a referral, teachers and parents should contact the school Principal.

Suspension and Expulsion

KRS 158.150 "All pupils admitted to the common schools will comply with the lawful regulations for the governance of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol/drugs or other illegal substance, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school activities constitutes cause for suspension or expulsion from school."

Limitations

For certain violations, administrators, such as the Superintendent and Principal, may suspend a student from school for up to ten (10) days per incident. Only the Board of Education may suspend for a period longer than ten (10) school days or expel a student.

Suspension Reporting

The student's parent/guardian and teachers will be informed of the suspension immediately. A standard Letter of Suspension will be written by the administrator. Copies of the suspension letter will be sent to the parent and a copy to the Superintendent.

Suspension Review

Any suspension given by a Principal or his/her designee may be reviewed by the School Director of Pupil Personnel, the Superintendent, or the Board of Education in accordance with the appeals procedure of this Code.

Elementary Students

Suspension of elementary school students will be considered only in exceptional cases where there are safety issues for the child or others.

Expulsion

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of education 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 could not be placed in a state-funded agency program.

Behavior that may be determined to pose a threat includes, but is not limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drugs or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

Action to expel a pupil will not be taken until the parent of the pupil has had an opportunity for a hearing before the Board. The expulsion hearing may be held during the next regularly scheduled Board of Education meeting or at a special called Board meeting. The Superintendent will present options for providing educational services to expelled students to the Board for approval. Any decision to expel will be final.

Suspended/Expelled Student Not Allowed on School Property

A suspended student will not be allowed to enter any Rockcastle County Public School building or grounds, including the Area Technology Center, unless accompanied by a parent and with permission of an administrator. The student will not attend or participate in any school program or function, during or after school, and will not be permitted to ride a school bus. Violation of this provision may result in further disciplinary action including, but not limited to, additional suspension days or expulsion.

Probation

A probationary period may be established for students when a school principal determines that the student would benefit more by remaining in the classroom than by incurring an out-of-school suspension. When a suspension has been met for a certain number of days after a due process hearing, as required in this Code, the principal may probate the suspension for a period not to exceed the remainder of the school year on condition of the good behavior of the student. If, in the sole judgment of the principal, the student has been guilty of any improper behavior, the probation will be revoked by the principal and the suspension immediately implemented.

A student who receives a suspension may be eligible for early reentry provided his/her parents/guardian meet with the principal in conference beforehand. If satisfactory progress is made in resolving the problem, the student may be allowed to return to class before the suspension period is determined.

This conference may take place at any time during the suspension period, but must precede reentry to classes. The decision as to whether or not a student received an early reentry is dependent upon the judgment of the principal as well as the nature and circumstances of the offense. Suspension for certain serious or repetitious offenses may nullify the early reentry privilege.

SEARCH/SEIZURE

Authorized Personnel

The purpose of the search is to protect the safety and property of others. Authorized personnel (defined as the Principal or a certified person directly responsible for the conduct of the student) have the right to search students, their belongings, lockers, desks, automobiles, or their property if a reasonable suspicion exists that the search may reveal evidence the student has violated a school rule, Board policy, or the law. Search of a student's person will be conducted only with the express authority of the Principal.

Witness

When a pat-down search of pupil's person is conducted, the person conducting the search will be the same sex as the pupil; and a witness of the same sex as the pupil will be present during the search. No search of a pupil will be conducted in the presence of other students.

Strip Search Prohibited

In no instance will the school official strip search any student.

Property

School property, such as lockers and desks that are jointly held by the school and the student may be searched on a regular basis to maintain the ongoing educational process of the school. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched pursuant to reasonable suspicion. During these inspections, items that are school property, illegal items (e.g., weapons, drugs, etc.), or other possessions reasonably determined by school authorities to be a threat to the safety or security of students or staff may be seized. Items seized will be held in the Principal's office or turned over to the authorities as required by law. Items held by school personnel may be returned to the student or parent/guardian at the discretion of the school Principal.

Trained Dogs

The Board will authorize the Superintendent to use trained dogs to locate contraband (prohibited items) on school grounds subject to the following conditions:

- The Principal or the Principal's designee will be present.
- The dogs may be used for blanket searches of lockers. The dogs may be used for individualized sniffs of lockers when a school official has reasonable suspicion that the particular locker contains contraband.
- Searches involving dogs will be conducted only when students are in classrooms; no student will be in the vicinity of lockers or other site being searched.

Metal Detectors

In accordance with procedures reviewed by the Board, all persons entering school property may be subject to a fixed or handheld electronic screening detector. An affirmative signal or response from a detector will serve as reasonable suspicion for a more intrusive search. School administrators are authorized to use metal detectors:

- To search an individual when there is reasonable cause to believe that the individual possesses a weapon at school;
- To search individuals or property when weapons have been found at school;
- To search individuals or property when violence involving weapons has occurred at school;
- To search individuals or property when conditions exist in the community that may result in individuals bringing weapons to school;
- To search all persons entering the premises;
- To search all persons on a random basis in an effort to prevent weapons from being brought to school.

Video Cameras

Video cameras may be installed in school facilities to record student behavior. Evidence of student misbehavior recorded on video may be used to discipline students.

HARASSMENT/DISCRIMINATION

(Related Policy 09.42811)

The Board has adopted policies ensuring that students are not denied equal educational opportunities and do not suffer harassment or discrimination. No discrimination is allowed on the basis of race, creed, color, national or ethnic origin, age, religion, sex, political affiliation, veteran status, or disability.

Definition

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment. Harassment includes the 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.

Harassment/Discrimination Prohibited

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. Note: Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.

Reporting by Complainant or Observer

Individuals who believe they have been a victim of an act of harassment/ discrimination or who believe they have observed others being victimized will, as soon as reasonably practicable, report the act to the proper authority.

The Principal is responsible for receiving reports of harassment/discrimination at each school. Reports may also be made directly to the Superintendent, his/her designee, or the District Title IX Coordinator. The District will not be deemed to have received a complaint of harassment/discrimination if a report is not made to one of these designated officials. In cases of alleged sexual harassment, the District Title IX Coordinator will be notified.

The Superintendent or his/her designee will also provide for the development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodations.

Disciplinary Action

District staff will provide for a prompt and equitable resolution of complaints concerning harassment/discrimination. Students who engage in harassment/discrimination of an employee or another student will be subject to disciplinary action, including but not limited to, suspension and expulsion.

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 prohibited under this policy include, but are not limited to:

- Any nicknames, slurs, stories, jokes, written materials, objects or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.
- Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;

- Causing an individual to believe that he/she must submit to sexual conduct in order to participate in any program or activity or that an educational decision will be based on whether or not the individual submits to sexual conduct;
- Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
- 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
- Destroying or damaging an individual's property based on any of the protected categories.

Procedures

Investigation

Investigation of allegations of harassment/discrimination will commence as soon as circumstances allow, but not later than three (3) school days following the submission of the original written complaint. A written report of investigation findings will be completed within thirty (30) calendar days of the commencement of the investigation unless additional time is required due to the involvement of law enforcement or other governmental agency.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action will be cause for disciplinary action.

Protection of Complainant and Retaliation Prohibited

The Superintendent or his/her designee will take measures to protect complainants during an investigation. No one will retaliate against an employee or student because he/she files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because he/she has opposed language or conduct that violates this policy. The Superintendent will take steps to protect employees and students against retaliation.

Prevention/Corrective Action

The Superintendent or his/her designee will provide for a process to identify methods to correct and prevent reoccurrence of the harassment/discrimination. This process will be implemented within three (3) school days of the submission of the written investigative report. If corrective action is not required; an explanation shall be included in the report.

Dissemination of Harassment/Discrimination Policy

The Superintendent or his/her designee will provide for age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination.

Student handbooks will include information to assist individuals in reporting alleged harassment/discrimination and such other measures as determined by the Superintendent/designee. Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

Notification of Parent/Guardian

Within twenty-four (24) hours of receiving an allegation of harassment/discrimination, school officials or District personnel will attempt to notify the parent/guardian of both the victim and the accused. In circumstances also involving suspected child abuse, additional notification will be required by law. (See Policy 09.277)

Appeal

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures will also provide for addressing the complaint to a higher level of authority.

False Complaints

False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

BULLYING/HAZING

(Related Policy 09.422)

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 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.**

These may include, but are not limited to, name calling, teasing, threatening, social exclusion, and cyber bullying. Cyber bullying refers to the use of information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else. Cyber bullying is a sub-set or method of bullying. Cyber bullying can include a wide range of unacceptable behaviors, including harassment, threats and insults, and like face-to-face bullying, cyber bullying is designed to cause distress and harm. Bullying may be physical, verbal, emotional or sexual in nature. The use of lewd, profane or vulgar language is prohibited. In addition to bullying, students shall not engage in behaviors such as hazing, menacing, taunting, verbal or physical abuse of others, or other behavior that disrupts a student's access to an education or is harmful to his/her well-being. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

- **Hazing** refers to an act that injures degrades or disgraces another student or other person.
- **Menacing** refers to intentionally placing another person in reasonable apprehension of imminent physical injury.

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. However, students who violate this policy shall be subject to appropriate disciplinary action. Any student who feels he/she has been the victim of bullying/hazing or any violation of this Code should immediately report the incident to any teacher, counselor or administrator in the student's school.

FREEDOM OF SPEECH

The provisions of this policy will not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

DUE PROCESS

Unless immediate suspension or expulsion is necessary to protect persons or property or to avoid disruption of the educational process, students will not be suspended or expelled until they have been given due process. Due process must be given before educational benefits are taken away and include:

- Oral or written notice of the charge(s)
- An explanation of the evidence if the student denies the charge(s)
- An opportunity for the student to present his/her own version of the facts concerning the charge(s)

RECORDS

Disciplinary records are kept by the administrator and/or are recorded in the Student Information System (Infinite Campus). Student discipline records are kept by the assigned administrator and are available upon request to appropriate teachers, administrators, counselors, the offending student and/or parent as allowed by the Family Educational Rights and Privacy Act of 1975 (FERPA).

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above will not be transferred until the expulsion hearing process is completed.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities will be followed. Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Education services must continue for IDEA eligible students who are expelled.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators will review other policies that may govern the allegations, including, but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations will be governed by Policy 09.42811.

THREATS OF VIOLENCE, ASSAULT AND TERRORISTIC THREATENING

The Board has adopted policies ensuring that students, teachers and other school personnel are not subjected to assaultive or threatening behavior from students. Any student who threatens, assaults, batters or abuses another student shall be subject to appropriate disciplinary action, which may include suspension or expulsion from school, and/or legal action.

Definition

Terroristic threatening refers to making a statement of intention to commit a crime likely to cause death, physical injury or substantial property loss. This includes, but is not limited to, making, or being involved in making, a threat that a bomb or chemical, biological or nuclear weapon has been placed in or is about to explode in a school building, on school grounds, in a school bus, at a bus stop, or at any school sponsored activity.

Prohibited Conduct

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

- Verbal or written statements or gestures by students indicating intent to harm themselves, others or property (including creating a “hit list”).
- Physical attack by students so as to intentionally inflict harm to themselves, others or property.
- The act of threatening force or violence on another person.
- Making, or being involved in making, a threat that a bomb or chemical, biological or nuclear weapon has been placed in or is about to explode in a school building, on school grounds, in a school bus, at a bus stop or at any school-sponsored activity. When a student is believed to have made a threat of harm towards another student, a teacher or other school personnel, the school or District shall take appropriate steps to investigate the alleged incident and take appropriate disciplinary and/or legal action.

Procedures for investigating and responding to potential threats of harm may include, but are not limited to:

- Removal of the student from the classroom setting and/or from the District’s transportation system pending further disciplinary action that may occur.
- Investigation of the alleged incident by the Principal or designee.
- Threat Assessment to include the student being interviewed by a mental health professional, school guidance counselor, or other qualified school personnel, and/or District personnel as needed.
- Notification of, and possible further investigation by, law enforcement.
- Notification of parents and others as required by state law.

DEADLY WEAPONS

Students are never allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons.

Deadly Weapons Prohibited

Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

Expulsion for Possession of

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be **expulsion for a minimum of twelve (12) months**. (The Gun-Free Schools Act of 1994 and KRS 158.150)

Reporting

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.

Definitions

Deadly Weapon

Deadly Weapon refers to any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged; any knife other than an ordinary pocket knife or hunting knife; billy, nightstick, or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star; or artificial knuckles made from metal, plastic, or other similar hard material. (KRS 500.080[4] Section IX)

Deadly Weapon (Other than Firearm/Explosive Device)

In consideration for the safety of all students and staff, possession of a deadly weapon (as defined in Section V, No. 8) is considered a serious offense. Any middle or high school student in possession of such a weapon may be suspended from school for up to ten (10) days. The Principal **shall** report any incident, including those involving elementary students, to the Superintendent. The Superintendent shall determine whether the student or students involved have identified disabilities. Students without such disabilities may be referred to the Board for an expulsion hearing. Cases concerning students with disabilities shall be reviewed by the appropriate Admissions and Release Committee (ARC) and determined on a case-by-case basis according to law. Additionally, the Principal or Superintendent may file a complaint/offense report with the Department of Law Enforcement for each such incident. The Department of Law Enforcement shall refer such cases to local law enforcement officials.

Dangerous Instrument

Any student in possession of a dangerous instrument, which includes an **ordinary pocket knife**, may be suspended from school for up to ten (10) days and **may** be recommended for expulsion.

Criminal Prosecution

Students may be subject to criminal prosecution for being in possession of deadly weapons or dangerous instruments on school property, whether openly displayed or concealed. (KRS 527.070)

BEHAVIOR VIOLATIONS

Violations which may result in disciplinary action including suspension, expulsion and/or notification of law enforcement or other government agencies may include, but are not limited to, the following:

BEHAVIOR VIOLATION	DESCRIPTION
1. Arson	The intentional starting of a fire or explosion on any school property or at any school sponsored activity which results in property damage of personal injury.
2. Assault	Intending to or causing physical injury to another person by means of a deadly weapon or dangerous instrument, or intentionally causing physical injury to another person.
3. Bullying	Any situation in which a student of greater power takes unfair advantage of a less powerful person. Power can be physical, numbers, social standing, verbal skills, cultural or ethnic power, gender, etc.
4. Cheating	A student acting deceptively or dishonestly; including a student copying another's work and using it as his/her own (plagiarism); tampering with official school records.
5. Possession/Use of Controlled Substances	Pursuant to Board Policy both possession, use of drug paraphernalia and possession, use or being under the influence of alcohol, any controlled substance or any substance that "looks like" (state including synthetic compounds/ substances) a controlled substance on or about school property, at any location of a school sponsored activity or en route to or from a school-sponsored activity are forbidden.
6. Defiance of Authority	Willful disobedience of a reasonable request of school personnel
7. Disruptive Behavior	Conduct which is disturbing to the educational process
8. Display of Affection	Physical contact of a romantic nature
9. Disrespect	Inappropriate language or actions toward another person or persons
10. Driving Violations	Student must drive no more than 10 mph on school grounds and always use acceptable driving techniques.
11. Extortion	Forcing others to pay money or give away their possessions against their will; stealing school property or the belongings of others by using threatening force or violence
12. Failure To Report (Weapons)	Students must report any knowledge of dangerous weapons on school grounds to administration immediately.
13. False Fire Alarm/ Bomb Threat	Making a threat that a bomb has been placed in or is about to explode in school property or at a school sponsored activity. Falsely alerting the Fire Department or school to a non-existent fire
14. Fighting	Students willfully engaging in physical contact for purpose of inflicting harm on the other person
15. Forgery	The act of falsely using the name of another person or falsifying documents or correspondence to or from the school
16. Harassment/ Discrimination	See Harassment/Discrimination Section

BEHAVIOR VIOLATION	DESCRIPTION
17. Malicious Mischief/ Vandalism	Intentional damage of school property or property of school personnel regardless of location, Damages will be paid for by students and/or parents/guardians.
18. Other Incurrigible Bad Conduct	As provided for in KRS 158.150, "Other Incurrigible Bad Conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school."
19. Physical Abuse Of School Personnel	Physical contact with school personnel by a student or group of students with the intention of doing bodily harm
20. Possession/Use Of Dangerous Weapon	Carrying, storing or using deadly weapons or dangerous instruments, or facsimile of, on school property; Firearms are handled by the guidelines of the Gun-Free Schools Act of 1994; includes dangerous instruments or any type of explosives including smoke bombs
21. Profanity/Vulgarity	Cursing; use of obscene language/gestures; engaging in actions which are coarse or crude; insensitivity to others.
22. Robbery / Theft	Unlawful taking of school property or the belongings of another (theft); use of force (robbery)
23. Sales/Distribution Of Alcohol/Drugs	Includes the use of, possession of, transmittal of, or under the influence of, alcoholic beverages, illegal drugs, materials/drug paraphernalia, inhalants, or other controlled / non controlled / prohibited substance that alter a student's mental or physical state including synthetic compounds/substances
24. Sexual Abuse	Any touching of the sexual or other intimate parts of a person done for the purpose of gratifying the sexual desire of either party.
25. Skipping Class/ Leaving School Grounds	Not being in assigned class and/or leaving school grounds during the school day without permission of a school official
26. Threatening Behavior or Intimidation	Threat of physical contact directed toward school personnel, students or others with the intention of doing bodily harm or damaging one's property by a student or group of students
27. Trespassing	Presence in an unauthorized place or refusal to leave when ordered to do so; presence on school property when suspended or expelled
28. Unauthorized Use / Possession of Telecommunication Device	A student using or activating (turning on) a telecommunication device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.
29. Use/Possession of Tobacco Products	Possession or use of tobacco or a facsimile of, during the regular day, on school property or at a school activity
30. Verbal Abuse of School Personnel	Inappropriate language directed at school personnel that is extremely disrespectful in nature and may or may not contain profanity.
31. Willful Disobedience	Failure to comply with the authority of teachers/administrators or other school personnel
32. Violation of Acceptable Use Policy	Behavioral violations occurring by the use of or to computer hardware/software and to or by any other form of technology have the same disciplinary consequences as those violations in any other format. See Appendix

CONFIDENTIALITY

To the extent practicable, school and Board employees should take steps to protect the identity of the complainant while reporting, investigating or disciplining a student for violation of the Code. In addition to the above, the school principal shall proceed with appropriate disciplinary actions consistent with the provisions of this Code.

CRIMINAL VIOLATIONS

Students may be charged with criminal violations in addition to violations of this Code. Prosecution and court proceedings of criminal violations shall be outside the authority of this Code and may proceed simultaneously with school sanctions for the same violations.

School or Board of Education employees who know or have reasonable cause to believe that a student has been the victim of a felony criminal violation under KRS Chapter 508 (assault, menacing, wanton endangerment, terroristic threatening, or stalking) committed by another student while on school property, on school-sponsored transportation or at a school sponsored event are required to make an immediate report (oral or in writing) to the principal of the school attended by the victim.

The principal shall notify the parents, legal guardians or others exercising custodial control over the student and the Board. Within 48 hours, the principal shall follow the original report with a written report containing the name and address of the student believed to be a victim of the crime and the name and address of his/her parents, the student's age, the nature of the incident and the name and address of the student believed to be responsible for the criminal violation.

To the extent practicable, school and Board employees should take steps to protect the identity of the complainant while reporting, investigating or disciplining a student for violation of the Code. In addition to the above, the school principal shall proceed with appropriate disciplinary actions consistent with the provisions of this Code.

IV. MISCELLANEOUS

REQUIREMENTS FOR ADMISSION

Birth Certificate

Upon initial enrollment in the district in any grade, a child must present his/her birth certificate in order that an accurate recording of the date and place of birth may be on the school record.

Immunization

No pupil will be initially enrolled in any school of the District until he/she has presented an immunization certificate or a physician's statement to the school principal that the immunization program has been completed pursuant to the provisions of KRS 158.035.

Health Certificate

Upon entering school for the first time in the district, a pupil must present documentation of physical, dental and vision examinations from his/her physician or present a health record from the school last attended, showing that he/she had the proper examinations within the time limit prescribed by 704 KAR 4:020. (If enrolling from out of state, information must be transferred to Kentucky forms.)

Residence Defined

Only pupils whose parents are residents of Rockcastle School District, or pupils who are legal residents of the school district, or otherwise provided by state law, will be considered residents and entitled to the privileges of the Rockcastle County Public School District. All other pupils will be classified as non-residents for school purposes.

Any pupil attending Rockcastle County Schools will be living with his parents or legal guardian. Guardianship must be established through the courts and a copy of the guardianship papers filed with the school or the Director of Pupil Personnel.

SCHOOL BUS RULES

The privilege of any pupil to ride a bus is conditioned upon their good behavior and observance of the following rules and regulations. Pupils violating these rules and regulations will be reported to the principal of the school that the pupil attends for necessary corrective action.

Safety is the primary concern in the transportation of pupils. In order to assure proper safety, it is vital that pupils and parents understand the rules and regulations of school bus riding. Following is a list of basic rules and regulations as adopted by the Rockcastle County Board of Education and the Kentucky Department of Education:

At the Bus Stop

- Arrive at the assigned bus stop ten (10) minutes before bus time. The driver is not permitted to wait for students.
- Keep all articles off the roadway and remain well clear of traffic.
- Do not damage personal property.
- Do not disturb residents by making excessive noise.
- Unauthorized conduct, such as fighting or damage to property, may be subject to action by local police as well as from the school.
- Wait until the bus stops and then walk to the bus door in orderly fashion.
- Students living on the opposite side of the road from a bus stop should wait on their side until the bus arrives and the driver signals them to cross.
- Students may use only that stop nearest their residence, unless written permission is obtained from their principal and provided to the bus driver.
- Never stand in the road while waiting for the bus. Parents should encourage safety measures for pupils as they wait for the bus and walk home from the bus.

On the Bus

- Obey the rules posted on the bus.
- The bus driver may assign seats. Students must be seated upon boarding the bus and must not change seats while the bus is in motion. Bus riders will share seats as directed by the driver.
- Eating and drinking are not permitted on the bus.
- Neither the driver/monitor nor students are permitted to use tobacco products while on a school bus.
- Weapons, including explosives and dangerous instruments are prohibited from school buses.
- No animals, or other items that might frighten other riders or distract the driver, are permitted on school buses.
- Nothing will be placed in the aisle of the bus or where it would hamper evacuation in case of emergency.
- Profanity and obscene gestures are prohibited at all times.
- Excessive noise is prohibited.
- Riders will not extend any portion of their bodies outside the bus.
- Riders will never use the rear emergency exit except upon direction of the driver or other competent authority.
- Riders will refrain from any language or action that might tend to embarrass or intimidate another student. (*Harassment while riding a school bus may result in permanent suspension of bus riding privileges.*)

Parents/guardians are responsible for making arrangements for supervision of children when school is dismissed early or cancelled. Early dismissal or cancelation of school notices will be disseminated via one or more of the following methods:

- Local TV and Radio Stations

Disciplinary Action

Violations of the bus rules and regulations will be reported to the appropriate school principal. The principal will record the incident and determine the appropriate disciplinary action. Should any pupil persist in violating any of these regulations, it will be the duty of the driver to notify the principal and, after due warning has been given to the pupil and such violations persists, the principal and/or Board of Education will then forbid such disobedient pupil the privilege of riding the bus. Written notice of the action of the principal will be furnished to the parent and the superintendent.

Personal Vehicle Use

At no time will a student riding a school bus leave that bus and get into a personal vehicle that is parked either on or off a school campus without prior written approval of both the Principal of the school the student attends and the Principal of the campus on which the bus/vehicle is parked.

Bus Evacuations

Evacuation drills will be conducted in accordance with state law. Bus drills consist of an orderly use of the available exits on the bus and are designed to familiarize students with the proper safety procedures to be followed in case of emergency.

Unsafe Condition - Removal from Bus

Whenever the bus driver determines the existence of an unsafe condition, the bus must be stopped until the unsafe condition no longer exists. Assistance may be requested from the Transportation Division whenever the unsafe condition is beyond the capability of the driver to correct. Drivers may request the removal of students who are responsible for the unsafe condition.

Unsafe Condition

Any condition which, if permitted to continue, could result in injury to a student is considered unsafe. Some examples include, but are not limited to,:

- Throwing items inside or out of the bus.
- Failure to remain properly seated.
- Improperly exiting the bus.
- Fighting, yelling and loud talking.
- Extending body parts out the windows.
- Damaging any part of the bus.
- Acts designed to intimidate or otherwise harass other students.
- Failure to carry out instructions from the driver.

Video Cameras

All Rockcastle County School buses are equipped with audio/video recording devices. These recordings may be used to document events and responsibility for actions which occur on the buses.

Special Instructions – Bus Passes

Students must ride their assigned bus and must enter/exit the bus at their designated bus stop unless they have been issued a signed bus pass from the principal. Parents must write a note to the principal requesting permission for students to ride another bus or to enter/exit at a different stop. The note must include a phone number where parents can be reached for verification.

Stopped School Buses

School buses stopped for the purpose of loading and unloading students will have the side “stop arm” activated. Any time the stop arm is out and lights are flashing, all traffic must stop. It is not permissible, even on school property, to pass a school bus while it is loading or unloading students. An exception is when the bus is on a multi-lane highway, traffic going in the opposite direction does not have to stop. School bus drivers are encouraged to file complaints with the local police department whenever the stop arm is violated. Convictions for stop arm violations normally result in an assessment of six points on the driver’s license, along with a fine and court costs.

ACTIVITY ELIGIBILITY

Determination of athletic eligibility will be made in compliance with applicable policies, administrative procedures, and Kentucky High School Athletic Association requirements.

GRIEVANCE PROCEDURE - TITLE VI/TITLE IX/SECTION 504

(Related Policy 09.42811)

Any student, parent or employee who feels they have been discriminated against or denied an opportunity because of their race, color, national origin, sex, handicap, age, religion or marital status has the right to file an informal and/or a formal complaint.

Conditions

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

Time Limits

- Days referred to in the grievance initiation form will be school days.
- 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.
- If no extension occurs and no appeal is filed at the next level of this grievance procedure, the grievance will be considered to have been settled and terminated at the previous level, and the answer given at that level will stand.

Principal/School Council Involvement

- When appropriate, the grievant will give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action will 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.
- The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

Superintendent/Designee Involvement

- When appropriate, the grievant will give his/her communication directly to the Superintendent, thus bypassing the Principal. This action will 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.
- The Superintendent reserves the right to redirect the communicator to the appropriate level.

Board Of Education Involvement

- 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 days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance will be advised to communicate with the entire Board.
- 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.

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

Grievance Coordinator

The Principal of each school will serve as the Grievance Coordinator for that school. When appropriate, the grievant may bypass the school Principal and contact the Superintendent directly (see “Superintendent/Designee Involvement” on the preceding page).

FOOD SERVICE

The Rockcastle County School System is committed to serving all students a nutritious breakfast and lunch each day. School breakfast and lunch make an important contribution to good nutrition, which is vital to a child's mental and physical growth.

School year **2019-2020**, Rockcastle County Schools will continue to participate in the Community Eligibility Provision (CEP) program. **This allows Rockcastle County Schools to provide a free breakfast meal and a free lunch meal to all students.** Students may purchase additional meals and ala carte items at the full price cost.

The CEP program requires parents and/or guardians to fill out a household income form provided by the school. It is very important to complete this form and return to the school.

Our schools also participate in the **OFFER vs. SERVE** program as outlined by USDA. We offer our students food in the five required categories: (1) meat or meat alternate, (2) vegetable or salad, (3) fruit or vegetable, (4) bread, and (5) milk. Students may choose three, four or all five of these items. We always encourage the child to take all offered food items.

PLEASE NOTE: Students will not be allowed to charge for any reason.

Extra meals and ala carte items must be purchased with cash in hand or from funds that have been deposited into the students meal account.

Prices for extra breakfast:

- All Students \$1.00

Prices for Extra Lunch:

- Preschool \$1.25
- Elementary \$1.70
- Middle/High \$1.95

All Adults will pay full price.

- Adults Breakfast: \$2.50
- Adults Lunch: \$3.75

HEALTH / MEDICATIONS
(Related Policy 09.2241)

Dispensing Medication by School Personnel

School personnel selected by the Principal shall dispense medication to pupils which has been prescribed or ordered by a physician or dentist. Over-the-counter medications such as Tylenol or other similar products not containing aspirin may be kept at school for the school nurse or other appropriately trained staff person to administer to pupils upon written permission of the parent/guardian. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Parent Permission

Pupils may take medicine which is brought from home with written parental request, provided the following conditions are met:

Original Container

Medication shall be brought to school in the original prescription container, which includes the physician's or dentist's directions for dispensing, or in the original over-the-counter medicine container with the written orders of the physician or dentist attached.

Clearly Labeled

Information listed on the container will include the student's name and the name and prescribed dosage of the medicine.

Storage

All medications dispensed to pupils by authorized school personnel shall be kept in the school in a safe, secure place designated by the Principal. In addition, authorized school personnel shall document on approved forms the dispensing of medications to pupils.

Permission to Carry / Self Administration

Under procedures developed by the Superintendent, a student may be permitted to carry and/or self-administer medication that has been prescribed or ordered by a physician due to a recurring or pressing medical need, e.g., an asthma inhaler. If a parent/guardian provides a written statement/authorization from a physician each year as required by law, a student under treatment for asthma will be permitted to self-administer medication.

Sharing of Medication

No student shall share any prescription or over-the-counter medication with another student. The Principal shall confiscate the medication and contact the student's parent. The medication shall be returned to the parent, only. Violation of this policy will result in appropriate disciplinary action, including but not limited to suspension or expulsion.

References:

OAG 73-768; KRS 158.834; OAG 77-530 Order #: 4C; OAG 83-115

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Rockcastle County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Rockcastle County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Rockcastle County Schools to include this type of information from your child's education records in certain school publications.

Examples

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Rockcastle County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15. Rockcastle County Schools has designated the following information as directory information:

- | | |
|-----------------|--|
| ▪ Name | ▪ Participation in Officially Recognized Activities / Sports |
| ▪ Address | ▪ Weight and Height of Members of Athletic Teams |
| ▪ Telephone | ▪ Degrees, Honors, and Awards Received |
| ▪ Email Address | ▪ Dates of Attendance |
| ▪ Photograph | ▪ Student ID Number, User ID, or Other Unique Personal |
| ▪ Date of Birth | Identifier Used To Communicate In Electronic Systems That |
| ▪ Grade Level | Cannot Be Used to Access Education Records Without a |
| | PIN, Password, Etc. A Student's SSN, In Whole or In Part, |
| | Cannot Be Used for This Purpose. |

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c)

STUDENT RESPONSIBILITY FOR COMPUTING AND OTHER TELECOMMUNICATIONS TECHNOLOGIES

INTERNET AND ELECTRONIC MAIL RULES AND REGULATIONS (Related Policy 08.2323)

We are pleased to offer the students of Rockcastle County access to the district computer network for electronic mail and the Internet. In order to gain access to computing and other telecommunication technologies all students must agree to the District **Acceptable Use Policy** and must sign and return the **ELECTRONIC ACCESS / USER AGREEMENT FORM** to their school. Students 18 and over may sign their own form.

Responsibility

Students are responsible for good behavior on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege – not a right.

Privacy

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. Internet use will be monitored by a proxy server that logs in detail every site visited by a user.

Acceptable Use Violation

Violations of Acceptable Use Policy may result in loss of access as well as other disciplinary or legal action. Violation of Acceptable Use Policy, includes, but is not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work or files
- Intentionally wasting limited resources

SCHOOLS DIRECTORY

Brodhead Elementary

27 School Street
P. O. Box 187
Brodhead, KY 40409
606-758-8512

Rockcastle County Middle

945 West Main Street
P. O. Box 1730
Mt. Vernon, KY 40456
606-256-5118

Mt. Vernon Elementary

530 Williams Street
P. O. Box 1530
Mt. Vernon, KY 40456
606-256-2953

Rockcastle County High

1545 Lake Cumberland Road
P. O. Box 1410
Mt. Vernon, KY 40456
606-256-4816

Roundstone Elementary

6701 North Wilderness Road
Mt. Vernon, KY 40456
606-256-2235

Rockcastle Academy

955 West Main Street
P. O. Box 1730
Mt. Vernon, KY 40456
606-256-3846

V. APPENDIX



EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM

To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades cannot be affected by lack of attendance or participation in classes for approved days. **This type of absence cannot occur during the school testing or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.** Decisions may be appealed to the Superintendent and then to the Board of Education.

Student Full Legal Name: _____ Date of Application: _____

Name of School: _____ Homeroom Teacher: _____

Date of Birth: _____ Age: _____ Grade Level: _____

Home Phone: _____ Address: _____

City: _____ State: _____ Zip Code: _____

_____ # of Excused Absences to Date _____ # Unexcused Absences to Date

_____ # of Total Absences to Date _____ Date(s) of Intended Absence(s)

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," and (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

Signature of Guardian:			Date:
Signature of Student:			Date:

Educational Enhancement Opportunity Request Form (Page 2)
(FOR SCHOOL USE ONLY)

THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL / DESIGNEE

This request must meet all three criteria to be eligible for an educational opportunity absence:

1. This request is for an absence that will have “significant educational value” and be “intensive” in nature. ☐ Yes ☐ No

2. This trip is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. ☐ Yes ☐ No

3. The major purpose of the trip is educational. ☐ Yes ☐ No

As Principal, ☐ I recommend ☐ I do not recommend that this educational opportunity absence be granted.

Principal’s Rationale:

Signature of Principal: _____

Date: _____

FOR SUPPORT SERVICES USE ONLY – IF APPEALED

As Superintendent, ☐ I recommend ☐ I do not recommend that this educational opportunity absence be granted.

Signature of Superintendent: _____

Date: _____

Signature of the Board Chair: _____

Date: _____

The District ☐ grants ☐ does not grant this educational opportunity absence.

Rockcastle County School Calendar

2019-2020

2019

Thursday, August 8
 Friday, August 9
 Monday, August 12
 Tuesday, August 13
Wednesday, August 14
Monday August 26
 Monday, September 2
 Friday, October 4
 Monday, October 7
 Monday, November 4
 Tuesday, November 5
 Wednesday, November 27
 Thursday, November 28
 Friday, November 29
 Friday, December 20
 Wednesday, December 25
 Monday, December 23-Tuesday, December 31

Professional Development Day (No School)
 Professional Development Day (No School)
 Professional Development Day (No School)
 Opening Day
Enrollment (First Day for Students)
First Day for Preschool
 Holiday - Labor Day (No School)
 Fall Break - KEA - (No School)
 Fall Break - (No School)
 Professional Development Day (No School)
 Election Day (No School)
 Break - Thanksgiving - (No School)
 Holiday - Thanksgiving - (No School)
 Break - Thanksgiving - (No School)
 Professional Development Day (No School)
 Holiday - Christmas - (No School)
 Break - Christmas - (No School)

2020

Wednesday, January 1
 Thursday, January 2-Friday January 3
 Monday, January 20
 Friday, March 13
 Friday, April 3
 Monday, April 6
Thursday, April 23
Tuesday, May 12
 Wednesday, May 13
 Thursday, May 14
 Friday, May 15
 Monday, May 18-Monday, June 22
 Monday, May 25

Holiday - New Year's - (No School)
 Break (No School)
 Break - MLK Day - (No School)
 Break - CKEA - (No School)
 Spring Break - (No School)
 Spring Break - (No School)
Projected Last Day for Preschool
Projected Last Day for Students
 Professional Development Day (No School)
 Professional Development Day (No School)
 Projected Closing Day (No School)
 Make-up Days (26 Days)
 Memorial Day

This Calendar is subject to change:

This calendar consists of (7) Professional Development Days, (4) Holidays, (1) Opening Day, (1) Closing Day, and (26) Make-up Days as required by law

<http://www.vertex42.com/calendars/>

2019-2020 HOME HOSPITAL APPLICATION

Section I: Parent/Student Information

To be completed by the parent (s) /guardian (s) prior to full completion by the licensed medical or mental health professional.

School District: **ROCKCASTLE** Last Date Attended: _____
School: ☐ BES ☐ MVES ☐ RES ☐ RCMS ☐ RCHS ☐ Academy
Grade: _____ County of Residence: _____ Special Ed: ☐ YES ☐ NO

Student Name: _____ Date of Birth: _____
Student Address: _____ Zip Code: _____
Gender: ☐ M ☐ F Race: _____
Guardian 1 Name: _____ Home Phone: _____
Cell Phone: _____

Guardian 2 Name: _____	Home Phone: _____
	Cell Phone: _____

List any special education programs in which your student may be enrolled:

List directions to student's home:

Pursuant to KRS 159.030, Section (2), before granting an exemption under paragraph (d) of subsection (1) of this section, the board of education shall require satisfactory evidence, in the form of a signed statement of a licensed physician, advanced registered nurse practitioner, psychologist, psychiatrist, chiropractor or public health officer, that the condition of the child prevents or renders inadvisable attendance at school or application to study. On the basis of such evidence the board may exempt the child from compulsory attendance. Eligibility for home/hospital instruction for students with disabilities shall be determined by the Admissions and Release Committee (ARC) in accordance with their Individual Education Program (IEP), with the services to be in the least restrictive environment. In lieu of this application, the ARC chairperson shall provide written notice of this eligibility to the local Director of Pupil Personnel (DPP) for purposes of program enrollment.

Any child who is excused from school attendance more than six (6) months must have two (2) signed statements from two different local health personnel which can be a combination of the following professional persons: a licensed physician, advanced registered nurse practitioner, psychologist, psychiatrist, chiropractor, and health officer. If a medical professional certifies that a student has a chronic physical condition unlikely to substantially improve within one (1) year, then the one signed statement is sufficient for services that extend beyond six (6) months. This exception does not apply to students with mental health conditions.

Exemptions of all children under the provisions of subsection (1) (d) of this section must be reviewed annually with the evidence required being updated, except that children with disabilities certified by a medical professional to have a chronic physical condition unlikely to substantially improve within three (3) years may continue to be eligible for home/hospital instruction services, based on the admissions and release committee's (ARC) annual review of documentation to determine if updated evidence is required. Updated documentation of evidence of need for home/hospital services for children with chronic physical conditions shall be provided as requested by the ARC, or at least every three (3) years.

Pursuant to 704 KAR 7:120, the condition of pregnancy is not to be considered a physical or health impairment in and of itself, and the nature and extent of any complication shall be delineated prior to consideration of home/hospital instruction for this condition.

RELEASE OF INFORMATION

I understand that the Home/Hospital Review Committee may request a review of the information provided on these forms by local health personnel. I hereby authorize this committee to have access to pertinent information regarding this request.

Guardian Signature: _____ Date: _____

2019-2020 HOME HOSPITAL APPLICATION

Section II: Medical Professional Statement

This section is to be filled out by the authorized medical or mental health professional.

It shall be determined that a child or youth is to be provided home/hospital instruction if the condition of the child or youth prevents or renders inadvisable attendance at school as verified by signed professional statement in accordance with KRS 159.030 (2) and 704 KAR 7:120.

Please Note: *Home Instruction (homebound) is short-term instruction provided in a home or other designated site for a student who is temporarily unable to attend school. According to state guidelines, two hours of home instruction each week is the equivalent to one full week of school attendance. Home instruction is not designed to take the place of a more appropriate school placement.*

Name of Student: _____

Please check **one** of the following:

☐ The student can attend school without any type of modifications or special provisions. Comments:

☐ The student can attend school only with modifications or special provisions. Describe modifications needed:

☐ **I do not** support home/hospital instruction at this time. Concerns and/or recommendations:

☐ The student is unable to attend school at this time due to health concerns and **I do** support Home/Hospital instruction. If you support home/hospital instruction at this time, please provide the following information:

Diagnosis _____

Prognosis: ☐ Good ☐ Fair ☐ Poor

Specific reason (s) why the student is unable to attend school at this time:

How long have you been seeing the patient for the diagnosis listed?

Approximate length of time student will need Home/Hospital Instruction:

Please summarize test and all other data collected that supports the need for Home/Hospital instruction at this time:

What is the treatment plan for the patient?

What is the expected duration of treatment?

2019-2020 HOME HOSPITAL APPLICATION



Section II: Medical Professional Statement (Continued)

☐ Check here if this student has a **chronic physical condition** that is unlikely to substantially improve within one year.

What ancillary services are involved in treatment?

List consultants/specialist to whom this student has been referred.

Name	Specialty	Phone

Will you be following the patient? ☐ Yes ☐ No If not, who will?

Name: _____ Phone Number: _____

Address: _____

Anticipated date of student's return to school: _____

What are your recommendations to assist this student in his/her return to school?

Additional Remarks/Comments:

Signature of Licensed Professional

Title

Date

Please Print or Type Name of Professional:

*An application for mental health reasons may be considered if completed by a licensed psychologist or psychiatrist.

Office Address: _____

Phone Number: _____

Fax Number: _____



PARENT/GUARDIAN ACCESS REQUEST Acceptable Use Policy Agreement

Complete only if creating a new account.

Rockcastle County Schools is pleased to offer parents/guardians access to the Infinite Campus Parent Portal as a means of enhancing communication between students, parents and educators and to promote educational excellence. The Portal gives parents/guardians access to view items such as grades, attendance and health records. The primary purpose of the Portal is to increase parent/guardian awareness and involvement in the education of their student.

In order to protect the confidentiality of student records, all parents/guardians who want to use the Portal are required to complete this Access Request/Acceptable Use Policy Agreement. Once completed, return the form to any one of your students' schools. You may be asked by school personnel to present proof of identity (e.g. driver's license) before being issued an activation key.

Note: In the event you have a unique situation (e.g. you live outside the area) and are unable to deliver the Parent Access Request form to your school's administrative office, please contact your school's principal to discuss the alternatives.

Please list all students currently enrolled in Rockcastle Schools.

Student Name(s)	School Name	Grade

I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

First/Middle/Last

Signature & I.D. must be that of a Parent or Legal Guardian.

Legal Guardianship papers must be presented with this form and/or must be on file with the school.

Parent/Guardian E-mail Address:

Important: Once the information provided above is verified and processed, you will receive an Infinite Campus Activation Key. Once you receive the Activation Key, you will be able to access the Portal via the Rockcastle County Schools website at <http://www.rockcastle.kyschools.us/home.html>

For technical assistance with the Campus Portal, please your child's school.

Date Form Processed: _____ ID Verified by (initials): _____

**ROCKCASTLE COUNTY SCHOOL DISTRICT
PARENT PORTAL
ACCEPTABLE USE POLICY**

The Rockcastle County School District is pleased to offer parents/guardians access to the Parent Portal as a means of enhancing communication between students, parents and educators and to promote educational excellence.

The Parent Portal gives parents/guardians access to view items such as grades, attendance and health records. The primary purpose of the portal is to increase parent/guardian awareness and involvement in the education of their student.

Individual student information contained in the Parent Portal is *confidential* and should be treated as such. Access to the Parent Portal is a privilege and every portal user is required to act in a responsible, ethical and legal manner.

Portal users **MUST** adhere to the following Acceptable Use Policy:

1. Portal users **MUST NOT** share their password with anyone, including their own children.
2. Portal users **MUST NOT** attempt to harm or destroy data of their own children, of another user, school or district network, or the Internet.
3. Portal users **MUST NOT** use the Parent Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
4. Portal users **MUST NOT** attempt to access data on any account other than his/her own.
5. Portal users who identify a security problem with the Parent Portal must notify the Rockcastle County School District or the local school immediately without demonstrating the problem to anyone else.
6. Portal users who are identified as a security risk to the RCS Parent Portal or any other Rockcastle County School District computer or network, may be denied access to the Parent Portal.

I have read and understand the **Rockcastle County School District Parent Portal Acceptable Use Policy**. I further understand that violation of the terms of this policy may result in 1) permanent loss of access to the Parent Portal, 2) civil and/or criminal consequences if applicable.

Student Name (please print)

Parent/Guardian Name and Relationship to Student (please print)

Parent/Guardian Signature

Date

ELECTRONIC ACCESS / USER AGREEMENT FORM AND AUTHORIZATION FOR USE BY MINORS

Name: _____

Address: _____

City/State/Zip: _____ Date of Birth: _____

Gender: M F Age: _____ Grade/Homeroom Teacher: _____

Acceptable Use Policy

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

PRIOR TO THE STUDENT'S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:

Permission for use of Technology by Minor Child

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

Consent for Use

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

Parent/Guardian

Printed Name: _____

Parent/Guardian

Signature: _____

Date: _____

Home Phone: _____

Cell Phone: _____

NOTICE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS

Please detach and return this page upon receipt of booklet.



ASSURANCE PAGE

PARENT/GUARDIAN

I have received a copy of the **2019-2020** Code of Acceptable Behavior and Discipline, including the Title I Parent/Teacher Compacts for all elementary schools and Family Educational Rights and Privacy Act Notice for Directory Information to Public Schools. I am aware for the consequences and penalties should my child not conform as it relates to the Code of Acceptable Behavior and Discipline for all students.

Guardian Signature: _____ Date: _____

STUDENT

I have received a copy of the **2019-2020** Code of Acceptable Behavior and Discipline, including the Title I Parent/Teacher Compacts for all elementary schools and Family Educational Rights and Privacy Act Directory Information. I am aware of what is expected of me and what consequences and penalties could result if I do not conform to the Code of Acceptable Behavior and Discipline for all students.

Student Signature: _____ Date: _____

