

# **TAYLOR COUNTY SCHOOL DISTRICT**

## **CODE OF PUPIL CONDUCT 2020-2021**

**CHARLES HIGDON, JR.  
SUPERINTENDENT  
TAYLOR COUNTY BOARD OF EDUCATION  
1209 EAST BROADWAY  
CAMPBELLSVILLE, KENTUCKY 42718  
(270) 465-5371**



# Code of Acceptable Behavior and Discipline

I am pleased to share the redesigned Code of Acceptable Behavior and Discipline with all members of the Taylor County School District. Our goal is to provide a document that is clear and concise in sharing our expectations with our students in order to maintain a safe educational environment in our schools.

I ask that you review this code with all Taylor County School Students in your household. Please contact your child's principal if you have any questions concerning this document.

Sincerely, Charles Higdon, Jr.  
Superintendent

## CODE of ACCEPTABLE BEHAVIOR and DISCIPLINE PHILOSOPHY AND RATIONALE

All of our policy and procedures have been developed using a variety of sources designed to improve and maintain a positive and safe learning environment. We ask that all students, staff and members of our learning community treat others as you would like to be treated. We strive to maintain a positive school attitude through the expectations and rules for conduct for our students, staff and our learning community.

This document has been developed through the cooperative efforts of students, parents, teachers, and administrative personnel of the Taylor County School District for the following purposes:

1. To provide certain disciplinary procedures to ensure that students, may learn in an environment conducive to learning.
2. To provide all concerned parties with information regarding regulations and procedures affecting the educational program as it pertains to individual rights and responsibilities.

It is with these purposes in mind that this **Code of Acceptable Behavior and Discipline** has been developed.

Pupils will be subject to school discipline for any violation of this **Code of Acceptable Behavior and Discipline** at all school related functions including, but not limited to, buses, traveling to and from school, regular school day activities, extracurricular and curricular activities at home, school facilities, or away.

This **Code of Acceptable Behavior and Discipline** provides for consistent and equitable treatment of all students in the Taylor County Public Schools. Students will be responsible for adherence to this code in school, at school sponsored or related activities, on school buses, and at any extra-or co-curricular activities at, or away from school.

This **Code of Acceptable Behavior and Discipline** provides for an annual review by the school community and the Board of Education to insure an effective document, which meets the changing needs of the total educational community.

This **Code of Acceptable Behavior and Discipline** provides the basic procedures which will be followed in disciplinary matters and the meanings and explanations of the procedures and the violations.

### The Taylor County School District

Taylor County Board of Education 270-465-5371

Taylor County Transportation 270-465-2943

Taylor County Elementary School 270-465-5691

Taylor County Middle School 270-465-2877

Taylor County High School 270-465-4431

Taylor County Primary School 270-465-0449

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**The Taylor County School District**  
***SPIRIT OF SPORTSMANSHIP***

The Taylor County School District appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials will not be tolerated and may be grounds for ejection from the game and/or facility.

**CODE OF PUPIL CONDUCT ADVISORY/REVIEW COMMITTEE**

Charles Higdon, Jr., Superintendent Taylor County Schools  
DiAnne Harris, Director of Federal Programs  
Angela Cook, Director of Pupil Personnel - Central Office  
Scott Parks, Special Education Coordinator - Central Office  
Jennifer Fitzpatrick, Assistant Principal Taylor County High School  
Rodney Turpin, District Director of Transportation  
Bryan Cook, Director of Technology  
Neil Sanders, Assistant Principal Taylor County Middle School  
Melissa Long, Principal Taylor County Primary School  
Donna Williams, Principal Taylor County Elementary  
Sam Marple, Dean of Students

**DISTRICT MISSION STATEMENT**

At Taylor County Schools, we set high expectations and work together to help all students succeed.

**CODE OF CONDUCT DEVELOPMENT/ANNUAL REVIEW PROCESS**

This Code of Conduct handbook was developed by administrative personnel in accordance with the Taylor County Board of Education policies, rules and regulations.

The Code of Conduct will be reviewed annually by local administrative staff and suggested revisions will be reviewed by the district advisory committee.

**DISSEMINATION**

The student discipline code will be disseminated to school employees and parents in the District via school website. This includes those parents whose child enrolls during the school year.

**ORIENTATION**

Each building principal is responsible for conducting an annual orientation of the Code of Conduct for students, staff and parents.

## ***IMPORTANT NOTICE TO PARENTS AND STUDENTS***

**All Taylor County Schools are operating under school site-based decision making council governance. School councils may develop policies that differ from the policies stated in this Code of Conduct Manual.**

### **REVIEW EACH SCHOOL'S STUDENT HANDBOOK FOR ADDITIONAL POLICIES AND PROCEDURES.**

### **WHERE AND WHEN THE CODE WILL APPLY**

This code applies to **ALL** students in the Taylor County School District while at school, while on their way to and from school, while on the bus or other district vehicle, and while they are participating in school-sponsored trips and activities.

Pupils are under the authority of the principal, teacher, bus driver and other school staff at all times, from the time they leave home to come to school until they arrive home that afternoon or until they are properly released during the school day to their parents or guardians (KRS 161.180) or when they are in attendance of any school function before or after school hours, on or off school property when under the supervision of school personnel.

Any person who enters school property is under the authority of the school during such time as he/she remains on school property and shall abide by all rules and regulations as set by the state, board, or school officials.

This code establishes minimum behavior standards. Each school, grade or class may require special provisions.

School councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

The superintendent or his designee is responsible for the code's implementation and application throughout the district. The principal is responsible for administration and implementation of this Code with his/her school in a uniform and fair manner without partiality or discrimination.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering code standards in the classroom, halls, and other assignment locations.

### **EQUAL EDUCATIONAL OPPORTUNITIES (09.13) NONDISCRIMINATION POLICY**

The Taylor County Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status in the programs, activities and services it provides and provides equal access to the Boy Scouts and other designated youth groups, as required by law

Individuals who have questions concerning compliance with this requirement should contact Mr. Charles Higdon, Jr., Superintendent at the Taylor County Board of Education, 1209 East Broadway, Campbellsville, KY 42718 (270) 465-5371.

### **STUDENTS WITH DISABILITIES**

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

The district shall operate its programs in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

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

### **RELIGIOUS ACTIVITIES**

The District shall observe the rights of students to voluntarily engage in religious activities or express religious viewpoints while at school, as established by the United States Constitution and law, provided they do not:

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

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

# The Taylor County School District Expected Bus Behavior

The privilege of riding a school bus will depend upon students obeying the following rules and procedures in accordance with the Taylor County School District and under 702 KAR 5:030 Section 19-20. These behavioral expectations apply to students, drivers, and others, whether going to and from home, at the bus stop, on the buses, on our school grounds or in our school buildings.

## CONDUCT ON BUS

1. Students must arrive at the bus stop on time.
2. Students who must cross the roadway should cross in front of the bus after the driver signals them that it is safe to do so.
3. Students are to obey the driver promptly.
4. Students are to help the driver keep the bus clean by cleaning their feet before entering the bus and keeping wastepaper and rubbish off the floor and seats.
5. Students are to sit in the seat assigned by the bus driver and stay seated while on the bus.
6. Students are not to have matches, lighters or any open flame on the bus. Students with open flames while riding the bus will be reported to the appropriate authorities and are subject to removal from the bus under 702 KAR 5:080 section 24.
7. Students should avoid unnecessary conversations with the bus driver.
8. Students are not to use loud, abusive or profane language while on the bus.
9. Students are not to lean out the bus windows. They must keep their arms, legs, head, and property inside the bus.
10. Students are to enter and leave the bus only after it has come to a complete stop.
11. Students are to leave the bus only at their regular bus stop or at the school, unless they have written permission of a school administrator.
12. Students are to respect the people they pass while on the bus. They are not to yell or make signs to those the bus passes along the road.
13. Students are not to damage the bus and should report any damage to the bus driver. If they do cause damage, their parents or guardians may be held responsible for restitution.
14. Students are not to interfere with the vision of the driver.
15. Students are not to block the aisle of the bus or transport animals on the bus. The driver shall not permit the transport of any object that would block the bus aisle or exit in case of collision under 702 KAR 5:080 section 20.
16. At no time shall students be permitted to eat, drink, or use tobacco products while riding the bus or at the bus stop.
17. Use of electronic communication devices in any manner shall be prohibited. The ride to and from school are considered school hours and the applicable board policy will apply.

The bus driver will assist the principal or school administrator in seeing that the above rules and procedures are carried out. If any pupil persists in violating these procedures, the bus driver shall notify the principal. In addition, the principal/school administrator may suspend bus-riding privileges if the pupil continues to disobey the rules and procedures. If this action becomes necessary, the principal shall notify the parents in writing and send a copy of the notice to the superintendent and director of transportation. The principal has the responsibility of maintaining discipline on all school buses servicing his or her school.

The principal is authorized to suspend immediately, as a disciplinary measure, bus riding privileges for any student who is reported to him by the bus driver.

***NOTE: These directives reflect minimum standards. When a student is found to be in violation of the School Bus Policy as outlined in The Taylor County Code of Acceptable Behavior, additional disciplinary consequences may be levied at the principal's discretion as the situation warrants.***

Drivers will report unusual or repeated behavior problems to the principal and parents by using a Bus Conduct Report. For permanent suspension of bus riding privileges, the parents must first be notified and given the reasons why this action is necessary. Parents should be encouraged to solve the problem before this privilege is revoked. If, after consultation with the parents, the problem persists, then parents should be notified in writing of the suspension of bus riding privileges with proper documentation justifying this action.

Drivers shall be aware that the principals are responsible for discipline and drivers shall refrain from publicly offering critical comments regarding disciplinary actions. Students who lose their riding privileges shall not be eligible to transfer to another bus while privileges are suspended. Parents are responsible to arrange transportation for their children to and from school. (In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.) After complying with the above procedures, the superintendent or principal is authorized to exclude a student from transportation services.

***Bus Seating, Passes, and Issues*** - Similar to classrooms, bus drivers have the right to assign students to seats and limit items brought on the bus. No students will be transported on a bus other than his/her own without a pass that has been signed by the school official. Depending on bus route size, passes may be limited by the school or the transportation department. If there are problems on the bus, please contact the transportation department for The Taylor County School District.

# STOP BULLYING BEHAVIORS!

**Treat others as you would like to be treated - Respect, Responsibility, Trust, Fairness, Citizenship and Caring**  
*Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.*

**What is Bullying and/or Cyber-Bullying?** Bullying and/or Cyber-Bullying is defined as 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.
2. That disrupts the education process.

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

Because we believe every student deserves a safe learning environment, the Taylor County School District is committed to dealing with bullying behaviors in our schools. To help the student who is the target of bullying behaviors:

1. We strive to identify the student who is using bullying behaviors and administer consequences for bullying behavior and help our students learn new ways of relating to others.
2. We educate our school community of the serious impact of bullying behaviors in order to respond consistently to all instances of bullying.

## What do bullying behaviors look like?

- Inappropriate physical contact, including hitting, kicking, shoving, pushing
- Intimidating and threatening comments either oral, written or electronically
- Name calling or put-downs
- Malicious manipulation of others to do things they don't want to do,
- Setting someone up to be bullied
- Excluding from the group
- Spreading rumors or hurtful gossip
- Stalking
- Hurtful teasing or making fun of someone
- Harassment
- Hiding or destroying someone's belongings
- Standing by and watching bullying behavior

## BULLYING PREVENTION TIPS

Are you being bullied?	Do you bully others?	Do you witness bullying?
<ol style="list-style-type: none"> <li>1. Tell a trusted adult what is happening (like your parents, teacher, principal, bus driver or guidance counselor)</li> <li>2. Stay in a group so you won't be an easy target and so others can help.</li> <li>3. Try to stand up to the person who is bullying you. Tell him/her you do not like it, what he/she is doing is wrong, and you want it stopped.</li> <li>4. Make a joke. Sometimes humor can make a bad situation more manageable.</li> <li>5. Remember it's not your fault; no one deserves bullying.</li> </ol>	<ol style="list-style-type: none"> <li>1. Think about what you are doing and how it makes others feel. Think about their feelings, and then don't do it!</li> <li>2. Hurting others and making them feel bad is never cool. Think how you feel when you're hurt.</li> <li>3. Talk to an adult if you are not sure why you bully others or how to stop, you need to talk about it. A trusted parent, teacher or counselor can help you change.</li> <li>4. Treat others as you would like to be treated.</li> </ol>	<ol style="list-style-type: none"> <li>1. Support someone who is being bullied. Spend time and include him in activities or just talk to show you care.</li> <li>2. Stand up to the person doing the bullying. Try to get other kids to join you. It's not easy, but it works. When a bully sees that other kids don't think bullying is cool, he's more likely to stop.</li> <li>3. Report bullying to an adult. Kids who are bullied may fear things will just get worse if they talk about it; kids who know they can't get away with bullying may stop.</li> </ol>

## What are some things you can do to help stop bullying?

- Don't join the person who is doing the bullying behavior
- Stop the rumor or gossip that is being told to you
- Be unwilling to listen to put-downs about others
- Be a respectful person and role model
- Be an encourager of positive solutions

***We believe much student misbehavior is a result of bullying.  
Therefore, in The Taylor County School District all bullying behavior is unacceptable!***



## **Bullying/Hazing**

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

### ***ACTIONS NOT TOLERATED***

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. <sup>1</sup>This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

### ***BULLYING DEFINED***

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.

### ***REPORTS***

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

## **SAFE AND ORDERLY LEARNING ENVIRONMENT**

### **(Reports of Harassment, Discrimination, Bullying and Hazing)**

The Taylor County School District and its staff promote a safe orderly learning environment free of harassment, discrimination, bullying, hazing, and other unacceptable behavior. Any student that believes that he/she has been the victim of harassment, discrimination, bullying, hazing or other unacceptable behavior is to report the incident(s) immediately to school staff. Reporting can be made verbally or by filling out a **Harassment, Discrimination, Bullying or Hazing Reporting Form** available in each school office. Employees who have knowledge of alleged hazing or observed student harassment, discrimination, bullying, hazing, or other unacceptable behaviors including felony offenses shall immediately notify their Principal, immediate supervisor, or the Superintendent, who will begin an investigation.

### **EMPLOYEE REPORTS OF CRIMINAL ACTIVITY (09.2211)**

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

**KRS 158.154** - When **the principal** has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the **Principal** shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the **Principal**.

**KRS 158.155** - An **administrator, teacher, or other employee** shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State police, by telephone or otherwise, if:

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

**KRS 158** - Any **employee** of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

**KRS 620.030** - Any **person** who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

## Harassment/Discrimination

### **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.

The provisions of this policy shall 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.

### **PROHIBITION**

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. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

### **DISCIPLINARY ACTION**

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

### **GUIDELINES**

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.

## **GUIDELINES (CONTINUED)**

2. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
  3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
    - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
    - 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.
4. 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; and
  5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

### ***NOTIFICATIONS***

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

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

### ***PROHIBITED CONDUCT***

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

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

3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

**CONFIDENTIALITY**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

***APPEAL***

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

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

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

***RETALIATION PROHIBITED***

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

***FALSE COMPLAINTS***

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

***OTHER CLAIMS***

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

#### REFERENCES:

<sup>1</sup>KRS 158.156

42 USC 2000e, Civil Rights Act of 1964, Title VII

Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance (U.S. Department of Education) U. S. Supreme Court - Franklin vs. Gwinnett County

29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX

Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)

Davis v. Monroe County Bd. of Educ., 119 S. Ct. 1661 (1999)

#### RELATED POLICIES:

03.162; 03.262

09.13; 09.2211; 09.227

09.422; 09.426; 09.438

## Care of School and Personal Property

### PUPILS RESPONSIBLE

Pupils shall be held responsible for damage to school property.

#### *SCHOOL PROPERTY*

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

1. Intentional harm, and
2. Damage beyond minor loss or breakage, excluding normal wear and tear.

#### *PERSONAL PROPERTY OF SCHOOL PERSONNEL*

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school.

#### *STUDENTS' PROPERTY*

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action.

#### *PARENTS LIABLE*

Parents shall be liable for property damage caused by their minor children.

### REFERENCES:

- <sup>1</sup>KRS 157.140 (Textbooks) <sup>1</sup>  
KRS 405.025 (Willful Damage)
- <sup>2</sup>KRS 158.150  
KRS 158.154; KRS 160.290  
704 KAR 3:455

### RELATED POLICY:

09.438

Adopted/Amended: 9/8/98

## MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

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

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

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

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) ***The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include:

a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

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

b. **Upon request, disclosure of education records without** parent/eligible student notice or **consent to officials of another school district** or post-secondary institution **in which a student seeks or intends to enroll** or is already enrolled **or to other entities authorized by law** so long as the disclosure is for purposes related to the student’s enrollment or transfer.

c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

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

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

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

Unless the parent or eligible secondary school student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.



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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

**PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:**

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of -**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect, upon request and before administration or use -**

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

**These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.**

The Taylor County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Taylor County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Taylor County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Taylor County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above. *Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

### **Title 1 Notification of Parents:**

At the beginning of each school year, a district that accepts Title 1, Part A funding must notify parents of students in Title 1 schools that they may request information regarding their child's teacher(s). The district must provide the parents on request, information regarding the professional qualifications of the student's teacher(s), including, at a minimum the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The college major may hold other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether the child is provided services by paraeducators, and if so, their qualifications.

## TITLE I PARENT INVOLVEMENT POLICY

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents of students participating in the Title I program.

- Expectations** It is the intent of the Taylor County Board of Education that parents shall be provided with frequent and convenient opportunities for full and ongoing participation in the
- Involvement** Title I program including opportunities to suggest modifications, based on changing needs of parents and the schools.

All comments indicating parents' dissatisfaction with the Title I plan shall be collected and submitted along with the plan to the Department of Education.

The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

**Support for Program** If the District's Title I allocation is \$500,000 or more, the District shall reserve one percent (1%) of its allocation for the purpose of promoting parent involvement. Parents of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be used.

The District will provide coordination, technical assistance, and implement effective parent involvement activities. These measures may include, but shall not be limited to, the following:

1. Designation of resources to assist in communication with parents, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.
- Support for Program** 2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies;
3. Identification of ways in which parents can be involved in staff training activities to demonstrate the value of parent involvement and various techniques designed to successfully engage parents as equal partners in their child's education;
4. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this policy and the plan designed to implement it. The process shall focus on the following questions: Does this policy increase parent participation? What barriers to parent participation still exist, and how can they be reduced or removed?
5. In the design of activities and materials designed for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

**School Policy** Each school shall submit to the Superintendent and Board, for review and comment its Title I school parent involvement policy, which must meet all legal requirements. This policy shall be developed jointly with and distributed by the school to parents of participating students.

## **RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED, SEPARATED OR SINGLE PARENTS (09.12311)**

The board shall release student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished by the following procedure:

Unless the school has been informed and given evidence of state law or court order concerning the status of the student:

1. Both parents shall have equal access to any information concerning the student.
2. Both parents shall have the right to release of the student under their care.

## **RELEASE OF STUDENT DIRECTORY INFORMATION**

Directory information is information contained in a student's educational record that would not generally be considered harmful or an invasion of the student's privacy if it were disclosed. Directory information currently consists of the following:

1. Student's name
2. Address
3. Telephone number
4. E-mail address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Degrees received
14. Honors and awards received; and
15. Most recent educational agency or institution attended.

Taylor County Schools will release student directory information unless a written statement is received from the parent/guardian stating the information or any part of the information is not to be released.

## **Taylor County Attendance Policy**

Students are expected to attend the school in which they are enrolled regularly and punctually in order to attain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

### **Truancy Defined**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18<sup>th</sup>) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. Any child reported as a truant two (2) or more times is a habitual truant (KRS 159.150). Habitual truants shall be reported to the Principal and to the Director of Pupil Personnel, who shall take appropriate action. Also, amended KRS 159.990 holds a public school student who has attained the age of 18 but who has not reached his or her twenty-first birthday accountable if the student fails to comply with school truancy laws.

The Kentucky Department of Education requires all school districts to calculate a student's attendance based on the number of minutes missed during the regularly scheduled school day. Therefore, calculations of student attendance shall be based on guidelines set out in 702 KAR 7:12. Absence from school for 60 minutes or less is considered a tardy. Partial absences count as a part of the student's attendance record.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

### **Absences**

When a student is going to be absent:

1. The parent/guardian who has legal custody of the student shall call the school at any time after he/she realizes that the child cannot attend school and give the reason for the absence. There will be a special phone number for these calls and an answering machine so that the message can be recorded at any time.
2. If the parent/guardian has not contacted the school by 9:30 AM, the attendance secretary at the school site will contact the parent/guardian to determine why the student is not in school. If the parent cannot be reached on the phone either at home or at work, the absence will be coded as unexcused. This code may change pending verification of an excused absence or tardy.

## **Excused Absences**

Students receiving an excused absence shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence. The following are excusable absences;

1. Illness of the pupil. **(Parent notes/calls are accepted for 5 days per school year for illness or other excusable reason. All other student absences due to illness require a physician statement.)**
2. Medical condition verified by doctor's statement. When a student must miss more than five (5) consecutive school days due to illness or surgery, the parent/guardian is to contact the attendance office or the Director of Pupil Personnel who will explore the possibility of home/hospital instruction.
3. Death or life threatening illness or injury in immediate family.
4. One (1) day for attendance at the Kentucky State Fair (KRS 158.070).
5. Drivers test for permit or license two half days allowed per year.
6. Lice-limited to one (1) day. If the student is sent home, he/she will be excused for the remainder of that day.
7. Medical or dental appointments that cannot be made after school hours. (Verification by a written statement from the doctor confirming date and time.)
8. Religious holidays and practices approved in advance by the principal.
9. Verified court summons.
10. Failure of bus transportation. (Missing the bus is not excused.)
11. Documented military leave.
12. One (1) day prior to departure of parent/guardian called to active military duty.
13. One (1) day upon the return of parent/guardian from active military duty.
14. Trips, qualifying as educational enhancement opportunities, as determined by the Principal, Superintendent, and Board Chairman. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal, Superintendent, and Board Chairman to be of significant educational value. This opportunity may include, but not limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. **Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.**
15. The Principal may excuse an absence based on circumstances that he/she feels warrants special consideration.

## **Unexcused Absences**

Examples of unexcused absences include: suspension, working, hunting, senior pictures, senior skip day, hair appointments, out of town trips (unless pre-approved), babysitting, farming activities, missing the bus, visiting relatives, or other activities not covered by excused absences.

## **Written Statements For Absences/Tardies Required**

Upon returning to school following an absence or tardy, a student within three (3) school days must turn into the school attendance office a signed and dated parent note or a physician statement explaining the reason for every day the student was absent or tardy. If a written statement verifying a valid reason for each absence or tardy is not received within three (3) school days after the student returns to school, the absence or tardy will be recorded as unexcused. The written statement must be in its original form. No photocopies will be accepted. However, faxed excuses from the doctor's office will be accepted. Students presenting false or altered verification shall be subject to disciplinary action.

## **Unexcused Absences**

No make-up work is allowed for unexcused absences. Teachers shall record a grade of zero (0) for assignments missed because of a student's unexcused absence or suspension.

## **Notification of Unexcused Absences**

After a child has five (5) days of unexcused absences per year, the school shall send a notice to the parent/guardian of the student that has been absent stating the number of days the student has missed and reminding them that if these absences continue, it will be necessary for the student to be referred to the Director of Pupil Personnel.

After a student has six (6) unexcused absences per year, the school shall contact the Parent and the Director of Pupil Personnel, in writing, listing the days the student has been absent and stating which absences are excused and which absences are unexcused. The letter will inform the parent/guardian that, according to the compulsory attendance law, it is the parent's/guardian's responsibility to keep the student in school.

Once the five (5) and six (6) day letters have been sent to a parent/guardian and the child misses another unexcused absence, final notice will be sent to the parent/guardian by either a home visit or certified mail. If the student continues to miss after this, the student will be referred to either the Court Designated Worker or the County Attorney for legal action.

## **Notification of Unexcused Tardies**

After a student has nine (9) unexcused tardies, a letter will be sent home to the parent/guardian, notifying them of the number of unexcused tardies and reminding them that if this continues, the Director of Pupil Personnel will be notified.

Once the nine (9) day tardy letter has been sent and the student is tardy without excuse again, final notice will be sent to the parent/guardian by either a home visit or certified mail. If the student continues to have unexcused tardies, the student will be referred to either the Court Designated Worker or the County Attorney for legal action.

**Students enrolled in the District who are eighteen (18) or older who miss ten (10) or more unexcused events per year may be reassigned to an alternative program, pending action for being a habitual truant. Students subject to reassignment will be notified in writing after the sixth (6<sup>th</sup>) unexcused absence.**



## **Exemptions From Compulsory Attendance**

1. A graduate from an accredited or approved 4-year high school
2. A pupil who is enrolled in a private or parochial school
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children

## **Exceptions To Presence at School**

Students must be physically present in school to be counted in attendance except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital instruction, or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance (KRS 159.035).
3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.
4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation (702 KAR 007:125).
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.

All days missed due to suspension are unexcused.

Note: Parents may keep their children home from school or take them out of school for reasons that they deem necessary – BUT that does not mean the absences will be excused. Only the school can excuse a student's absence.

### **DEFINITIONS AND CLARIFICATIONS**

- a. **TARDY** – A student who is not in his/her assigned classroom when the tardy bell rings is recorded tardy for the day ; also, a student who checks in late or leaves early (.01-34% of the school day). The tardy will be considered unexcused unless for the reasons listed in Section b of this attendance policy.
- b. **HALF DAY** – Students must be in attendance between 35-83% of the school day to receive half-day credit.
- c. **FULL DAY** – Students must be in attendance at least 84% of the school day to receive full-day credit.
- d. **LATE BUS** – Students arriving to school late as a result of a late bus will not be counted as tardy.

### **GENERAL GUIDELINES FOR DISCIPLINE CONSEQUENCES**

**General Guidelines for Discipline Consequences:** When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order in the learning environment.
2. Students shall be treated fairly and equitably. Consequences will be administered after a careful assessment of the circumstances of each case. Factors to consider shall include:
  - Threat to the safety of all
  - Seriousness of the offense
  - Student's age
  - Frequency of misconduct
  - Student's attitude
  - Potential effect of the misconduct on the school environment.
3. All types of disciplinary infractions may not be included within this document. For these teacher-level items and for any items not included, the principal may use his/her own discretion on the consequences.

#### **Teacher level incidents:**

- Tardiness to class
- Failure to bring appropriate materials to the classroom
- Refusal to participate in classroom activities
- Talking in class
- Sleeping in class
- Cheating/dishonesty
- Eating, drinking or chewing gum in the classroom
- Cameras, cell phones, electronic devices, games in class or at functions, MP3 players or similar devices.
- Inappropriate cafeteria conduct
- Inappropriate hall conduct
- Poor sportsmanship in classroom activities
- Throwing objects (spitballs, paper, airplanes, etc.)
- Public display of affection

**Possible teacher level consequences:**

- Student conference
- Student-teacher contract
- Special assignment or duties
- Parent contact
- A grade of zero for cheating
- Rewards or demerit system for behavior
- Verbal correction
- Cooling-off or time-out
- Special seating assignment in classroom
- Teacher level probationary agreement
- Teacher assigned detention
- Parent-teacher conferences
- Temporary confiscation of items that disrupt the educational process
- Withdrawal of classroom privileges
- Conferencing with teachers, special services, or administrative personnel
- Referral to School Guidance Counselors
- Sending the student to the office or other assigned areas
- Providing outside agency information for parent personal use

REPETITION AND SEVERITY IN THIS CATEGORY MAY RESULT IN MORE SERIOUS DISCIPLINE  
INCLUDING SUSPENSION THROUGH THE PRINCIPAL'S OFFICE.

### **DRIVER'S LICENSE REVOCATION (09.4294)**

#### **NO PASS NO DRIVE LAW (KRS 159.051)**

Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old student applying for a driver's license or permit is required to have a completed school Compliance Verification Form. *This form is available in the Taylor County High and Director of Pupil Personnel offices and must be completed by school personnel and presented by parents to the circuit clerk's office staff before applying for a driver's permit or license.* Basically, the form is verifying that the student is compliant with the components of the "No Pass/No Drive Law. **If the student is not compliant, a form will not be issued.**

Also, students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license or permit driving privilege revocation.

#### **ACADEMIC AND ATTENDANCE DEFICIENCIES GUIDELINES**

Academic and attendance deficiencies for students' age sixteen (16) or seventeen (17) enrolled in regular, alternative, and special education programs shall be defined as follows:

1. Students shall be deemed academically deficient if they **have not** received passing grades in at least **four (4)** of the **five (5)** courses taken in the preceding **semester**. **\*(Students must pass four (4) of the five (5) courses taken each semester to maintain drivers licenses/permits or be eligible to apply for a driving permit.)**
2. Students shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absent events during a **semester**. **Suspensions are considered unexcused absences and two (2) unexcused tardies equal one (1) unexcused day absent in applying the No Pass/No Drive statute.**
3. Reports of noncompliance based on academic deficiency (grades), dropouts and attendance for the 2012-2013 school year and thereafter will be made beginning with grades from the **first (1<sup>st</sup>) fall semester**. Students are considered noncompliant until they become compliant or reach age 18. For school purposes, students are noncompliant a full **semester** until they have time (the following **semester** or summer school) to improve their grades and/or attendance **and meet the No Pass/No Drive compliance requirements.**

#### **REINSTATEMENT OF DRIVING PRIVILEGE**

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement must then apply to the school counselor **or assigned designee** to have their standing confirmed **and reported to the appropriate agency for reinstatement.**

### **The Taylor County School District Violations & Procedures**

Disciplinary Actions are utilized by The Taylor County School District to maintain the educational environment and protect each student's right to a free and appropriate education. This code of conduct covers all of The Taylor County School District events including those on school grounds, buses, and activities sponsored by the school. Definitions of the violations and procedures are contained in the pages following this chart.

Elementary and middle school principals have the discretion to administer consequences at a lower step in consultation with the Taylor County School Superintendent or designee.

# Behavioral Violations & Possible Consequences

## Grades

### Pre-School > 5

POSSIBLE ACTIONS	Informal In-School Discipline Measure	Parent/Guardian Conference	Referral for Program Change In-School Behavior		After School Detention	Short Term Suspension (1-5 Days)	Long Term Suspension (5-10 Days)	Expulsion		Referral to Court System	Referral to Social Services	Referral to Local Police	Referral to School Agency
<b>Preschool - Grade 4 Behavioral Violations</b>													
Bullying (including online media platforms)	X	X	X		X	X	X	X		X	X	X	X
Unexcused tardiness to school or class	X	X	X		X					X	X	X	X
Leaving school grounds without permission	X	X	X		X	X	X	X		X	X	X	X
Failure to follow school class rules	X	X	X		X	X	X	X		X	X	X	X
Deliberate disruption of the educational process	X	X	X		X	X	X	X		X	X	X	X
Falsification of any school document or school personnel signature	X	X	X		X	X	X	X		X	X	X	X
Cheating on academic and/or athletic activities	X	X	X		X	X	X			X	X	X	X
Profanity/Vulgarity	X	X	X		X	X	X	X		X	X	X	X
Fighting - Students	X	X	X		X	X	X	X		X	X	X	X
Fighting - Physically or verbally abusing a teacher or other school employee	X	X	X		X	X	X	X		X	X	X	X
Smoking , tobacco products, e-cigarettes/Gambling	X	X	X		X	X	X	X		X	X	X	X
Non-approved purchasing or selling candy, food or beverages on the bus or school grounds	X	X	X		X	X	X	X		X	X	X	X
Vandalism - Less than \$100	X	X	X		X	X	X	X		X	X	X	X
Theft/Extortion	X	X	X		X	X	X	X		X	X	X	X
False fire alarm/bomb threat	X	X	X		X	X	X	X		X	X	X	X
Possession of weapons, drugs, alcohol or fireworks	X	X	X		X	X	X	X		X	X	X	X
Sale of drugs, alcohol, fireworks	X	X	X		X	X	X	X		X	X	X	X
Vandalism - More than \$100	X	X	X		X	X	X	X		X	X	X	X
Assault/Sexual Abuse	X	X	X		X	X	X	X		X	X	X	X
Arson	X	X	X		X	X	X	X		X	X	X	X
Any action which might be considered to be a detriment to the learning process of any student		X	X		X	X	X	X		X	X	X	X
Sexual Harassment/Harassment	X	X	X		X	X	X	X		X	X	X	X
Possession of Deadly Weapons or look alikes	X	X	X		X	X	X	X		X	X	X	X
Habitual violations	X	X	X		X	X	X	X		X	X	X	X
Not attending Saturday or After School Detention	X	X	X		X	X	X	X		X	X	X	X
Inappropriate use of electronic media	X	X	X		X	X	X	X		X	X	X	x

# BEHAVIORIAL VIOLATIONS GRADES 6-12

POSSIBLE ACTIONS	In-class Discipline (Teachers)	In-school Discipline (Principal)	Parent/Guardian Conference	In-school Behavior Modification	Saturday Detention	After School Detention	Suspension (Short-term) 1-5 Days	Suspension (Long-term) 5-10 Days	Expulsion	Referral to Court System	Referral to Social Services	Referral to Local Police	Referral to School Agency
Grades 6-12 Behavior Violations													
Bullying	X	X	X	X	X	X	X	X	X	X	X	X	X
Fighting	X	X	X	X	X	X	X	X	X	X	X	X	X
Use of Profanity or Gambling	X	X	X	X	X	X	X	X	X	X	X	X	X
Showing disrespect to teachers and school personnel - refusal of punishment	X	X	X	X	X	X	X	X	X	X	X	X	X
Loud/Abuse language toward school personnel	X	X	X	X	X	X	X	X	X	X	X	X	X
Willful destruction of property or grounds	X	X	X	X	X	X	X	X	X	X	X	X	X
Smoking, e-cigarettes or use of tobacco	X	X	X	X	X	X	X	X	X	X	X	X	X
Possession of weapons, drugs, alcohol and fireworks	X	X	X	X	X	X	X	X	X	X	X	X	X
Theft/Extortion	X	X	X	X	X	X	X	X	X	X	X	X	X
Falsely activating a fire alarm	X	X	X	X	X	X	X	X	X	X	X	X	X
Making bomb threats or failure to disclose information pertaining to bomb threats	X	X	X	X	X	X	X	X	X	X	X	X	X
Leaving school grounds without permission	X	X	X	X	X	X	X	X	X	X	X	X	X
Failure to follow correct procedures for signing in and out during class day	X	X	X	X	X	X	X	X	X	X	X	X	X
Tardiness	X	X	X	X	X	X	X			X	X	X	X
Falsification of documents or signatures of school personnel	X	X	X	X	X	X	X		X	X	X	X	X
The wearing of attire that is considered obscene or distracting (ex. Sunglasses, mini-skirts, halters, t-shirts with vulgar language, shorts, hat-caps)	X	X	X	X	X	X	X	X	X	X	X	X	X
Participation in sexual abuse of any kind	X	X	X	X	X	X	X	X	X	X	X	X	X
Any unnecessary display of affection (kissing, hand holding, etc.)	X	X	X	X	X	X	X			X	X	X	X
Skipping classes	X	X	X	X	X	X	X			X	X	X	X
Cheating on exams and/or academic work	X	X	X	X	X	X	X			X	X	X	X
Inappropriate use of electronic media	X	X	X	X	X	X	X	X	X	X	X	X	X
Making threats against people or property	X	X	X	X	X	X	X	X	X	X	X	X	X
Habitual violations	X	X	X	X	X	X	X	X	X	X	X	X	X
Any action which might be considered a detriment to the learning process of any student	X	X	X	X	X	X	X	X	X	X	X	X	X
Bus violations		X	X	X	X	X	X	X	X	X	X	X	X
Sexual Harassment/Harassment	X	X	X	X	X	X	X	X	X	X	X	X	X
Possession of Deadly Weapons or look-a-likes	X	X	X	X	X	X	X	X	X	X	X	X	X
Non-approved purchasing or selling candy, food, or beverages on the bus or school grounds	X	X	X	X	X	X	X	X	X	X	X	X	X
Assaulting School Personnel	X	X	X	X	X	X	X	X	X	X	X	X	X
Not Attending Saturday or After School Detention	X	X	X	X	X	X	X	X	X	X	X	X	X

*School personnel will follow appropriate due process procedures unless immediate suspension is essential for safety reasons or to avoid disruption of the educational environment.*

#### **STEPS TO DISCIPLINARY PROCEDURES**

1. Confer/Investigate with parties concerned as soon as possible.
2. Assign consequence defined by the Code of Acceptable Behaviors and Discipline.
3. Notify legal guardian by phone, letter, or message as soon as possible.

#### **PROCEDURES**

Warning/Probation/Contract/Student Conference  
Alternative Assignment/Detention/Zero for cheating  
In-school Suspension  
Bus Suspension  
Expulsion.  
Court Designated Worker referral for status offense.  
Alternative School Placement  
Court Designated Worker – Police referrals - Notify proper law enforcement officials as necessary (KRS 158). All felonies are reported to the Principal following school board procedures and reported to the Central Office Designee and proper law enforcement.

### **PROCEDURE DEFINITIONS**

**STUDENT CONFERENCE** – Conference (informal or formal) held between the student and a member of the school administrative team.

**WARNING/PROBATION/CONTRACT** - a contract between the student, parents, and the school to reinforce good behavior.

**DETENTION** - detaining a student after school, before school, or during the student's free time (e.g. lunch) with advance notice to the parent and/or student as appropriate.

**IN-SCHOOL SUSPENSION (ISOLATED CURRICULUM ENVIRONMENT)** -(short term) placement in separate supervised and structured school program that allows students to complete assignments, take tests, and be counted as present in school. During this short term ISS; students will be socially isolated from the regular environment.

(longer term) Students are removed from their regular classes to an isolated environment. Students will be in a restricted classroom with very restricted guidelines. Students will not be able to socialize with the student body and will eat lunch in restricted classroom. Restroom breaks will be limited and closely supervised. Students in **ISS** will be allowed and expected to complete make up work to be included as part of final grade.

**BUS SUSPENSION** – not permitting a student to ride the school bus to or from school for full or partial day (s) following appropriate due process procedures. While suspended from the bus, it will be the legal parent/guardians responsibility to transport their child to/from school. **Transportation is a privilege, not a right.**

**SUSPENSION** - not permitting a student to attend school for full or partial day (s) following appropriate due process procedures. While suspended, students do not receive credit for daily assignments, but are allowed to make up major tests, quizzes and projects. While suspended, students are not permitted to attend school-sponsored events. Suspension from school shall not exceed 10 school days.

**EXPULSION** - removal of student's right to attend school for a period of time over 10 days not to exceed one calendar year. Following guidelines of the code of conduct, the Principal may recommend expulsion in writing to the superintendent. Only the Board of Education has the authority to expel a student.

**REPORT TO AUTHORITIES** – Any Taylor County employee who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense as specified in KRS Chapter 508 (assault, wanton endangerment, stalking, menacing, terroristic threatening) committed by another student while on school premises, on school sponsored transportation, or at a school sponsored event must immediately make a report to the principal of the school the student attends. The principal will contact the student's legal parent/guardian and make a report to the local school board and local law enforcement agency. A report may coincide with any of the steps above.

## **VIOLATION DEFINITIONS**

**AGGRESSIVE MISBEHAVIOR TOWARD SCHOOL EMPLOYEES** - Verbal abuse, threats, physical contact, or threat of physical contact by student(s) toward school employee(s). Student conduct toward staff may be grounds for legal charges for Abuse of Teacher and/or other statutes.

**ALL OTHER OFFENSES** – Anything not specifically detailed but constituting cause for discipline measures including suspension or expulsion. To include (but not limited to) blackmail and extortion; criminal anarchism; criminal syndicalism; and kidnapping.

**ARSON** (or attempted arson) – Starting a fire within the school, on buses, or on the school grounds, for any purpose that results in destruction or disruption.

**ASSAULT** – Intentionally causing harm to other(s). According to Kentucky Revised Statutes 508.010, 508.020, 508.030, and 508.040, assault is classified in four different ways: Assault in the first degree, second degree, third degree, and fourth degree. The level of the assault will depend upon the nature of the injury sustained and if a deadly weapon or dangerous instrument was used. **It should be noted that these are not legal definitions. Due to the ramifications of coding errors for assault offenses, please consult local law enforcement or the school board attorney regarding how to code assault incidents.**

**ATTENDANCE – TARDY/SKIPPING SCHOOL/TRUANCY**-Skipping school, class, or leaving school without permission. Habitual truancy (excessive unexcused attendance events) is a status offense and may result in a mandatory court appearance by the student and parent. **Absent Event= student misses more than (.01-34% of the school day) of the school day.** **Tardy = missing less than (.01-34% of the school day) or less of the school day.**

**BEYOND CONTROL** - Demonstrating chronic non-compliant behavior (nine or more documented discipline referrals in a school year, three or more separate incidents of out of school suspension in a school year or one single issue that is of a very serious nature). These actions may result in a mandatory court appearance by the student and parent.

**BULLYING – When someone and/or a group uses POWER or INTIMIDATION to hurt or scare another person. Including but not limited to means of intentional written, electronic, verbal or physical act or actions against another person(s).**

**BURGLARY**- A person is guilty of burglary when, with the intent to commit a crime, he/she knowingly enters or remains unlawfully in a building. A building, in addition to its ordinary meaning, means any structure, vehicle, watercraft or aircraft where any person lives or where people assemble for purposes of business, government, education, Religion, entertainment or public transportation. Thus, breaking into a bus and stealing something from the bus would be counted as burglary.

**BUS DISTURBANCE** – Conduct on the bus which makes for an unsafe condition for students, driver and other motorists or pedestrian.

**CHEATING/PLAGIARISM/DISHONESTY**- doing something unfair or dishonest in order to gain something for oneself or another - stealing the work of another in order to use it as one's own work - intentionally misrepresenting the truth.

**DEFIANCE OF AUTHORITY**- Refusal to comply with reasonable request of school personnel.

**DESTRUCTIVE DISORDERLY CONDUCT**-Dangerous or destructive conduct while also being disorderly at school or on buses including, but not limited to, throwing harmful objects, scuffling or lack of control of voice, language or limbs. This type of conduct does create a danger to self or others.

**DISORDERLY CONDUCT** – Committing a breach of the peace. In Kentucky, a person is guilty of disorderly conduct when in a public place and with intent to cause public inconvenience, annoyance or alarm, or creating a risk thereof.



**DISRUPTIVE DISORDERLY CONDUCT**-Disrupting the orderly educational environment at school or on buses including, but not limited to, throwing objects, horseplay, public display of affection, any unauthorized editing or use of media and/or audio that disrupts the educational environment/atmosphere is prohibited. This includes posting video and/or audio to internet that is disruptive to the learning environment.

**DRESS**-Work-place environments have expectations for dress. School SBDM Councils may enhance expectations for student dress. The dress code ensures appropriate clothing that is not offensive, provocative or disruptive and that reinforces safe behaviors and a safe and orderly learning environment.

- **Promoting Safety through Dress:** Schools rely upon a system of supervision and monitoring by staff and surveillance cameras to maintain a safe school environment. So as not to obscure the identity of any student or visitor, the following items are prohibited from being worn or carried. Some examples include: Wild eyes contact lenses, theatrical type make-up (e.g. face paint, white face, etc.), dog collars, hardware chains, bandanas, or gang colors or paraphernalia. For safety reasons shoes must be worn at all times. We strongly encourage that shoes be secure through fit or strapping.
- **Avoiding Provocative Dress:** Either the fabric, nor fit, nor fashion of an article of clothing shall allow exposure of undergarments or the midriff, while the student is seated, standing, or moving. Items inappropriate for the school setting includes shirts, blouses, or dresses in the following styles; sleeveless, tube or halter. Shorts (when appropriate) and skirts/dresses must be mid-thigh or longer.
- **Disruptions to the Learning Environment:** Strictly prohibited are clothing and accessories that promote alcohol, drugs, gangs, violence, sexual behavior, profanity, or discrimination through words, pictures, or innuendo. These items include, but are not limited to, offensive print material or artwork on t-shirts. (Infractions may also be coded under Harassment.)
  - **NOTE:** Local School-Based Decision-Making Councils reserve the right to enhance the district minimum expectations with a school-level dress code. These may include body piercing or dyed hair of an unnatural color. In instances not specifically addressed in the district or school codes, the principal or his designee shall render a decision. Students must abide by the district and school codes and the implementation decisions made by the principal or his designee.

**DRUGS/ALCOHOL** (Marijuana, Prescription, Others, Any alcohol/alcoholic items) - **Use, Possession** or **Under the Influence; Sale, Transfer** or **Distribution** of a drug, look-a-like drug, prescription medication, over-the-counter medicine, synthetic compounds/substances, or drug paraphernalia including (pipes, roach clips, hemostats, rolling papers, etc.) Drugs are defined as prescription (must be taken in accordance with school policy requiring a written pre-approved medical form completed by a physician) or any substance that has a harmful or unnatural effect on the person using them. This includes possession, use or under the influence on school property or at a school sponsored function. Possession includes items found on school property or at a school sponsored function. (To include, but not limited to locker assigned to student, vehicles driven by the students, any other place deposited by student including purse, backpack, garbage container, etc.)

**FAILURE TO COMPLETE ASSIGNMENTS** - Includes failure to complete assignments and or bring materials for class. It is expected that, prior to any referral of this nature, the teacher must provide documentation of parent contact and teacher interventions.

**FAILURE TO COMPLY WITH DISCIPLINARY ACTION (DETENTIONS)** - Failure to follow discipline given by the school including detention, Friday/Saturday school, ICE, and bus suspension. This may include students who fail to attend detention, or Friday/Saturday School, etc., students suspended or expelled being on school property or school sponsored events.

**FALSIFYING/FORGERY/NOTE/COUNTERFEITING** – Occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument (e.g., checks, transcripts, official identification, currency).

**FRAUD** is obtaining money or property by false pretenses

**GANGS, GANG-RELATED AND GANG-LIKE ACTIVITIES** - The presence of, or student involvement in, gangs, gang-related, or gang-like activities on school property or at school-related events. Gang related items include but are not limited to the display of gang symbols, drawings, paraphernalia or apparel (bandanas, hats/caps, or any item that may interfere with the process of maintaining a safe school environment)

**HARASSMENT** - A person is guilty of harassment when with intent to intimidate, harass, annoy, or alarm another person he or she:

- a. Strikes, shoves, kicks, or otherwise subjects him to physical contact; or
- b. Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
- c. In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
- d. Follows a person in or about a public place or places; or
- e. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
- f. Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
  - i. Damages or commits a theft of the property of another student;
  - ii. Substantially disrupts the operation of the school; or
  - iii. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.
- g. Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; or
- h. Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
- i. Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication. Harassing communications is a Class B misdemeanor.

**INAPPROPRIATE MATERIALS**-Possession, handling, transmitting, or using inappropriate materials including, but not limited to, those that degrade, attack or endorse an ethnic background, religion and race, health, safety, sexually explicit, pornographic, and libelous items.

**LIBEL/SLANDER TOWARD ANY EMPLOYEE** – **Any statement or portrayal** (written/verbal/posted, etc.) on the Internet or any other communication **that falsely disparages anyone's professional competence and/or reputation.** NOTE: In addition to school level consequences, our employee(s) and/or the District have the right to file criminal charges and/or civil litigation.

**MARKETING OR BUYING AND/OR SELLING OF ITEMS**- Marketing, buying and/or selling of items not previously approved by the building principal.

**MENACING** – Intentionally placing self or other person(s) in harms way or endangering the safety, health and/or welfare of self or others on school property or at school sponsored events, including but not limited to tampering with the drink and/or food of any school official or other person(s) or recklessly operating a motor vehicle.

**PROFANITY/ VULGARITY**- Spoken or written words that is recognized as swear or curse words. Some words while profane or vulgar may be deemed for grounds of other classification according to the code of conduct. The Principal will make the final decision to what constitutes word(s) as profanity/vulgar or other violation.

**PUBLIC DISPLAY OF AFFECTION (PDA)** – inappropriate embracing and kissing.

**REPEATED VIOLATIONS**- Demonstrating a documented pattern of inappropriate behavior for which the available procedures are not sufficient.

**SEXUAL MISCONDUCT** – Subjecting another person(s) to sexual contact by forcible compulsion; or Participant(s) subjecting another person to sexual contact who is incapable of consent because he/she: is physically helpless; less than sixteen (16) years old; or is mentally incapacitated including willing participant(s). (This also includes any type of Sexual Activity, Misconduct or Exposure at school, on the school bus or at any school sponsored event for any age student).

SMOKING/CHEWING/SMOKING PARAPHERNALIA/TOBACCO OTHER- Use, possession, sale or transfer of tobacco products or possession of smoking paraphernalia (lighters, matches, tobacco packs,,e-cigarettes, etc.) Violation of this section (KRS 438.311) may also result in a fine and/or community service work assigned by the court.

STOLEN PROPERTY (RECEIVING) - violations include buying, receiving, possessing of stolen property.

#### TERRORISTIC THREATENING - BOMB THREAT

- A person is guilty of one of these offenses when he/she: (a) Intentionally makes false statements that he/she or another person has placed a weapon of mass destruction on:
  - 1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of postsecondary education;
  - 2. A school bus or other vehicle owned, operated, or leased by a school;
  - 3. The real property or any building public or private that is the site of an official school-sanctioned function; or
  - 4. The real property or any building owned or leased by a government agency; or
- Intentionally and without lawful authority, places a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection.
- Intentionally:
  - (a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
  - (b) Makes false statements that he/she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
  - (c) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
  - (d) He/she threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.

*Activating fire alarms would be included in category TERRORISTIC THREATENING for reporting purposes.*

UNDER THE INFLUENCE (formerly drunkenness) – Includes all offenses of intoxication with the exception of driving under the influence. In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of alcohol, a controlled substance, or other intoxicating substance.

UNLAWFUL ASSEMBLY - Two or more persons gathering or assembling for the purpose of engaging, or preparing to engage in disorderly conduct or with the intent to knowingly advance or assist in that purpose.

VANDALISM (Criminal Mischief) – The intentional destruction, injury, disfigurement, or defacement of any public or private property without consent of the owner or person having custody or control (i.e., by cutting, tearing, breaking, marking, painting, drawing, or covering with filth). Loss of \$500.00 requires a police report.

VERBAL ABUSE – To insult by means of words.

VIOLATING SECURITY/COMPUTER HACKING - Compromising district and/or school security procedures or putting others at risk. Making a threat or falsely alerting that a bomb has been placed or is about to explode. Also including: trespassing, failure to follow lock down, opening of exterior doors other than single monitored entrance, tampering of security cameras, telephone and/or fire alarm system, remaining on school grounds after posted hours without prior permission from school officials, use of fireworks, noxious substances, and intentionally reporting false tips to administrators, teachers, other sources, etc.

508.078 Terroristic threatening in the second degree. (Effective June 27, 2019)

- (l) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
  - (a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
  - (b) Makes false statements by any means, including by electronic communication, for the purpose of:
    - 1. Causing evacuation of a school building, school property, or school sanctioned activity;
    - 2. Causing cancellation of school classes or school-sanctioned activity; or
    - 3. Creating fear of serious bodily harm among students, parents, or school personnel;
  - (c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
  - (d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
- (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
- (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
- (4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony,

Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Effective: June 27, 2019

History: Amended 2019 Ky. Acts ch. 5, sec. 20, effective March 11, 2019<sup>1</sup>, and ch. 96, sec. 1, effective June 27, 2019. -- Amended 2019 Ky. Acts ch. 96, sec. 1, effective June 27, 2019 -- Created 2001 Ky. Acts ch. 113, sec. 2, effective June 21, 2001.

Legislative Research Commission Note (6/27/2019). This statute was amended by 2019 Ky. Acts chs. 5 and 96, which do not appear to be in conflict and have been codified together.

**WEAPON OTHER/DANGEROUS INSTRUMENT** - Use, Possession, Sale, Transfer or Distribution - of any object determined by the principal to be dangerous and capable of being readily used by one person to inflict severe bodily injury upon another person; examples include but not are limited to air guns, knives, artificial knuckles, club, baton, nunchaku karate sticks. (KRS 527.070)

**WILLFUL MISCONDUCT (Fighting)** - Willingly engaging in physical contact for the purpose of inflicting harm on the other person. Any provocation (verbal/physical) may be considered a mitigation of the charge. A student who finds himself/herself the victim of an attack should make every effort to get out of the situation including blocking, running, and calling for help.

**ASSAULT** - According to Kentucky Revised Statutes 508.010, 508.020, 508.030, and 508.040, assault is classified in four different ways: Assault in the first degree, second degree, third degree, and fourth degree. The level of the assault will depend upon the nature of the injury sustained and if a deadly weapon or dangerous instrument was used. **It should be noted that these are not legal definitions. Due to the ramifications of coding errors for assault offenses, please consult local law enforcement or the school board attorney regarding how to code assault incidents.** For each of the assault levels, the statutory definition is provided followed by classification criteria for school personnel.

**ASSAULT IN THE FIRST DEGREE** (Definition from KRS 508.010)

1. A person is guilty of assault in the first degree when:
  - He/she intentionally causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument; or
  - Under circumstances manifesting extreme indifference to the value of human life he/she wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person.
2. Assault in the first degree is a Class B Felony  
***For purposes of the school setting, an individual who intentionally uses a deadly weapon, dangerous instrument, or other means to cause serious physical injury to another is guilty of Assault in the first degree. This is the most serious assault; its code should be reserved for situations when the intent of the offender is to cause death or serious injury. To meet these criteria, the victim has to incur potential life threatening injury, serious disfigurement, or prolonged loss of the use of a body part from the incident.***

**ASSAULT IN THE SECOND DEGREE** (Definition from KRS 508.020)

1. A person is guilty of assault in the second degree when:
  - He/she intentionally causes serious physical injury to another person; or
  - He/she intentionally causes physical injury to another person by means of a deadly weapon or a dangerous instrument;
  - He/she wantonly causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument.
2. Assault in the second degree is a Class C felony.  
***For purposes of the school setting, an individual who intentionally causes physical injury to another person with a deadly weapon or dangerous instrument or intentionally causes serious injury to another person will be coded as Assault in the 2<sup>nd</sup> degree.***

**ASSAULT IN THE THIRD DEGREE** (Definition from KRS 508.025)

1. A person is guilty of assault in the third degree when:
  - He/she intentionally recklessly, with a deadly weapon or dangerous instrument, or intentionally causes or attempts to cause physical injury to:
    - A state, county, city, or federal peace officer
    - An employee of a detention facility, or state residential treatment facility or state staff secure facility for residential treatment which provides for the care, treatment, or detention of a juvenile charged with or adjudicated delinquent because of a public offense or as a youthful offender;
    - An employee of the Department for Community Based Services employed as a social worker to provide direct client services, if the event occurs while the worker is performing job-related duties;
    - A probation and parole officer;
    - A transportation officer appointed by a county fiscal court or legislative body of a consolidated local government, urban-county government, or charter government to transport inmates when the county jail or county correctional facility is closed while the transportation officer is performing job-related duties;

- A public or private elementary or secondary school or school district classified or certified employee, school bus driver, or other school employee acting in the course and scope of the employee's employment; or
- A public or private elementary or secondary school or school district volunteer acting in the course and scope of that person's volunteer service for the school or school district; or
- Being a person confined in a detention facility, or state residential treatment facility or state staff secure facility for residential treatment which provides for the care, treatment, or detention of a juvenile charged with or adjudicated delinquent because of a public offense or as a youthful offender, inflicts physical injury upon or throws or causes feces, or urine, or other bodily fluid to be thrown upon an employee of the facility.

2. Assault in the third degree is a Class D Felony.

***For purposes of the school setting, an individual who intentionally causes physical injury to a school employee, volunteer, or other persons working on the behalf of the school, is guilty of Assault in the third degree.***

ASSAULT IN THE FOURTH DEGREE (Definition from KRS 508.30)

1. A person is guilty of assault in the fourth degree when:
  - He/she intentionally or wantonly causes physical injury to another person; or
  - With recklessness he/she causes physical injury to another person by means of a deadly weapon or dangerous instrument.
2. Assault in the fourth degree is a Class A misdemeanor.

***For purposes of the school setting, an individual who intentionally causes physical injury to another person without use of a weapon is guilty of Assault in the fourth degree.***

### **ADDITIONAL INFORMATION**

***Rights and Responsibilities*** - Students have many rights, which include access to a system of public education that meets the needs of the individual student in an educational environment that is safe and stable.

Student responsibilities include being accountable for their own conduct and for consideration for the rights and property of others. Parent's rights include sending their child to a school with a safe, stable environment where learning is valued. Parents have a number of responsibilities that include instilling in their children the value of an education, a sense of responsibility and respect.

Teachers have the right to a stable, safe work environment where they can teach skills and concepts while caring for the overall developmental needs of the whole child. Teacher's responsibilities include presenting subject matter and experiences to students and to inform parents and students of positive academic achievements as well as problematic performance or behaviors.

Administrators and other staff are critical parts of the school community. Rights and responsibilities for Principals and bus drivers have also been developed.

The previous passage is an abridged overview of the full series of "Rights and Responsibilities." The full version can be found in the Taylor County Board of Education "Policies and Procedures" Manual.

***Due Process*** - In all discipline cases, school personnel will follow appropriate due process procedures. Ordinarily, a student shall not be suspended before being given oral or written notice of charges constituting suspension, an explanation of the evidence, and an opportunity to present their version of the facts. Whenever a suspension is being given as a consequence, the school will make every effort to contact parents and to share the specifics related to the case. Immediate suspension will only be used if it is essential for safety reasons or to avoid disruption of the educational environment. In these cases, due process guidelines should occur by phone or by written statement within three school days following the suspension.

***Family Education Rights and Privacy Act (School Records)*** - In accordance with the Family Education Rights and Privacy Act, parents may review all education records relating to their child. This right is extended to students at age eighteen. Parents also have the right to file complaints if the district does not comply with this act. Parents of graduated students enrolled in a program for exceptional children, or of students who have otherwise left school, may request the destruction of any personally identifiable information, which was used for the identification, evaluation, or placement of the exceptional child. Such requests must be in writing to the Special Education Director.

In accordance with federal regulations concerning the transfer of educational records, this district will forward records on request to a school in which students seek to enroll. Upon written request, parents can obtain copies of these records and discuss these records if necessary.

**Note: All student records are confidential and can only be released through proper authorization.**

**Grievance Procedures** - Parents questioning actions taken by the school may do the following:

1. In classroom matters, contact the teacher to discuss the problem.
2. If the teacher meeting does not resolve the problem, the teacher and parents can arrange a meeting with the principal.
3. If the problem is not classroom related, the parents may contact the principal.
4. If none of the above procedures are satisfactory, parents may appeal the school decision and request a conference with the superintendent or designee after discussion with principal.
5. During this conference either party may present individuals relative to factors involved. The other party will be notified in advance if such persons are present.
6. The Superintendent or designee will advise parents in writing of the decision regarding the grievance within fourteen days after the conference of the appeal conference.

**Law Violations** - In areas where students violate state or federal laws, charges and consequences in addition to those of the school code may follow through the court system (e.g. theft, vandalism, weapons, tobacco violations, etc.).

## **Lakeview Academy**

For conduct that disrupts the educational process, the Principal or their designee may assign a student to the Lakeview Academy education program. This program serves students who require a more structured setting and students who want to take classes offered via computer.

The Lakeview Academy School's goals are to assist all students in developing skills necessary to succeed in academics, social skills, verbalizing feelings in an appropriate manner, dealing with conflicts in a positive way, and to promote a successful transition from school to higher education or work.

Student's referrals include:

- Problems functioning in a large environment
- Medical reasons
- Poor Attendance
- Academic problems
- Discipline problems
- Drug abuse
- Court Order
- Credit Recovery

**Maintaining a Safe and Drug Free School Setting** - The Taylor County Board of Education is committed to providing a safe and drug free school environment. To maintain this positive learning climate, security cameras, drug dogs, safety sweeps, and other security measures may be used. To meet this goal, the administration may conduct random or systematic administrative searches of lockers, desks, parking lots, and other facilities, which are the exclusive property of the Taylor County Board of Education. This also extends to school sponsored events. In addition and under the requirement of the Fourth Amendment, when there is reasonable suspicion pointing to a specific student that a school rule or criminal statute has been broken, that student and his property may be searched by school officials following reasonable suspicion, but need not be supported by search warrant or probable cause. If you feel your child has a problem with illegal substances or alcohol, we encourage you to contact your child's school for counseling and contacts for professional help.

## **USE OF ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES (09.423)**

School officials will vigorously enforce all violations of school rules and regulations or state and federal laws. When they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free awareness prevention program for all students which shall include notice to students and parents of pertinent Board-provided information, education, assistance, and support for students affected by chemical dependency or other alcohol and drug abuse related problems, along with the following guidelines:

### ***DEFINITION I***

The definition of substance abuse in the District includes:

- Use, possession, or being under the influence of illegal drugs, intoxicant or alcohol, synthetic compounds/substances while on school property or while engaged in or attending a school activity.
- Being present upon school grounds within a reasonable time after having consumed or used a controlled substance, marijuana, illegal drugs, or intoxicants, including alcohol.
- The use or possession of drug paraphernalia on school property while engaged in or attending a school activity. Drug paraphernalia means all equipment, products, and materials of any kind including the constituent parts thereof that are either designed for use or which are intended by the student for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or a controlled substance.

### **PROCEDURES FOR HANDLING VIOLATIONS OF DEFINITION I**

- **FIRST OFFENSE** - the student will be suspended from school and referred to the Board for possible expulsion. A conference will be held with a DRC (Disciplinary Review Committee), the student, parents, guardian, Principal before the student may return to school. Failure to follow guidelines set forth by the DRC will result in a recommendation of expulsion to the Board of Education.
- **SECOND OFFENSE** - Automatic removal from the general school population and referral to the superintendent.

### **DEFINITION II**

The definition for involvement with the distribution of controlled or illegal substances in the District includes:

- Distributing, selling, or attempting to sell marijuana, any controlled substance, illegal drugs, and intoxicants, including alcohol, limitation controlled substances, prescription drugs, or drug paraphernalia on school property while engaged in or attending any school activity.

### **PROCEDURES FOR HANDLING VIOLATION OF DEFINITION II**

- **FIRST OFFENSE** - Automatic removal from the general education population and referral to the superintendent.



## **OPERATION OF PROGRAM**

The program shall be implemented by the Principal (or his/her designee) who will interpret the district's policy to students, staff, parents and the community, who will assess the nature and scope of alcohol and drug problems in students referred and make recommendations for the appropriate form of assistance. Students, along with their families, shall be encouraged to contact staff persons, the Principal, or Counselor regarding problems with alcohol and other drugs with the assurance that such contacts will be handled confidentially.

**Medical Exams** Kentucky - School Law requires the following information from students: a current Kentucky Immunization Certificate, a medical examination within twelve months prior to initial school admission, a second medical examination when students enter sixth grade, an eye exam for first time enrollees and a certified birth certificate for first time enrollees. Parents are responsible for providing and updating these records prior to the start of school. Students will be excluded from school if they do not have the proper health records. If you have any questions, contact your child's school.

**Notification of Police and Removing Students in accordance with KRS 158.150 & 158.154** – The Taylor County School District has adopted policies mandating that when the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to property, the principal shall immediately report the act to appropriate local law enforcement. Also, school administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a school building setting or from a district transportation system pending any further disciplinary action that may occur.

Each student is given a copy of the Taylor County Code of Acceptable Behavior and Discipline. Our District Enrollment form which is completed by a legal parent/guardian states “If you did not receive the Student Code of Acceptable Behavior and Discipline which included Regulations for Riding School Buses, please contact the school for a copy or request a copy in another language”.

Malicious conduct toward a staff member may be subject to legal charges for Abuse of Teacher and/or other statutes. (State Law - 161.190 Abuse of teacher prohibited.) - Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

**Possession** - The word possession includes items found in locker assigned to student, vehicles, and any other place where items have been deposited by student (Purse, backpack, garbage container, etc., but are not limited to).

**SBDM Policies** - This Code of Acceptable Behavior is seen as a minimum requirement for students of The Taylor County School District. School Based Decision-Making (SBDM) councils may strengthen individual rules of this code of conduct with review and/or approval of the Taylor County Board of Education. Schools will publish all areas where school policy is stronger than the Code of Conduct (e.g. school-based dress code).

## ***SCREENING FOR LICE***

Students shall be screened for lice during periods when occurrences of lice infestations of students are prevalent. Screening may also occur at any time deemed necessary by the principal. Students are excused for one (1) day or the remainder of one day if sent home from school for lice.

When head lice or nits (eggs) within 1 inch of the scalp are found on a student, the student shall be sent home with the necessary information on how to eradicate the infestation. The parent/guardian shall be notified that the infected student is not to return to school until he/she has received necessary treatment and is free of lice and nits within 1 inch of the scalp.

Upon returning to school the student will be checked by the Student Service Specialist (counselor) or Principal designee to ensure that the student is free of lice or nits. **Parents/guardians are to remain with their child until this check is completed.** If lice or nits are found on the student's head, he/she shall again be sent home as unexcused absences. After the third successive unexcused absence, the student becomes truant from school and due process proceedings for truancy may be filed.

## ***IMMUNIZATION/SCHOOL ENROLLMENT REQUIREMENTS***

KRS 158.035 requires each school to have an up-to-date immunization certificate or legal exception for every child enrolled. Parents will be notified if their child is not in compliance. The student will then have 20 school days to present the school a valid immunization certificate. Failure to do so will result in suspension. Students enrolling in Pre-school and entry level must have a physical exam and an up-to-date immunization certificate. Physical examinations for school entry into Kindergarten or the 6<sup>th</sup> grade must be dated less than one year prior to start of school. Students entering sixth grade **MUST** have a new physical examination and a valid immunization certificate. **Students who are sixteen years of age must have the newly required meningococcal meningitis vaccine (MCV4).** House Bill 706, the Early Childhood Development law, requires all children entering public preschool, Headstart, or public school for the first time to have evidence of an eye examination by an optometrist or ophthalmologist no later than January 1<sup>st</sup> of year of enrollment. Any 5 or 6 year old child must have a dental screening by January 1<sup>st</sup> of their first year of enrollment in public schools.

## ***MEDICATION TAKEN DURING SCHOOL HOURS***

A required medication administration form for all types of medication should be on file each year which includes a physician's signature for prescribed medication and a liability waiver signed by a parent or guardian. Only a properly completed form will be accepted. All prescription medications must be stored in the school office while students are at school. **Parents should make every effort to administer medications before and after school.** All medication including those that are "over the counter" must be brought to school in its original container. Additionally, all prescription medication must be properly labeled by the pharmacy or physician. It is preferred that all medications be brought to school by parent/guardian. If circumstances do not allow for this contact the school so that other provisions can be made. Medications will be stored in the office or safe and the student must report to school personnel to obtain medication. Exception is medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need e.g., asthma inhalers, and diabetic supplies, etc. may be kept with students during the day; however written permission must be provided by the parent and physician. Students shall not share any prescription or over-the counter medication with another student. Violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

## **SCHOOL DISMISSAL**

No student shall be dismissed early from school without permission from the Principal or his designee. Any student who leaves the school grounds without permission from the Principal or his designee shall be subject to disciplinary action.

## ***RELEASE OF STUDENTS***

No student shall be released to any individual other than the student's parent/guardian or other individual as authorized by the parent/guardian.

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

## **HOME/HOSPITAL INSTRUCTION**

Home/hospital instruction will be provided for children (KRS 157.200) who cannot attend school due to a physical, mental, or emotional condition, which prevents or renders inadvisable attendance at school.

Only students who are unable to attend school will be approved for home instruction. **Parents/guardians should note the stipulation that students who are serviced through Home/Hospital instruction are not allowed part time or full time jobs during any part of the regular school year.**

Parent/guardians are to notify the school principal or guidance counselor if their child must be out of school for **5 or more consecutive days** or frequent absenteeism due to illness. The Principal or Counselor will notify the Director or Pupil Personnel when home/hospital instruction is needed. Parents will be provided an application for home/hospital instruction that includes a signed statement of a licensed physician, psychologist, psychiatrist, Public health Officer or Chiropractor verifying the student's illness and necessity for home/hospital instruction. A home/hospital review committee will review and approve/disapprove home/hospital instruction application and will notify the parent of the decision.

## ***STUDENT PHOTOGRAPHY, VIDEOTAPING AND AUDIOTAPING***

There will be occasions during the school year when students will be recognized, identified, photographed, videotaped or audiotaped for various reasons (newspaper, yearbook, class presentations, sports events, or other school activities including displays of student work). If a parent does not want his/her child to be photographed, videotaped, audio-taped or have work displayed the parent is to contact the school within 10 days of enrollment each school year and fill out an exemption form, which will be kept on file.

## **Access to Electronic Media**

The Taylor County School District is pleased to offer its students and staff access to the district computer network for Internet and Email use. This access is provided through the Kentucky Educational Network. This access includes access to the Internet, email (for grades 3-12), District internal network, and to any other technology resources including computers, accessed via that internal network (from this point on, all of these resources will be referred to simply as “The Network”). To gain access to the Network, all students and employees must sign the proper user agreement form. Students under the age of eighteen (18) must also gain parental permission by having the parents/guardians sign and return the user agreement form to the office of the school. By signing these forms users agree to the terms of the Acceptable Use Policy (the “Policy” or “AUP”).

The District offers students and staff access to the District’s computer network for electronic mail and Internet. Access to the Network is to enable users to explore thousands of libraries, databases, and websites while exchanging messages with Internet users throughout the world. The Network is to be used for educational purposes only. While our intent is to make Internet and Email access available to further educational goals and objectives, it is possible that students might find ways to access other materials as well. Although the District does implement filters to decrease the risk, families should be warned that some material accessible via the Internet may contain items and information that are illegal, defamatory, inaccurate, or sexually explicit, or otherwise potentially offensive to some people. Additionally, the content of the Network includes many statements and opinions. These expressed statements and opinions are not those of the District.

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

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

In addition, parents wanting to challenge information accessed via the District’s technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

### **Access to Electronic Media**

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

Access to the Network is given to users who agree to act in a responsible manner. Access is a privilege—not a right. Access can be revoked for improper usage, and legal or disciplinary actions, if warranted, may be taken.

Network storage areas are treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on District computers or servers are not private. Users should not expect that anything they do on the Network will be private.

#### **RULES**

The rules listed below apply to all forms of system usage including but not limited to, Internet access, email, and social networking. Violation of any of the rules below or any part of the District Acceptable Use Policy may result in disciplinary action.

- The use of your account must be in support of education/research and be consistent with the educational objectives of the District.
- You shall not violate State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination or personal information.
- You shall not give your password to anyone nor let any individual access the Internet via your account.
- You shall not log on with or use any other person's password or account.
- You shall not post or exchange personally identifiable information (such as your full name, date of birth, address, phone number, financial information, Social Security Number, etc.) on the Network without permission from District personnel.
- You shall not transmit or access obscene, abusive or sexually explicit language.

## Access to Electronic Media

### **RULES (CONTINUED)**

- You shall not create or share computer viruses.
- You shall not trespass into another person's folder, work or files.
- You shall not copy material from the Internet and represent it as your own. This is commonly known as plagiarism.
- You shall not use the Network for commercial purposes.
- You shall not monopolize the resources of the District Network by such things as running large programs and applications over the network during the day, sending massive amounts of email to other users, downloading high bandwidth files (such as videos or music files) that are not related to educational objectives, or using system resources for games.
- You shall not access, copy or transmit another user's messages without permission. Only send electronic messages using your own name and/or account.
- You shall not break or attempt to break into secure areas of this Network or other computer networks.
- You shall not interfere with, sabotage, or vandalize the computer hardware or software of others, including the District.
- You shall not alter the Network system files for any reason.
- You shall not get software from or put software onto the Network without first obtaining written pre-approval from school personnel.
- You shall not get from or put onto the Network anything that may be considered threatening, lewd, vulgar, or otherwise sexually explicit.
- You shall not violate any copyright or software license.
- You shall not circumvent security measures of the computer or the Network. This includes using a "proxy redirect" website or program to access web pages that have been blocked by the Taylor County technology department.
- You shall not promote any illegal conduct or the use of drugs, alcohol, or tobacco.
- You shall not use the Network to harass any person sexually nor shall you harass or discriminate against any person on the basis of race, color, national origin, religion, gender, age, and disability.
- You shall not send or display offensive messages or pictures, including those that involve: profanity, obscenity or harassing or intimidating communications.
- You shall not post photographs without permission.
- You shall not use technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including but not limited to MySpace.com, FaceBook.com, Xanga.com or Topix.com.
- You shall not damage school computers or other technology equipment.

## **Access to Electronic Media**

### **RULES (CONTINUED)**

- As a user of the Network, students should notify an administrator or teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- A student who does not have a signed AUP on file may **not** share access to the network with another student (e.g. “looking over the shoulder” of another student who is accessing the Internet or working together on an Internet project with a student who has permission).

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

### **PERSONALLY-OWNED DEVICES**

Staff and students may use personally-owned devices at school for educational purposes and shall follow the same rules as other users of District electronic resources. Loss of network privileges also applies to personally-owned devices on the school network.

Those who choose to use their personally-owned device (laptop, tablet, iPad, iPod, etc) at school are responsible for the operation and security. Personally owned devices shall NOT be supported by District personnel.

### **RELATED POLICIES AND PROCEDURES:**

08.2322

09.14

**TAYLOR COUNTY PUBLIC SCHOOLS**  
**WELLNESS & NUTRITION INTEGRITY POLICY**

To safeguard the health and well being of the students in the Taylor County Public School System, the Taylor County Board of Education supports the following Wellness & Nutrition Integrity Policy based on the following concepts as printed in the School Foodservice & Nutrition Association's "Keys to Excellence – Standards of Practice for Nutrition Integrity" Program.

1. School menus are planned in accordance with the recommended daily allowances as specified by the National Academy of Sciences and must meet the meal pattern requirements as specified by the U.S. Department of Agriculture. We are committed to providing a nutritious, appetizing and economical meal for each student every day.
2. School menus will be planned that are "student centered." Foods will be prepared in a manner that will ensure a balance between optimal nutrition and student acceptance.
3. School meals and snacks will contain adequate calories and variety of good foods to support growth, development and maintenance of healthy body weight.
4. The nutritional value of school meals and snacks will be evaluated over a period of days, rather than a single meal or food item.
5. At least 1/3 of the recommended dietary allowances for calories, protein, vitamin A, vitamin C, calcium and iron are to be provided in food items offered over a week in student lunch meals.
6. At least 1/4 of the Recommended Dietary Allowances for calories, protein, vitamin A, vitamin C, calcium and iron is to be provided in food items offered over a week in student breakfast meals.
7. The fat content of lunch and the fat content of breakfast, each averaged over a week, will be no more than 30% of the total calories. Calories from saturated fats must average less than 10% weekly.
8. Breakfast will be considered an integral part of the educational day and will be encouraged by district administrators, teachers and staff, whether the meal is consumed at home or at school.
9. While the district supports special school activities, administrators, principals, teachers, staff and parent organizations will agree not to serve or sell foods to students in competition with school meals. (*Competitive Food Rule 702 KAR 6:090.*)
10. Nutrition education will be an integral part of the curriculum from preschool to twelfth grade. (*See Practical Living Vocational Studies K-12 Curriculum Guide Sections on Health & Physical Education*) The school cafeteria will help serve as a laboratory for students to apply the knowledge and skills of choosing healthy foods taught in the classroom.
11. Professional development will be provided for school foodservice and nutrition personnel that will foster the promotion of providing healthy school meals.
12. Pleasant eating environments will be provided. This includes adequate time and space to eat school meals, positive supervision, and role modeling at meal times.
13. Promoting nutrition integrity in child nutrition programs will be a cooperative effort between nutrition professionals and other school community members.
14. Schools will provide Physical Education classes to all students grades K-9 and promote physical activity for all grade levels. Extra-curricular physical activity involvement will be encouraged for all students grades K-12. Elementary schools will promote extra physical activity periods whenever possible either right before or soon after student lunch periods.



**ACKNOWLEDGEMENT/SIGNATURE FORM FOR RECEIPT OF  
BOOKLET & STUDENT INTERNET USE ON THE FOLLOWING PAGE.  
PLEASE SIGN, TEAR OUT, AND RETURN TO SCHOOL ASAP.**

**PARENT/GUARDIAN ACKNOWLEDGEMENT OF RECEIPT OF**

**Hard Copy or Electronic Version of THE DISTRICT CODE OF PUPIL CONDUCT HANDBOOK**

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
(parent/guardian signature) (student)

acknowledge receipt of the Taylor County Board of Education 2012-13 Code of Pupil Conduct Handbook. I have read the code and agree to abide by its content.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

Sign and return this page to your child's homeroom or 1<sup>st</sup> period teacher.

-----  
**STUDENT/PARENT/GUARDIAN SIGNATURE PAGE**

**ELECTRONIC COMMUNICATIONS NETWORK ACCEPTABLE USE  
Student Permission/Agreement Form**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

I have read and/or had explained to me by my teacher the Electronic Communications Network Acceptable Use Policy for the Taylor County School District. I agree to follow the rules and guidelines that are set forth in this policy. I understand that if I violate these rules and guidelines that I will lose access to the electronic communications network, including Internet and e-mail and I may face further disciplinary or legal actions.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_ I am 18 years old and do NOT require parental permission.

-----  
I \_\_\_\_\_ have read the Electronic Communications  
Network Parent's Name (Printed)  
Acceptable Use Policy and I give my child \_\_\_\_\_ permission to  
Child's Name (Printed)

access the electronic Communications network, including Internet and e-mail. I understand that if my child violates this policy, he/she will lose access to the electronic communications network and he/she may face further disciplinary or legal actions. I hereby release the Taylor County Board of Education and its personnel from any/or all claims or damages that may arise as a result of my child's inappropriate use of the electronic communications network as set forth in this agreement. By signing below, I accept the terms of acceptable use as set forth by the Taylor County Board of Education.

\_\_\_\_\_  
Parent/Guardian Signature Date

MEMO

**To:** All parents and/or guardians  
**From:** Charles Higdon, Jr., Superintendent  
**Subject:** Emergency Procedures for the Taylor County School System

The Taylor County School system has designed a crisis response plan to minimize danger to students and staff should an emergency occur. Our main goal is to attend to the health and welfare of your children in the event of a crisis.

While it is impossible to foresee all potential emergency situations, we have researched the most effective way to use our resources to respond immediately to those emergencies, which cannot be avoided. Any crisis will disrupt the “normal” way of doing things and cause inconveniences to all of us. These responsibilities are shared by us as school personnel and you as parents.

IN MOST EMERGENCIES, YOUR CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL THEY ATTEND. IN THE RARE EVENT OF AN EMERGENCY PROHIBITING THE RE-ENTRY TO A SCHOOL BUILDING (SUCH AS A CHEMICAL SPILL), STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO AN ALTERNATE SITE.

**If you hear rumors of any school emergency, we ask you to follow this procedure:**

- 1. TURN ON YOUR RADIO. We will keep the media accurately informed of any emergency.**
- 2. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These must be used to respond to the emergency.**
- 3. Any emergency involving your children’s school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, information and instructions will be communicated through the following resources:**
  - A. Stay tuned to radio and T.V. stations for updated, accurate reports and information provided by the school district about when and where to pick up your child. Those radio stations are WCKQ Q104; WVLC 99.9 FM. Television stations are WHAS, WAVE, WLKY, or WBKO.**
  - B. Visit [www.taylor.kyschools.us](http://www.taylor.kyschools.us) for up-to-date emergency information.**
  - C. Check your email if you are a subscriber to the school cancellation notification service.**
  - D. If, for any reason your child’s school must be evacuated during school hours, your child will be taken to and cared for at an alternate site. Information regarding this location and re-unification instructions will be relayed to radio and television stations as well as the district’s website. Our District “One Call” will also be utilized to call all families.**

*Please glue this information inside the cover of your phone book for easy reference.*

### **Infectious Disease Pandemic Expectations**

- Taylor County Schools will adhere to national and state regulations imposed by the CDC (Center for Disease Control) in order to keep our students, staff and families safe.
- While Taylor County is under a pandemic state, students (grade levels that have been specified by the CDC and/or state officials) and staff shall wear masks in all common areas, hallways, busses and other areas where social distancing is not possible. Students who do not adhere to the mandate, could be placed in an alternative educational setting. Exemptions can only be granted by a licensed physician. At that point an alternative setting may be determined.
- Students and staff who have been placed under quarantine by a medical professional or local health department will not be allowed to return until the quarantine has been lifted.
- Parents are expected (encouraged) to either send their child with a mask or the student must wear one that is provided by the school.