



**MASON COUNTY SCHOOLS
CODE OF CONDUCT**

2021/22

WELCOME TO MASON COUNTY SCHOOLS

OUR MISSION:

A safe and welcoming community where all students are challenged and inspired to reach their potential and pursue their dreams.

OUR VISION:

Every child, by name and face, to college, career, and life readiness.

OUR GOALS:

1. "The Royal Pathway" will ensure that "all means all." Our schools will be redesigned in radical ways to meet individual needs of students.
 2. School facilities will be modernized to meet the needs of students, the community, and next-generation workforce needs.
 3. Mason County will become a state and national leader in safe school practices.
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Welcome to the 2021-2022 school year! Mason County Schools is home to highly qualified administrators, teachers and staff who work closely with a community of parents and volunteers to ensure that every child receives a quality education. The administrators and staff at Mason County Schools value each and every relationship and the trust parents place upon us to educate their child.

In keeping with our district's strategic plan "Vision 2025", Mason County has invested heavily in redesigning what school looks like for each student and improving school facilities and safe school practices over the past three school years. Each student at Mason County Schools get a voice and choice in their educational experience and new pathways are being designed each year for students to explore their passions. Over the past three years, Mason County Schools have made major renovations to Straub Elementary, Mason County High, and our Auditorium to not only enhance educational opportunity within but to also upgrade safety features. Mason County Schools also constructed the new Mason County Career Magnet School which offers students the opportunity to earn trade certificates in numerous fields. We are also excited to break ground on a brand-new Mason County Middle School this summer which hopefully will be ready for our students and teachers by August of 2023.

Please check out our newly designed website at <http://masoncoschools.com/>. We hope you find it a useful place where you can access the latest information about Mason County Schools, as well as contact staff, parent portal, school calendars and district policies. We will be updating the school website regularly and hope you will check in often to find out what you need to know. You can also join us on Facebook and Twitter.

1 | *The Mason County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies.*

We invite you to visit your child's school and be a part of the exciting learning communities taking place at Mason County. We strive to provide every opportunity to achieve academic success and to recognize and stimulate the talents in all students. Mason County Schools is committed to doing whatever it takes to help your child be successful.

I. RIGHTS AND RESPONSIBILITIES

It is the responsibility of the school system to make this information public. It is the responsibility of the parents and students to be familiar with the Code of Conduct in order that all students conduct policies and procedures are understood.

1. STUDENTS HAVE THE RIGHT TO:

- The opportunity for a meaningful public education, the maintenance of high educational standards, and a system of public education which meets the needs of the individual students.
- Reasonable and timely notice of all rules, regulations, policies, penalties to which they may be subject.
- Physical safety and protection of their personal property.
- Consultation with teachers, counselors, administrators, and other school personnel.
- Free election by peers in student organizations in which all students have the right to seek/hold office.
- Examination by themselves, their parents/guardians, or their authorized representatives of their own personal school records.
- Involvement in school activities without being subject to discrimination on any basis. (Where participation in activities is on a competitive basis, each student has the opportunity to compete on equal basis.)
- Respect from other students and school personnel.
- Presentation of complaints or grievances to school authorities and receipt of authoritative replies from school officials regarding the disposition of their complaints or grievances.

2. EACH STUDENT WILL:

- Be responsible for their own conduct and for showing consideration for the rights/property of others.
- Exhibit neatness and cleanliness of personal attire and hygiene.
- Refrain from fighting, creating disturbances, making excessive noise, denying others use of school facilities/buildings, using or carrying any weapon on school premises,

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- intentionally injuring another person, exposing others to harm, or using threats or intimidation against any other person.
- Refrain from using tobacco, alcohol or any controlled substances.
 - Refrain from gambling, extortion, theft, or any other unlawful activity.
 - Show respect for the educational process by taking advantage of opportunities to further his/her education.
 - Show respect for the education process and learning environment by refraining from intentional or habitual tardiness or unexcused absence.
 - Practice self-control, control of voice, and all limbs.
 - Complete all assignments.

3. TEACHERS HAVE THE RIGHT TO:

- The support of co-workers and administrators.
- Work in an educational environment with a minimum of disruptions.
- Expect all assignments, including homework, to be completed and turned in as assigned.
- Remove for up to a class period to a designated area any student whose behavior significantly disrupts learning.
- Be safe from physical harm and freedom from verbal abuse.
- Assist in the formulation of policies that relate to their relationships with students and school personnel.
- Take action necessary in emergencies to protect their own person/property or persons/property of those in their care.

4. TEACHERS HAVE THE RESPONSIBILITY TO:

- Provide instructional materials and experiences to students.
- Inform students and parents or guardians of achievement and progress.
- Plan a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- Administer discipline as is consistent with Code of Conduct without discrimination on any basis.
- Evaluate students' assignments and return them as soon as possible.
- Exhibit exemplary behavior in action, dress, and speech.
- Inform parents/guardians of children's successes, problems, or failures promptly.
- Recognize/reward exemplary behavior or work of students.
- Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students.
- Recommend for retention in a class any child who fails to meet the basic standards of such class.
- Follow rules and regulations by the Board of Education and/or school administration.

- Determine the facts of any situation before passing judgment.
- Demonstrate respect for parents and students.

5. PARENTS/GUARDIANS HAVE THE RIGHT TO:

- Send their child to a school with an environment where learning is prized.
- Expect classroom disruptions to be dealt with fairly, firmly, and quickly.
- Enroll students in the Mason County School District where they attend classes regularly and promptly with minimal interruptions.
- Expect the school to maintain high academic standards.
- Review the child's academic progress and other pertinent information in educational records.
- Address grievances concerning their child and receive a prompt reply for any alleged grievance.
- Be treated with courtesy and respect from school personnel and students.

6. PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

- Instill in their children the values of an education.
- Instill in their children a sense of responsibility.
- Help children understand that disruptions in the school are detrimental to the education of all.
- Become familiar with the educational program and the procedures.
- Inform children about disciplinary procedures of the school and emphasize the importance of following the same.
- See that children attend school regularly and promptly.
- Determine the facts of any situation before passing judgment.
- Recognize that school personnel must necessarily concern themselves with education.
- Support the efforts of the school personnel.
- Demonstrate respect for the teachers, students, other parents, administrators, and school personnel at school and all school related activities.
- See that children exhibit neatness and cleanliness in their personal attire and hygiene.
- See that students fulfill their course of requirements.
- Attend parent-teacher conferences or other conferences designed to assist in programming for their child.
- To communicate to the school such information as names and emergency contacts, etc. and any changes that occur during the year.

7. PRINCIPALS HAVE THE RIGHT TO:

- Expect staff members to comply with policy and directions of the principal.

- Discipline any student whose conduct disrupts the educational process.
- Be treated with courtesy and respect by students, parents/guardians, and staff members.

8. PRINCIPALS HAVE THE RESPONSIBILITY TO:

- Help create and foster an atmosphere of mutual respect and consideration among students/staff.
- Administer discipline fairly and equally, following the guidelines set forth herein, but also using his/her own judgment and discretion.
- Exhibit exemplary behavior in action, dress, and speech.
- Direct the development of a program of instruction that explains the code of conduct to the school community.
- Recognize the need for instructional/behavior interventions with students referred for discipline.
- Demonstrate respect for parents and students.

II. ATTENDANCE - WHY ATTENDANCE MATTERS

Why does regular school attendance matter?

- School attendance lays the foundation for whether children will graduate or drop-out from high school.
- One missed day of school = as many as three days of catch up for a child to learn all the missed information and skills.
- Key academic concepts are being covered every day.
- Time on-task on a daily basis is needed to learn basic academics.
- Students need to learn to read well to be able to learn their other subjects.
- The habit of going to school is like learning to go to work - it's a child's job

Contacting your child's teacher to ask questions or share concerns is a first step toward addressing absences from school.

ABSENCES AND EXCUSES: BOARD POLICY: 09.123

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).¹

TRUANCY DEFINED

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Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) 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 student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action.

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.

EXCUSED ABSENCES

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

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Participation in school-related activities approved by the Principal,
4. One (1) day for attendance at the Kentucky State Fair,
5. Court appearance,
6. Religious holidays,
7. College visits (3 days),
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty,
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
12. Trips qualifying as educational enhancement opportunities.
 - Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be 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.

- Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.
 - The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.
 - 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.
13. Other valid reasons as determined by the Principal, including prearranged absences (Parents must provide in advance at the Principal's office for a prearranged absence. Prearranged absences shall not be granted beyond the five (5) day limit described below), or
14. Emergency circumstances in the home (will be considered by the Appeals Committee).

NOTES REQUIRED

Parent Notes: A student returning to school after an absence must bring a note within three (3) days signed by his/her parents or guardian. Five (5) parent or guardian notes are accepted as an excuse for each school year.

Health Care Provider Notes: A student who is absent due to illness and goes to the doctor or other health provider shall within three (3) days of return to school present the health care provider's statement. The following information is required on the excuse statement:

- name of health care provider;
- date and time of appointment;
- reason for visit;
- date student(s) can return to school.

Up to ten (10) days per school year may be excused with a health care provider's note.

During the school year, ten (10) days may be excused for medical reasons, which include but are not limited to, physician, dental or eye care visits. After the tenth (10th) medical excuse has been submitted a conference may be requested by the Principal, Director of Pupil Personnel or an attendance officer.

The District may review the excuses and any supporting documentation/information as submitted and may take steps to address attendance issues, including but not limited to: requiring more extensive documentation/information in support of future excused absences, exercising interventions/corrections regarding any absences determined to be supported by incorrect or fraudulent information, or making appropriate referrals.

Exception: Parents/guardians of chronically ill students or students with disabilities should notify the Principal in writing in order for those students to receive special consideration concerning the 10-day limitation.

If a student is unable to attend school for medical reasons for more than five (5) consecutive school days, the parent/guardian shall be contacted and asked to notify the Director of Pupil Personnel to request a Home Hospital application. Upon presentation of a completed application, the Home Hospital Committee will approve or deny the application based on state criteria.

SCHOOL HANDBOOKS

Each school handbook shall include specific attendance requirements.

MAKE-UP WORK

Students having excused absences shall be allowed the same number of days to complete make-up work as they were absent. It is the student's responsibility to contact the appropriate teacher regarding make-up assignments. Work both assigned and due during days missed under suspension shall not be accepted.

APPEALS

A review committee shall be available to examine the case of any student who feels that s/he has a valid reason for exception. This review committee shall consist of a classroom teacher of the student; school Principal, and the Director of Pupil Personnel. The student who is appealing and his/her parent/guardian shall be present for this review. The request for appeal shall be submitted in writing to the Principal within five (5) school days of the absence being appealed.

III. BEHAVIOR INFRACTIONS

A. DISRUPTING THE EDUCATIONAL PROCESS: BOARD POLICY: 09.426

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

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may damage public or private property, including the property of students or staff;
3. Illegal activity;

4. Conduct that materially or substantially interferes with another student’s access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
5. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

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 09.42811, which address harassment/discrimination allegations.

B. DRUGS, ALCOHOL, AND OTHER PROHIBITED SUBSTANCES: BOARD POLICY: 09.423

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

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

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

DEFINITIONS

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

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

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in [KRS 217.900](#) or synthetic

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compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances 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. 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 student possession of a controlled substance on school property in violation of the law.

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

DRUG-TESTING PROGRAM PURPOSE

In this day and time alcohol and other forms of drug abuse have grown to major proportions in our society. School settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for grades 7-12.

The program consists of two components:

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

EDUCATION AND PREVENTION PLAN

Educational Seminars: Each semester at least one (1) educational seminar on alcohol and drug abuse shall be conducted by qualified substance abuse educators. These seminars shall be accessible to all students in grades seven through twelve (7-12) but shall be required for all those (including middle school students) participating in high school athletic, and extracurricular activities and for students who will be driving or parking on school property.

Seminars for Parents/Guardians: Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of these sessions will be to provide parents/guardians with necessary information to parent toward drug prevention.

ALCOHOL AND DRUG SAFETY POLICY

All student athletes/extracurricular participants/drivers and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

Statement of Need: All athletic, extracurricular team coaches/sponsors and the administration recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of students engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for students.

Athletic teams, extracurricular activities covered by this policy shall apply to all students in grades seven through twelve (7-12) (including middle school students) participating (at Mason County High School) in varsity and sub-varsity athletic, and extracurricular activities, as well as students who will be driving or parking on school property. The subsequent addition of any extracurricular activity or varsity or sub-varsity sport shall immediately be subject to this policy.

Statement of Purpose: This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to students in grades seven through twelve (7-12) who voluntarily choose to participate on athletic teams, in or extracurricular activities, and/or to drive or park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering this policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law-enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities, other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under eighteen (18) years of age, the administrator shall not release any student's test results to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific athletic team or extracurricular activity involved.

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs;
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs;
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs; and
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of student participants are the primary concerns of the District.

Implementation, Review, and Evaluation: All student participants and their parents/guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form before the student shall be permitted to try out for any athletic team, participate in an extracurricular activity at the seven through twelve (7-12) grade level, or be authorized to drive or park on school property.

Testing Program: Testing shall be accomplished by the analysis of urine (or in rare cases saliva) specimen obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with the appropriate student participant;
4. Maintenance of the unadulterated integrity of the specimen; and
5. Integrity of the collection and testing process, as well as the confidentiality of test results.

The specific testing process shall be on file at the testing laboratory approved by the Board.

Substances Tested: Student participants' urine specimen shall be tested for the following, which include, but may not be limited to:

1. Amphetamines;
2. Marijuana (THC);
3. Cocaine and its derivatives;
4. Opiates;
5. Phencyclidine (PCP);
6. Benzodiazepine;
7. Propoxyphene; and
8. Other abused, illegal, or controlled substances as deemed necessary

CONFIDENTIALITY

The Superintendent shall develop a process to reasonably ensure privacy during the taking of samples, security of samples once obtained, and designation of laboratory services that are accurate and reliable. Appropriate measures shall be taken to protect confidentiality throughout the testing process and in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent.

CONSEQUENCES

Students who sign and return the "Consent to Test" form and then refuse to be tested shall be considered a violation and sanctions of the first offense administered.

Sanctions are as follows:

First Offense

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per policy 09.431. Dual specimens shall be collected for each drug screen, giving parents the opportunity to take the second sample to an approved testing site for verification.

3. Student shall be suspended for 15% (fractions of athletic games will be considered a whole) of the season and/or school year activities. Student may not participate in practices or attend games or activities during this time.
4. Student must complete an evidence-based counseling program.
5. Student must have a negative drug test, either through the school testing program or at parent's expense through a preapproved provider before they may return to the suspended activity.
6. Student will be tested at each drug testing session for one calendar year.

Second Offense

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per policy 09.431. Dual specimens shall be collected for each drug screen, giving parents the opportunity to take the second sample to an approved testing site for verification.
3. Student shall be suspended for one calendar year. Student athletes may not practice and are not considered part of the team during this time.
4. Student must complete an evidence-based counseling program.
5. Student must have a negative drug test, either through the school testing program or at parent's expense through a preapproved provide before they may return to the suspended activity.
6. Student will be tested at each drug testing session for one calendar year.

Third Offense

1. Notify the parent or guardian.
2. Due process hearing shall be conducted by the Principal per policy 09.431. Dual specimens shall be collected for each drug screen, giving parents the opportunity to take the second sample to an approved testing site for verification.
3. Student is dismissed from team or activity for the remainder of their career.

C. TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS: BOARD POLICY: 09.4232

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or school activity. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

D. TELECOMMUNICATION DEVICES: BOARD POLICY: 09.4261

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall not be permitted to possess and use personal telecommunications devices as defined by law,¹ and other related electronic devices, and other related electronic devices, unless prior approval has been granted by the Principal.

If the Principal grants approval, students shall observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating,
 - b. Violates confidentiality or privacy rights of another individual,
 - c. Is profane, indecent, or obscene,
 - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student’s lunch break.

When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. In addition, an administrator may confiscate the device, which shall only be returned to the student’s parent/guardian. A violation also may result in a report being made to law enforcement.

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

E. EXPULSION: BOARD POLICY 09.435

Expulsion will mean denial of attendance to Mason County Schools.

BOARD MAY EXPEL

The Board may expel any pupil from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.¹

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

The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

HEARING AND RECORDS REQUIRED

Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.¹ The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.³

BOARD DECISION FINAL

The Board's decision shall be final.¹

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services

under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)^{1&3}

TRANSFER OF RECORDS

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.²

F. ALTERNATIVE EDUCATION PLACEMENT: BOARD POLICY: 09.4341

A student may be assigned to the alternative education setting/program by the Principal or his/her designee for conduct that disrupts the educational process.

DEFINITION

Alternative Education Program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.¹

PURPOSE

The purpose of the Board’s Alternative Education Program is to provide:

- Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
- A curriculum that is aligned with the Kentucky Core Academic Standards and the learning goals in each student’s Individual Learning Plan (ILP).
- Successful student transition to the regular school assignment, when possible, or to post-secondary status.
- A meaningful alternative to suspension and/or expulsion of a student.

NOTE: Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

As required by Kentucky Administrative Regulation:

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- The District’s Alternative Education Program shall include training to build capacity of staff and administrators to deliver high-quality services and programming.
- The Board shall review this policy and accompanying procedure(s) annually.²

ELIGIBILITY CRITERIA

Alternative education placements may be utilized for students at middle and high school grade levels.

Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site.

An ILP shall exist for a student in grade six (6) and above as required by regulation prior to placement in a District Alternative Education Program. Criteria for involuntary assignment by District personnel in the Alternative Education Program may include one (1) or more of the following:

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.
- Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
- Documentation that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations:
- The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
- The student has been identified as being at risk of academic failure and/or dropping out of school.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
- The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student referenced in [704 KAR 019:002](#).

A student’s parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.

NOTIFICATION

The Principal or other designated administrator shall notify the parents by letter of their child's assignment to the Alternative Education Program. The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

The duration of the alternative assignment shall be as provided in applicable Board policy, code of conduct, or other alternative program standards adopted by the District or as decided by the team and approved by the Superintendent/designee.

ILPA TEAM

The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students in grades six through twelve (6-12) assigned to an alternative school or program. The team may consist of the lead administrator/designee of the student's current school/program, the lead administrator/designee of the alternative school/program, counselors, teachers and other staff as appropriate.

The Superintendent/designee shall chair the team and invite the parents, and as appropriate, the student to participate.

After consideration of input of the team, the counselor or the designated administrator shall prepare or revise the ILPA to address, as appropriate, academic and behavioral needs, criteria for re-entry into the traditional program and review of student progress.

EXCEPTIONS:

- Such decisions for individual students with disabilities under the IDEA shall be made when required through the Admissions and Release Committee process and changes in service delivery required under the IDEA shall be made to the student's IEP.
- Such decisions for students identified under Section 504 shall be made through the team process as required under federal law and corresponding District policies and procedures.

EXTRACURRICULAR PARTICIPATION

Students assigned to alternative schools or programs shall be eligible to access extracurricular activities including, but not limited to sports activities, as allowed under applicable Board policy, code of conduct, SBDM policy, KHSAA rules or other alternative program standards adopted by the District.

CONTINUING SUPPORT

Opportunities shall be provided for students to continue regular school work as appropriate under the supervision of Alternative Education Program staff. Students participating in an alternative program shall continue to be able to access tutoring, intervention, counseling, and other resources and services already available in the District as determined through the development of the ILPA.

TRANSITION

Students may transition to a regular classroom setting in accordance with any criteria for re-entry established by the ILPA Team and in accordance with the following process:

1. The lead Alternative Education Program administrator/designee shall invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition. If the parent/legal guardian or adult student do not attend, written notification shall be provided to explain the proposed re-entry.
For IDEA or Section 504 students, the IEP or Section 504 team shall determine placement of students as required by law.
2. Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.
3. Should the transition not be successful for the student, reassignment to the Alternative Education Program may be considered, and the ILPA Team may be reconvened accordingly.

COLLABORATION WITH OUTSIDE AGENCIES

The coordinator or lead administrator of the Alternative Education Program shall establish a process to collaborate with outside agencies involved with involuntary placements, including courts or other social service agencies to address student transitions between programs. Release of protected information about students involved in the program shall be in compliance with the Family Educational Rights and Privacy Act (FERPA).

NOTE: THIS POLICY DOES NOT APPLY TO A TEMPORARY/SHORT-TERM INTERVENTION.

G. DISCIPLINE DUE PROCESS: BOARD POLICY: 09.431

Students in violation of the rules of the school will receive verbal notice of the charges against them and will have an opportunity to state their response to the charges before any disciplinary action is taken. All disciplinary actions may be appealed according to Board of Education policy. Except where an emergency warrants a student’s immediate removal from the school, students will receive the right to an informal hearing prior to their suspension. At this meeting the student will receive notice of the charges against him/her and have an opportunity to state his/her version of the facts.

RIGHT TO DUE PROCESS

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right of the following due process procedures.¹

1. Pupils shall be given oral or written notice of the charge(s) against them.
2. If the pupils deny the charge(s), they shall be given an explanation of the evidence against them.
3. Pupils shall be given an opportunity to present their own version of the facts concerning the charge(s).

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.²

H. SUSPENSION: BOARD POLICY: 09.434

WHO MAY SUSPEND

- A. In accordance with [KRS 158.150](#), the Principal or Assistant Principal may suspend a pupil up to a maximum of three (3) days per incident.
- B. The Superintendent may suspend a pupil up to a maximum of ten (10) days per incident.

LENGTH OF SUSPENSION

- A. A pupil may not be suspended for more than a total of ten (10) days per incident.
- B. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

PRIOR DUE PROCESS REQUIRED

- A. A pupil shall not be suspended until due process procedures have been provided as described in [KRS 158.150](#) (09.431)¹, unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

IMMINENT DANGER

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- A. In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

WRITTEN REPORT REQUIRED

- A. The Principal or assistant Principal shall report any suspension in writing¹ immediately to the Superintendent and to the parent of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement. One such condition shall be that one or both parents/guardians will accompany the student for a conference with school officials prior to the student’s reentry.

STUDENTS WITH DISABILITIES

- A. In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.²
 - 1. In the event the discipline of a student is to deny attendance from a single class, or any portion of a school day or for one or more days, not exceeding 10 days, a conference with the school principal will first be conducted with students as follows:
 - 2. An oral and/or written notice of the rule which has been violated, (including the specific act committed), will be provided the student.
 - 3. An explanation of the evidence and/or witness, if any, in support of the charges will be provided to the student, except in cases where it is believed that giving particular witnesses’ names may subject the witnesses to harassment.
 - 4. The student will be provided the opportunity to present his/her explanation and rebut the evidence.
 - 5. An oral and written explanation of the consequences, which will include the dates and duration of the suspension which may be imposed, will be provided to the student.
 - 6. In the event the student is suspended, the parents or guardians of the student will, as soon as reasonably possible, be notified by letter, certified letter, or personal message of the reason for the student’s suspension and the duration of the suspension.
 - 7. At the principal’s discretion, community service may be offered as an alternative to selected suspensions.

I. EXPULSION: BOARD POLICY: 09.435

In cases where expulsion has been recommended, the same procedure outlined above with suspension must be adhered to. In addition:

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1. A hearing must be held before the Board of Education and must precede the expulsion.
2. Notice of a hearing should be given at least five days before it is held.
3. The student may be represented at the hearing by any person of his/her or his/her parents'/guardians' choice.
4. A student will be provided educational services in an appropriate alternative program or setting, unless the board has made a determination, based upon clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff.

J. GRIEVANCE PROCEDURES: BOARD POLICY: 09.4281

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

CONDITIONS

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

TIME LIMITS

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

PRINCIPAL'S/SCHOOL COUNCIL'S INVOLVEMENT

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

SUPERINTENDENT’S/DESIGNEE’S INVOLVEMENT

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

BOARD OF EDUCATION’S INVOLVEMENT

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

K. ASSAULT AND THREATS OF VIOLENCE: BOARD POLICY: 09.425

For purposes of this policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

PUPILS

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.¹

SCHOOL PERSONNEL

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action¹ up to and including expulsion from school and/or legal action.

REMOVAL OF STUDENTS

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with [702 KAR 005:080](#).

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

REPORT TO LAW ENFORCEMENT AGENCY

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 assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

NOTIFICATIONS

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

L. BULLYING/HAZING: BOARD POLICY: 09.422

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

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.¹ 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.

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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.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

BULLYING REPORTING FORM (FOR INTERNAL ADMINISTRATIVE TRACKING AND DOCUMENTATION PURPOSES ONLY)

- When additional room is needed for a section entry, please attach a separate sheet.
- Use of information documented on this form shall comply with confidentiality requirements of applicable privacy law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

REPORTER INFORMATION:

DATE: _____

Anonymous

Staff Member

Name: _____

Parent/guardian

Name: _____

Student

Name: _____

STUDENT(S) REPORTED AS COMMITTING ACTS:

Name: _____

School: _____

Name: _____ School: _____

STUDENT(S) REPORTED AS VICTIM(S):

Name: _____ School: _____

Name: _____ School: _____

DESCRIPTION OF ALLEGED ACTS: _____

TIMES AND PLACES: _____

NAMES OF POTENTIAL WITNESSES:

Name: _____ School: _____

Name: _____ School: _____

ACTION TAKEN BY REPORTER (IF ANY): _____

ADMINISTRATIVE INVESTIGATION NOTES: _____

BULLYING VERIFIED? YES No

CORRECTIVE ACTION(S) TAKEN: _____

If the act of bullying is such that it must be reported as required by KRS 158.154, KRS 158.155, or KRS 158.156, see policies 09.2211 and 09.438 and related procedures.

If bullying is related to a federally protected harassment/discrimination area, see policy 09.42811 and related procedures.

IF BULLYING VERIFIED, REPORT SENT TO PARENTS OF STUDENTS? YES NO

Parent Name: _____ Date Sent: _____

Parent Name: _____ Date Sent: _____

BULLYING REPORTING FORM (PARENT NOTIFICATION OF ALLEGED BULLYING)

Date

Dear parent/guardian,

On _____, your child, _____,
Date *Student's Name*

was reportedly involved in a bullying incident that took place at _____.
Location

Because student safety is our utmost concern, we take this information very seriously and have taken appropriate action.

BULLYING VERIFIED? YES No

If yes, we have taken appropriate disciplinary action and measures to assure your student’s well-being.

Please contact me directly if you have questions about this information. I can be reached at

Telephone Number

Sincerely,

_____, Principal

M. SEARCH AND SEIZURE: BOARD POLICY: 09.436

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.¹ Search of a pupil's person shall be conducted only with the express authority of the Principal/designee.

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

WITNESS/PERSONAL SEARCHES

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

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These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

REGULAR INSPECTION

School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the District are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

OTHER DISRUPTIVE ITEMS

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

DISPOSITION OF ITEMS

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

M. POLICE OFFICERS IN THE SCHOOL: BOARD POLICY: 09.4361

School officials shall cooperate with law enforcement agencies in cases involving students (i.e., serving of subpoenas, juvenile petitions or warrants, or taking students into custody.) As soon as possible, officials shall endeavor to notify the parents of students who are arrested.¹

When students are arrested at school, the Principal/designee shall make a written record of the identity of the officer making the arrest, the nature of the offense charged, the name of the issuing authority of any arrest warrant, and the place of custody.

CRIMES OFF SCHOOL PROPERTY

In the interest of the student's welfare, the following requirements shall be followed when police officers ask to question or remove a student from the school whom they suspect of committing a crime off school property:

1. Parents/guardians shall be notified by school officials as soon as possible.
2. If the parent(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.
3. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order, or juvenile petition or arrange to interview the student off the school grounds.
4. If the student is an alleged victim of abuse or neglect by a parent, school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent.²

OTHER SITUATIONS

If a situation occurs which is not specifically covered in the District Code of Conduct or School Handbook, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety/welfare of the students and staff in the building. In instances where the violation and/or penalty are defined in law or regulation, the full extent of the law will be exercised, and the principal will file charges against the student.

This document is subject to change based on board policy updates.

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