

**CODE OF ACCEPTABLE BEHAVIOR  
AND DISCIPLINE  
2022-2023 SCHOOL YEAR**

**ROWAN COUNTY SCHOOLS**

**John Maxey, Superintendent  
551 Viking Drive  
Morehead, Kentucky 40351  
606-784-8928  
[www.rowan.kyschools.us](http://www.rowan.kyschools.us)**

**“Learn, Engage, Achieve, Discover”**

# **Code of Acceptable Behavior and Discipline**

## **Rowan County Schools**

**John D. Maxey**  
**Superintendent**

**Julia Rawlings**  
**Assistant Superintendent**

### **Rowan County Board of Education Members**

**Rick Whelan, Chair**  
**Brenda Stamm, Vice-Chair**  
**Jennifer Anderson**  
**Dr. Scott Davison**  
**Jeff Patrick**

This Code is required and based on Kentucky Laws 158.148 – 158.165 and 704 KAR 7:050. It supersedes and takes precedence over any previous policy that may be in conflict. Some schools have additional rules or policies that are not included in this Code. The discipline in this Code applies to students while on school property, on buses, on school-sponsored trips and at after-school functions. This Code is reviewed and revised annually. Any comments or suggestions should be directed to building principals or Carol Blair, Director of Pupil Personnel, 606-784-8928.

As required by federal law, the District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities.

**July 2022**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August 2022**

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September 20**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October 2022**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**December 2022**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January 2023**

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April 2023**

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May 2023**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**June 2023**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**This Calendar Provides For Instructional Days Plus:**

Holidays: 4

Labor Day - September 5, 2022

Thanksgiving - November 24, 2022

Martin Luther King Day - January 16, 2023

President's Day - February 20, 2023

PD: 8

Opening & Closing Day: 1 each

STUDENT DAYS 173

INSTRUCTIONAL HRS

FIRST/LAST STUDENT'S

MU (Make Up D: ) 10

Days Off That Are Not in Calendar

**Rowan County Schools**  
**Code of Acceptable Behavior and Discipline**

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**PARENT VERIFICATION FORM**

**Code of Acceptable Behavior and Discipline/Attendances**

This form and the Parent Computer Permission form must be signed and returned to your child's homeroom teacher.

Be aware that all calls to any Rowan County public school may be recorded for security purposes.

**Parent Form**

I have received and read the ***Code of Acceptable Behavior and Discipline*** and **attendance** policies of the Rowan County School System and I understand these policies apply to all school functions.

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Enrolled in: (please check school)

<input type="checkbox"/>	Bluegrass Discovery Academy High
<input type="checkbox"/>	Bluegrass Discovery Academy Middle
<input type="checkbox"/>	Clearfield Elementary School
<input type="checkbox"/>	McBrayer Elementary School
<input type="checkbox"/>	Rodburn Elementary School
<input type="checkbox"/>	Rowan County Middle School
<input type="checkbox"/>	Rowan County Preschool Center
<input type="checkbox"/>	Rowan County Senior High School
<input type="checkbox"/>	Tilden Hogge Elementary School

I have read: (please check)

<input type="checkbox"/>	Attendance Policy
<input type="checkbox"/>	Behavior Information
<input type="checkbox"/>	School Bus Safety
<input type="checkbox"/>	Student Dress Code

Date: \_\_\_\_\_

**This booklet does not contain a comprehensive listing of ALL student misbehavior and district personnel's corrective responses. The Rowan County Board of Education, each school's administration and its site-based council reserve the right to administer other appropriate corrective responses for offenses listed and others that may occur. Variations from responses listed in this *Code of Acceptable Behavior and Discipline* will be based on the severity of the incident and the number of times a student has had disciplinary referrals.**

**Don't forget to sign the other side of this page for your child to be able to access the expanded electronic and networked resources. Thank you!**

### **Computer Parental Permission Form**

1. Parents or legal guardians must give written permission before students will be granted access to any electronic or networked resources available under established board policy (e.g. Internet Access and E-Mail).
2. The Kentucky State Department of Education provides software to help identify and prevent objectionable or inappropriate material being accessed through the network. Software alone is not 100 percent effective and will be used by our district in conjunction with educating users on appropriate use, providing supervision and guidance, and enforcing the rules when they are broken.
3. Parents and legal guardians ***must*** complete and sign the consent form below requesting that their child be permitted to access expanded electronic resources (including the Internet and electronic mail) before their child will be given access to networked resources. If the consent form is not returned, the district will assume that the parents or legal guardians have denied their children access to networked resources.

### **Permission to Access Expanded Electronic and Networked Resources**

I have read and understand the Rowan County Board of Education's Acceptable Use Policy, Procedures and Guidelines regarding electronic and networked resources. I have discussed the importance of following these guidelines with my child. I understand that most material available on the Internet is acceptable and can be valuable for educational purposes. . I understand that software will be used to identify and block access to objectionable or inappropriate material, but that software alone cannot be 100 percent effective in blocking this access. Therefore, I accept responsibility for setting standards of Internet and E-mail use for my child and have discussed my values and expectations of behavior with my child. The school cannot be held responsible if my child intentionally accesses material that I consider objectionable or inappropriate. My child has permission to submit answers with his/her handheld device (ex., cell phone) under staff direction. I understand that my child will be held accountable for any intentional violations of the Acceptable Use Policy and that disciplinary action including the loss of network access, disciplinary action, or legal action may result from deliberate misuse of school electronic resources.

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

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

**Rowan County Schools**  
**STUDENT CHECKOUT AGREEMENT**

While the primary purpose of the Rowan County School District's technology equipment is for use on site during the instructional day, there are times when it is appropriate for students to check out equipment to be used for educational purposes beyond the school day.

1. All users must agree to abide by the district "Acceptable Use Policy/Agreement" and other appropriate policies the district has put into place.
2. Persons to whom Technology Devices are assigned shall be the sole user of the technology.
3. Any additional damages, theft, misplacement or concerns regarding district technology, please contact the Technology Department via email: [rowan.schools@rowan.kyschools.us](mailto:rowan.schools@rowan.kyschools.us) or at 606-784-8928
4. All Technology Devices remain the property of Rowan County Schools. District Technology must be returned to school in the same condition as checkout when requested or upon withdrawal from the district.
5. All users understand that they are responsible for the cost of repair or replacement of damaged, stolen, or lost devices owned by the district. Total replacement will be a minimum of \$150.00
6. I understand that a Relay web-filtering system is in place but the parent/guardian is responsible for providing appropriate supervision while the Internet is being accessed away from school.

**By signing below you are agreeing to the terms outlined in this agreement.**

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## **Rowan County School District Mission Statement**

Leading future-focused students to achieve personalized growth through high quality, engaging, discovery-based learning experiences.

### **Rowan County Schools Vision**

Learn, Engage, Achieve, Discover  
(LEAD)

### **SECTION I: STUDENT MISBEHAVIOR AND CORRECTIVE RESPONSE**

The Rowan County School's Code of Acceptable Behavior and Discipline addresses a variety of misbehaviors. These may occur in the schools, on buses, on school-sponsored trips, and at after-school functions. Appropriate and diverse corrective responses are necessary. By recognizing varying levels of misbehavior, this Code may be applied more consistently. Each division (elementary K-5, middle 6-8, and senior high 9-12) has modified the levels to accommodate the behavioral maturity of the students it serves. The levels of misbehavior, the faculty responsible for imposing the corrective responses, as well as the corrective responses are cited. If the student violates the rules of good conduct, teachers and other school officials will hold him/her accountable.

All students will conduct themselves in a manner that will promote a proper learning atmosphere within the classroom. Students are reminded that proper behavior extends to all school property including school buses and while on field trips. The following section features the codes developed for each level in the school system.

#### **Elementary Schools (K-5) Code of Acceptable Behavior and Discipline**

**LEVELS OF MISBEHAVIOR** - All Major and Law Violations will result in an automatic notification of parents/guardians.

Note: The Corrective Response procedures are not necessarily to be followed in the order that they are written.

Note: The Principal retains the right to administer corrective responses at his/her discretion in all levels of misbehavior.

Note: The district has established procedures that MAY BE utilized to assess threats of harm to others. See Alert Policy 09.22

#### **After School Detention**

After school detention, is an additional deterrent to violations of the Code of Acceptable Behavior and Discipline. After-school detention serves independently as a deterrent to a student's misbehavior. After-school detention will provide the student with a constructive opportunity to serve their own time while receiving a punishment for misbehavior rather than missing class time.

The students assigned to after-school will assemble in designed area. There the instructor will meet the student. The students are expected to have with them work to complete while in after-school detention. If they are unprepared, assignments will be provided related to their offense and grade. After-school detention schedule will be determined by building principal. The parents/guardian should provide transportation. Failure to attend will result in further disciplinary action.

### **Dress Code**

Inappropriate school dress in any style of clothing that would be disruptive to the educational process or to the safety of the students. The following is a list of inappropriate dress:

#### **A. Shirts, Blouses, Tops**

- a. No shirts depicting pictures, language, statements or graphics that are obscene, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco or sex;
- b. No holes in shirts that are considered revealing
- c. No shirts or blouses that are too short to cover the stomach and back at all times, must be able to be tucked in;

#### **B. Pants, Shorts, Skirts**

- a. Waistbands of garments must be worn above the hips;
- b. No tight fitting shorts, pants, skirts are permitted and proper undergarments must be worn.
- c. No holes in pants that are considered revealing;
- d. No inappropriate language or graphics (see shirts above);
- e. Length of garments should be suitable.

#### **C. Shoes**

- a. No house shoes;
- b. No rollerblades, Heelys, or retractable skates at any time;
- c. Shoe laces must be tied if so designated.
- d. Tennis shoes are encouraged to be worn during recess and physical education.

#### **D. Head coverings (only with approval of the building principal)**

- a. No hats, bandanas, or sweatbands;
- b. No picks, combs, rakes or rollers.

#### **E. Outerwear**

- a. All heavy or long outerwear will be stored in the classroom or in the locker for the duration of the school day.

#### **F. Jewelry**

- a. Any jewelry or piercing deemed harmful or distracting shall not be worn.

\*\*This is not a comprehensive list and may not contain every example. Building principals will have the final determination of what is considered inappropriate clothing.\*\*

### **Positive Behavior Interventions and Supports (PBIS)**

According to regulation 704 KAR 7:160, all school personnel are required to participate in Positive Behavioral Interventions and Supports (PBIS) training annually. PBIS is a school-wide systematic approach to embed evidence-based practices and data-driven decision-making. Personnel will be trained to use an array of strategies to address behavior that is dangerous or inappropriate, or otherwise impedes the learning of the students. The training shall include proper use of positive reinforcement to increase appropriate student behaviors. **PBIS** is a three-tiered framework for assisting school personnel in adopting and organizing evidence-based behavioral interventions that enhances academic and social behavior outcomes for all students.

**Tamela Buttry, PBIS Coordinator, 606-784-8928**

## **MINOR MISBEHAVIORS**

Minor misbehaviors are behaviors that can be corrected by the teacher or staff at the time and in the setting in which they occur. **\*\*Circumstances must be considered in determining Minor vs Major\*\***

## **ELEMENTARY MINOR MISBEHAVIORS**

- Cheating
- Disrespectful to others
- Failure to finish assignments
- Failure to follow directions
- Inappropriate physical contact
- Inappropriate language
- Lying
- Minor pushing and shoving
- Name calling
- Not being in classroom at the proper time
- Quarreling with others
- Running in non-designated areas
- Spitting
- Talking in class without permission
- Telecommunications devices or laser pointer device being used or possessed without permission.

## **ELEMENTARY CORRECTIVE RESPONSIVE OPTIONS FOR MINOR MISBEHAVIORS MAY INCLUDE**

- Brief time-out at student's desk or other location within the room or setting or with a Buddy Teacher of the same grade or an adult who has a relationship with the student
- Clarify, teach, and practice expectations
- Confiscation of telecommunications devices
- Daily/weekly note home
- Document/track behavior
- Loss of choice or privilege
- Loss of points, clip down, etc. (as part of reward system)
- Other disciplinary procedures developed by teacher/school
- Parent contact
- Planned ignoring if appropriate (attention seeking behavior)
- Private conversation

- Proximity
- Redirect
- Seat/location change

**MAJOR MISBEHAVIORS (Principal or designee/Office-Managed)** Major misbehaviors are moderate behaviors and require an administrator complete a Behavior Referral in Infinite Campus. Major misbehaviors may not require immediate administrative involvement.

**\*\*Circumstances must be considered in determining Minor vs Major vs Law\*\***

### **ELEMENTARY MAJOR MISBEHAVIORS**

- Academic Cheating/Plagiarism
- Burglary
- Bus Rule Violation
- Dangerous Instrument Possession
- Destruction of property
- Disorderly conduct
- Disruptive behavior
- Drug Paraphernalia Violation
- Failure to attend detention
- Fighting—Student to Other (physical aggression)
- Fighting—Student to Staff (physical aggression)
- Fighting—Student to Student (physical aggression)
- Forgery
- Fraud
- Gambling
- Insubordination
- Leaving Campus
- Loitering
- Motor vehicle theft
- Out of Area Violation
- Possession of Stolen property
- Profanity or vulgarity
- Self-endangerment
- Skipping class
- Skipping school
- Tardy to class
- Theft/Stealing

### **ELEMENTARY CORRECTIVE RESPONSIVE OPTIONS FOR MAJOR MISBEHAVIORS MAY INCLUDE**

- After school detention (**Board Policy 09.432**)
- Group or individualized counseling with guidance counselor
- Reflection sheet

- Remove temporarily from classroom
- Repair or replace vandalized property
- Some form of isolation
- Subsequent, excessive or serious disciplinary referrals in a semester may result in a referral to outside agencies (court, law enforcement, Cabinet for Family Children, foster care social worker, etc.)
- Supervised study
- Suspension (**Board Policy 09.434**)
  - \***In accordance** with KRS 158.150, the Principal or assistant Principal may suspend a pupil.
  - \***Suspension of primary** school students (K-3) shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/Designee.
  - \***Students with Disabilities**... procedures mandated by federal and state law for students with disabilities shall be followed. The Special Education Coordinator (Director) shall be notified of all suspensions of handicapped students.
- Suspended from riding school bus for a period of school days
- Teacher-parent conference
- Teacher-parent-Principal conference
- Teacher-Principal conference
- **TOBACCO PRODUCT (KRS 438.305)-ALTERNATIVE NICOTINE PRODUCT (KRS 438.305)--VAPOR PRODUCT (KRS 438.305) (vaping devices, cigarettes, smokeless tobacco products, etc.) (any of these will be confiscated and forfeited to school district and MAY be returned to parent/guardian at the school's discretion.**
  - The use of any tobacco product, alternative nicotine product, or vapor product:**
  - (a) **Shall be prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by a local board education;**
  - (b) **Shall be prohibited for all students while attending or participating in any school-related trip or activity.**
    - Trespassing
    - Vandalism
    - Violation of District Acceptable Use Policy
    - Violation of personal electronic or telecommunication device

### **LAW VIOLATIONS (Principal or designee)**

Law violation misbehaviors are serious violations that involve criminal behavior or threats. There is a potential for imminent danger of physical harm to self or others. They are so severe that the student must be removed from the setting. Administrator will conference with student and investigate. Not all Law Violations require law enforcement to be notified. The administrator will determine this after investigating.

Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function, which involves student possession of a controlled substance on school property in violation of the law. (**Board Policy 09.423**)

**\*\*Circumstances must be considered in determining Major vs Law\*\***

**ELEMENTARY LAW VIOLATIONS**

- 1<sup>st</sup> Degree Assault
- 2<sup>nd</sup> Degree Assault
- 3<sup>rd</sup> Degree Assault
- 4<sup>th</sup> Degree Assault
- Abuse of a teacher
- Alcohol distribution
- Alcohol possession
- Alcohol use
- Arson
- Bullying
- Criminal Abuse
- Drug distribution
- Drug possession
- Drug use
- Harassing communications
- Harassment
- Homicide
- Kidnapping
- Menacing
- Rape
- Robbery/Theft
- Sexual assault
- Sexual offense (non-touch)
- Stalking
- Terroristic—Bomb
- Terroristic—Threat
- Terroristic—Chemical/Biological/Nuclear
- Threatening another student—Threatening staff

**ASSAULT AND THREATS OF VIOLENCE (09.425/ KRS 158)**

For purposes of this Policy, at “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

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.

**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 action up to and including expulsion from school and /or legal action. See Policy 09.425

- Tobacco Distribution, Possession or Use

**TOBACCO PRODUCT (KRS 438.305)-ALTERNATIVE NICOTINE PRODUCT (KRS 438.305) -- VAPOR PRODUCT (KRS 438.305)** (vaping devices, cigarettes, smokeless tobacco products, etc.) (any of these will be confiscated and forfeited to school district and MAY be returned to parent/guardian at the school’s discretion.)

The use of any tobacco product, alternative nicotine product, or vapor product:

- a) Shall be prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by a local board education;
  - b) Shall be prohibited for all students while attending or participating in any school-related trip or activity.
- Verbal abuse
  - Wanton endangerment
  - Weapon Possession-Weapon Distribution-Weapon Use-POSSESSION See Policy 05:48

#### **ELEMENTARY CORRECTIVE RESPONSIVE OPTIONS FOR LAW VIOLATIONS MAY INCLUDE**

- After school detention (**Board Policy 09.432**)
- Assign student to temporary supervised study
- Assist public officials in prosecution and trial of offender
- Confiscation of telecommunications devices immediately
- Knife (pocketknife) forfeited to the school district and may be returned at the school's discretion
- Law enforcement officials **may** be notified
- Principal-parent conference
- Recommend expulsion of student
- Require offender to repair or replace vandalized property
- Require restitution for damaged property
- Subsequent, excessive or serious disciplinary referrals in a semester may result in a referral to outside agencies (court, law enforcement, Cabinet for Family Children, etc.)
- Suspension (**Board Policy 09.434**)
  - \*In accordance with KRS 158.150, the Principal or assistant Principal may suspend a pupil.
  - \*Suspension of primary school students (K-3) shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/Designee.
  - \***Students with Disabilities**... procedures mandated by federal and state law for students with disabilities shall be followed. The Special Education Coordinator (Director) shall be notified of all suspensions of handicapped students.
- Suspended from riding school bus for the remainder of the year
- Staff member takes the alert paper or reports alert situation to the school's Principal/Counselor for a second opinion. (**Board Policy 09.22**)

In addition to the traditional school-based behavioral health services through a partnership with Pathways, additional services are now available to meet the needs of the students we serve. In an effort to educate our students and families regarding substance abuse and appropriate treatment options, the district may assist in coordinating services related to the use of tobacco/vaping, alcohol, or drugs. The goal is promote awareness and cessation through the Adolescent Intensive Outpatient Program (IOP). These services are typically designed for students exhibiting substance use disorders and need more treatment than

traditional outpatient therapy to remain in school. Students can be referred from the FAIR team or the school and the service can be offered at the school, after school has dismissed or in the local outpatient office.

### **Electronic Devices**

Electronic devices shall not be used without permission from the staff or bus driver overseeing the student's at the time the electronic device is being used. If they are used, without permission, they will be confiscated and may be returned to the student or available for parent pickup. The uses of electronic devices to process, send, and/or receive nude or semi-nude images of someone underage is a felony regardless of the age of the person who sent it.

## PBIS BEHAVIORAL EXPECTATIONS FOR ELEMENTARY SCHOOLS

COMMON AREA	RESPONSIBILITY	SAFETY	RESPECT
<b>Assembly</b>	<ul style="list-style-type: none"> <li>● Sit in one spot</li> <li>● Stay in assigned area until dismissed</li> <li>● Voice level 0 during assembly</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet and objects to yourself</li> <li>● Walk when entering and exiting assembly</li> <li>● Watch your step. Be careful not to step on others.</li> </ul>	<ul style="list-style-type: none"> <li>● Follow all adult directions</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● Wash hands and use restroom before coming to the cafeteria</li> <li>● Be ready to make your food choices when going through the line</li> <li>● Clean area when finished eating</li> </ul>	<ul style="list-style-type: none"> <li>● Walk in a single file line when entering and exiting cafeteria</li> <li>● Carry tray with both hands.</li> <li>● Keep hands, feet and objects to yourself</li> <li>● Sit and stay at your assigned table.</li> <li>● Sit appropriately while waiting for the teacher.</li> </ul>	<ul style="list-style-type: none"> <li>● Level 1 Voice</li> <li>● Follow all adult directions</li> <li>● Wait your turn in line when dumping your tray</li> <li>● Raise your hand if you need help</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>● Keep in a single file line on the right side of the hall</li> <li>● Go straight to your destination</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet and objects to yourself</li> <li>● Look forward-be aware of the person in front of you</li> </ul>	<ul style="list-style-type: none"> <li>● Level 0 voice</li> <li>● Follow directions from all adults</li> <li>● Respect classroom work on walls</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>● Level 3 Voice while playing_</li> <li>● Make appropriate choices for self and others</li> <li>● Freeze at the sound of the whistle and line up with your class</li> <li>● Enter school with a Level 0 voice</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet and objects to yourself</li> <li>● Sit only on picnic table benches</li> <li>● Stay within boundaries (not past red bench or the spider web jungle gym)</li> <li>● Play in areas for your grade level</li> </ul>	<ul style="list-style-type: none"> <li>● Follow all adult directions</li> <li>● Take turns on playground equipment and include everyone in play activities.</li> <li>● Be good winners/losers</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>● Do business and return promptly</li> <li>● Flush</li> <li>● Throw trash in trash can</li> <li>● Wash hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet and objects to yourself_</li> <li>● Keep water and soap in sink_</li> <li>● Keep feet off bathroom fixtures_</li> </ul>	<ul style="list-style-type: none"> <li>● Level 1 voice</li> <li>● Respect others' privacy</li> </ul>
<b>Safety Drills</b>	<ul style="list-style-type: none"> <li>● Follow Drill Procedures</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet and objects to yourself</li> <li>● Walk in a single file line with your class</li> </ul>	<ul style="list-style-type: none"> <li>● Level 0 voice</li> <li>● Follow all adult directions</li> </ul>
<b>Stairways</b>	<ul style="list-style-type: none"> <li>● Keep in a single file line on the right side of the stairs</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet and objects to yourself</li> <li>● Keep right hand only on the rail</li> <li>● Touch every step with your feet</li> </ul>	<ul style="list-style-type: none"> <li>● Level 0 Voice</li> <li>● Follow directions from all adults</li> <li>● Walk Quietly</li> </ul>

Clearfield Elementary -Behavioral Expectations for Common Areas  
**Voice Levels: 0-No Talking, 1-Whisper, 2-Inside Voice, 3-Outside Voice**

**McBrayer Elementary Common Area Matrix**

	<b>Respectful</b>	<b>Responsible</b>	<b>Ready to Learn</b>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>*Quiet Walking Feet</li> <li>*Hands to self</li> <li>*Mutual Respect to All teachers</li> </ul>	<ul style="list-style-type: none"> <li>*Hands and feet to self</li> <li>*Walk on green line</li> <li>*Listen for directions</li> </ul>	<ul style="list-style-type: none"> <li>*Voice Level 0</li> <li>*Eyes on teacher</li> <li>*Transition quickly</li> </ul>
<b>Playground/Recess</b>	<ul style="list-style-type: none"> <li>*Be a good friend</li> <li>*Include others</li> <li>*Take care of school equipment</li> <li>*Stay away from classroom windows</li> </ul>	<ul style="list-style-type: none"> <li>*Enter and exit the building level 0</li> <li>*Take turns and share</li> <li>*Pick up all trash</li> </ul>	<ul style="list-style-type: none"> <li>*Follow playground rules</li> <li>*Listen for whistle</li> <li>*Line up at a Level 0</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>*Use appropriate manners</li> <li>*Say please and thank you</li> <li>*Chew with your mouth closed</li> <li>*Hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Eat before talking</li> <li>*Clean up</li> </ul>	<ul style="list-style-type: none"> <li>*Voice Level 2</li> <li>*Ears listening</li> <li>*Be hallway ready when you line up</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>*Give privacy</li> <li>*Take care of property</li> <li>*Be quick/quiet &amp; clean</li> </ul>	<ul style="list-style-type: none"> <li>*Use time wisely</li> <li>*Go, flush, wash, exit</li> </ul>	<ul style="list-style-type: none"> <li>*Voice Level 0</li> <li>*Quick trip down</li> <li>*Quick trip back</li> <li>*Hands, feet, eyes to self</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>*Use handrail</li> <li>*Walk appropriately</li> <li>*Feet quiet</li> <li>*Remain inside the area</li> </ul>	<ul style="list-style-type: none"> <li>*Watch for hand signals</li> <li>*Clap appropriately</li> <li>*No food or drinks</li> </ul>	<ul style="list-style-type: none"> <li>*Voice Level 0</li> <li>*Hands and feet to self</li> <li>*Listen to speaker</li> <li>*Face forward</li> </ul>

Voice Levels: 0-No Voice, 1-Whisper Voice, 2-Inside Voice, 3-Presentation Voice, 4-Outside Voice

**RODBURN ELEMENTARY SCHOOL BEHAVIOR MATRIX**

School-Wide Expectations Rodburn Elem	Classroom	Hallways	Playground/ Recess	Cafeteria	Restrooms	Arrival/ Dismissal	Assembly
C conversation	Level 2 = Quiet Talking	Level 0= No talking in line	Voice level 3 = Elevated voice during playtime. Voice level 0 = No talking lining up	Voice level = 2 Quiet talking	Voice level = 1 Whisper	Voice Level=2/3 Depending on the morning activity	Voice Level= 0 No Talking
H help	Ask 1 or 2 around you. Raise hand, wait for teacher	Raise hand quietly	Ask a teacher	Raise hand quietly	Ask a teacher	Raise hand quietly	Raise your hand/Ask a teacher
A activity	Coming into the classroom in the mornings	Go straight to your destination	Play fair and share	Eat your food	GO, FLUSH, WASH	Seating in assigned seat Or Morning exercise	Seating in assigned seats
M movement	Putting materials in desk from backpack -Putting backpack & coat in locker -Putting homework in tray -Sharpening pencils	Right side of the hall	Watch out for others	Stay in your seat	Go directly back to class OR Get in line	Seating Walking Jump Rope	Good Listener Skills Hands and Feet to yourself
P participation	Getting started on Calendar Journal or paper at seat	Walking feet	Participate in the fun	Use your manners	Walking feet	Walking Feet Jumping Seating	Use your manners Watching Listening

		Tilden Hogge Elementary 5955 Cranston Rd. Morehead, KY 606-783-4604			
Set of Expectations	Arrival	Dismissal	Cafeteria	Hallway	Restroom
T Think Safety First	Come in and go to breakfast or sit in your class line.	Sit with your back to the wall in a single file line. Talk to your neighbors at level one.	Chew your food carefully. Know what to do if someone is choking.	Walking feet when traveling. Watch where you are going. Be aware of your surroundings.	Hands and feet to yourself. No horseplay.
H Have Respect for Everything and Everybody	Hands feet and objects to themselves.	Hands feet and objects to themselves.	Hands, feet, and objects to yourself. Line up at trash can. Throw away one at a time.	Keep hands and feet to yourself. Travel at level zero. Keep bodies and hands off the wall while walking.	Go, flush, wash and leave quickly to allow others in line to use the restroom.
E Expect to Learn Each Day	Talk to your friends about positive things and about the school day ahead.	Read or do homework while waiting on your bus.	Talk to your friends about positive things. Discuss what you are learning in class and your after school activities	Read the writing of your school mates as you wait in the hallway for the restroom or to enter other areas.	Do not leave class to go to the restroom unless it is absolutely necessary.
S Strive to Be My Best	Clean up your area before you leave for class. Follow all the rules and help one another. Model appropriate behavior.	Clean up your area before you leave for the bus. Follow all the rules and help one another. Model appropriate behavior.	Clear up after yourself, use manners, help someone in need, and model appropriate behavior.	Pick up any trash you see. Help others that may need help. Model appropriate behavior.	Only use the necessary amount of soap. Put all paper towels in the trash can before leaving.

## MISCELLANEOUS

### TECHNOLOGY

Student Infinite Campus, Email, Google Workspace, and all other SIS Information: Your username for all programs being used at Rowan County Schools is [firstname.lastname@stu.rowan.kyschools.us](mailto:firstname.lastname@stu.rowan.kyschools.us) Password is student id number.

E-Mail: access to Outlook Web Access (OWA or Webmail) is found at the web address: <https://mail.office365.com>

Please note: E-mail is for school use only. Administration can access a student's e-mail folders. Student e-mail is not private e-mail.

Students must have a signed acceptable use policy and parent permission form on file to use school computers/Chromebooks/devices.

### VIRTUAL

#### **Viking Virtual Academy (VVA) 2022-2023 School Year for K-12 Grades**

The Rowan County Board of Education will offer a Viking Virtual Academy for the 2022-2023 school year. Perceptive students must complete an application to be considered for VVA. The Administrative Team in each school will approve or deny the request. All truancy laws shall be followed. Students will follow the same grade level Kentucky Academic Standards aligned curriculum, pacing and assessments as in-person students. Students who experience internet outage must submit documentation to teacher/attendance clerk to be considered an excused absence. See Section III: Attendance Policy and Important School Information Administrative Procedures for Truancy for more information.

**Rowan County Middle School/BDA Middle  
Code of Acceptable Behavior and Discipline**

**Rowan County School District Mission Statement**

The Mission of the Rowan County School District is to provide individuals with sufficient knowledge and skills to allow lifelong learning, to have respect for themselves and others, and to become productive citizens in an atmosphere that encourages creativity, physical, and emotional well-being through joint effort of the family, school, and community.

**SECTION I: STUDENT MISCONDUCT  
AND DISCIPLINARY RESPONSE**

The Rowan County School system’s discipline code addresses the variety of misconduct that may occur in the schools and the need for appropriately diverse correction alternatives by recognizing varying levels of misconduct. Each division (elementary K-5, middle 6-8, and senior high 9-12) has modified the levels to accommodate the behavioral maturity of the students it serves. The level of misconduct, the faculty responsible for imposing the disciplinary action and the disciplinary response are all cited. If the student violates the rules of good conduct, teachers and other school officials will hold him/her accountable.

All students are expected to conduct themselves in a manner that will promote a proper learning atmosphere within the classroom. Students are reminded that proper behavior extends to all school property including school buses and while on field trips. The following section features the codes developed for each level in the school system.

**Rowan County Middle School/BDA Middle (6-8)  
Code of Acceptable Behavior and Discipline**

Nothing in this Code Acceptable Behavior and Discipline should be construed as taking priority over sound judgment or doing the right thing. Not every situation is covered. There may be situations where good judgment will be the only regulation.

**Dress Code**

Inappropriate school dress in any style of clothing that would be disruptive to the educational process or to the safety of the students. Hair, clothing and/or accessories must not impede vision or movement that may lead to unsafe conditions for the individual or others. The following is a list of inappropriate dress:

**A. Shirts, Blouses, Tops**

- a. No spaghetti straps, tube tops, or halter-tops. Tank top straps should be at least 2” wide at the shoulder. “Dropped arm hole” clothing is not permitted. Tank tops or blouses must be worn beneath mesh, lace or other sheer fabric shirts/blouses/dresses, etc. Undergarments must be worn but not visible.
- b. No clothing depicting pictures, language, statements or graphics that are obscene, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco or sex, whether blatant or implied, or political advertisements (slogans or endorsements).
- c. Blouses and shirts must meet the beltline of skirts, slacks/pants, or shorts. Stomachs and backs must be covered at all times.
- d. No form-fitting clothing is permitted and proper undergarments must be worn but not visible.

## **B. Pants, Legging, Shorts, Skirts**

- a. Waistbands of garments must be worn above the hips with no undergarments showing;
- b. Leggings must be paired with a shirt that reaches the length of the fingertips.
- c. Shorts, skirts, and dresses must be no shorter than 1” below the fingertips of the wearer when held at the sides of the thighs. Holes in jeans and clothing work with leggings (or legging look-a-likes) should follow the same guidelines.
- d. No inappropriate language or graphics (see shirts above);
- e. No pajama type pants or shorts.

## **C. Shoes**

- a. No house shoes;
- b. No rollerblades, Heelys, or retractable skates at any time.

## **D. Head coverings (only with approval of the building principal)**

- a. No hats or sweatbands;
- b. No picks, combs, rakes or rollers.

## **E. Costume**

- a. No costume or costume accessories will be worn (wigs, tails, headbands with ears, etc.)

## **F. Outerwear**

- a. All heavy or long outerwear will be stored in the classroom or in the locker for the duration of the school day;
- b. No clothing or accessories with chains.

## **G. Disruptive**

- a. Any style of clothing or lack of clothing that would be disruptive to the educational process or of the safety of the students as determined by school administration is not permitted. (i.e. exposing body parts)
- b. Any attire that brings undue attention to the student is considered inappropriate.

The dress code guidelines apply specifically to the academic school hours and to school related field trips or events that are academically related. (Students participating in athletic events or social events shall follow dress code expectations related to those events.)

This list, although detailed, is not a comprehensive list and may not contain every example. Building principals will have the final determination of what is considered appropriate clothing.

## **Dress Code Violations**

1st Offense: -Infraction

- Change of clothing
- Parent Contact/Notification

2nd Offense: -Change of clothing

- Parent Contact, Parent brings clothing
- ISS Isolation until student is no longer in violation (inappropriate clothing is replaced (will not be provided by school)

3rd Offense: -Disciplinary Write-Up

- At least one day of ISS, with accumulating day based on the number of offenses
- Parent Notification
- Change of clothing (provided by parent)

## **Rowan Middle Statement Bullying, Intimidation, Harassment**

- Rowan County Middle School will not tolerate bullying, intimidation, harassment, teasing or taunting. This type of behavior is unacceptable and will be dealt with in the most severe manner. Bullying is an aggressive behavior that is intended to cause harm or distress directed towards another student. Bullying can take many forms, including physical violence, teasing, taunting, name-calling, social exclusion, cliques and sexual harassment. It can be related to hostile acts perpetrated against social, ethnic, social minorities, subgroups and persons with disabilities.
- Students participating in extra-curricular and co-curricular events will adhere to the Rowan County extra-curricular and co-curricular policy guidelines.
- The disciplinary response procedures will not necessarily be followed in the order in which they are written.
- Subsequent, excessive, or serious disciplinary referrals will result in a referral being made to other agencies (court, law enforcement, Cabinet for Family/Children, etc) for behavior beyond the control of the school.
- The principal/assistant principal retains the right to administer disciplinary response at his/her discretion in all levels of misconduct.

### **Levels of Misconduct**

**All Level II and Level III will result in an automatic notification of parents/guardians.**

**Note:** Students participating in extracurricular or co-curricular events will adhere to the Rowan County Discipline Code Book. Officials will discipline students participating in athletics under the Kentucky High School Athletics Association guidelines during a contest. Behaviors not addressed by KHSAA but falling under Level II and Level III of the Discipline Code Book will result in coach consultation with school administrators.

**Note:** Principals/designees/local law enforcement officials' retain the right to administer disciplinary response at their discretion in all levels of misconduct.

**Note:** The district has established procedures that MAY BE utilized to assess threats of harm to others.

**Note:** Subsequent, excessive, or serious disciplinary infractions will result in a referral being made to the Juvenile Court Designated Worker for behavior beyond the control of the school.

### **Classroom Violations**

**Common Area** – Classroom Teacher Imposes Discipline  
(Teacher may notify Parents)

#### **Misconducts – Misbehaviors**

- Talking without permission
- Horseplay, rough housing, running in hall
- Failure to follow directions
- Failure to complete assignments
- Minor classroom disruptions
- Discourteous/rude actions
- Use of distracting toys
- Failure to follow classroom rules

## **Disciplinary Response**

- 1st Offense – Verbal reprimand
- 2nd Offense – Verbal reprimand – Teacher Imposed Discipline  
Parent/Guardian contact  
Isolation from other students within classroom  
Withholding breaks  
Withholding participation in activities

Continued classroom violations will result in the teacher referring the student for a Level I Offense.

## **Tardy to Class**

It is the responsibility of each student to report to class on time. If a student is late to class and it is unexcused, it becomes a class tardy. Class tardiness will be made up (at breakfast, or lunch).

Assigned seats during breakfast or lunch will be administered 1 for 1. If a student is more than 15 minutes late to class, the class tardy will be made up after school or ISSS.

## **Level I**

(Parents Notified)

- Disrespect and inappropriate behavior
- Inappropriate language
- Inappropriate display of affection: appropriate displays of affection include holding or shaking hands or a quick hug in greeting ONLY. All other public displays of affection are inappropriate. A school administrator will determine consequences. Repeated instances of inappropriate displays of affection will be considered Level II offenses and addressed accordingly.
- Condescending, uncooperative attitude/actions expressions
- Excessive horseplay/roughhousing
- Continuous classroom disruption

1st Offense 1-3 days in-school suspension 1-3 days after-school detention 1-3 days out-of-school suspension

2nd Offense Conference with Parents 1-3 days after-school suspension 3-5 days in-school suspension 3-5 days out-of-school suspension

3rd Offense and Subsequent Offenses 3-5 days after-school detention 3-5 days out-of-school suspension Possible request for Alternative Placement

## **Level II**

- Cheating/Forgery/Plagiarism

1 st Offense Conference with Parents and Guidance Counselors

Student will receive “0” for assignment

In-school suspension After-school detention

Out-of-school suspension

Saturday School

Subsequent Offenses

Student will receive “0” for assignment

After-school detention

Out-of-school suspension/Saturday School

Possible request for alternative Placement

- Tobacco or Simulated Products (herbal cigarettes, smokeless tobacco products, electronic cigarettes)

- Possession and/or use
  - Three (3) days of In-School Supervised Study
  - Three (3) or more offenses will result in increased ISSS or suspensions
  - Parent Notification
  - Citation may be issued to underage violators
- Skipping Class (remains in building)
- Possession of inappropriate pictures, letters and/or materials pertaining to drugs, alcohol, or sex
- Dress code (2nd Offense and Subsequent Offenses-Defiance of Authority) Inappropriate Display of Affection
- Defiance of Authority/Disorderly Conduct
  - 1<sup>st</sup> Offense
    - Conference with Parents
    - In-school suspension
    - After-school detention
    - Out-of-school suspension
    - Saturday School Mandatory counseling/Tobacco education program
    - Drug/Alcohol/Tobacco Counseling
  - 2<sup>nd</sup> Offense and Subsequent Offenses
    - 3-5 days in-school suspension
    - 3-5 days after-school detention
    - 3-5 days out-of-school suspension
    - Possible Request for Alternative Placement
- Violation of acceptable use policy of expanded electronic and networked resources (Internet)
  - 1<sup>st</sup> Offense
    - Conference with Parents
    - Loss of privileges
    - Restricted use of Electronic/Networked Resources
    - In-school suspension
    - After-school detention Out-of-school suspension
  - 2<sup>nd</sup> Offense and Subsequent Offenses
    - Loss of privileges remainder of school year
    - Restricted use of Electronic/Network Resources
    - Suspension/Saturday School
    - Possible request for Alternative Placement

### **Level III**

#### ***Personal***

- Bullying, Harassment, Intimidation, Menacing
- Cyber Bullying
- Abusive Language, Vulgar Language and Gestures
- Fighting/Aggressive Behavior, Malicious, Intent to Harm
- Leaving School Grounds
- Continued Classroom Disruption
- Disrespect, Defiance of Authority towards School Staff
- Possession of Pornographic or Offensive Material (Internet included)
- Possession or use of firecrackers, smoke bombs, stink bombs

1<sup>st</sup> Offense

Law Enforcement may be notified  
Parent Conference In-school suspension  
After-school detention  
Out-of-school suspension

2<sup>nd</sup> Offense and Subsequent Offenses

Parents Notified  
Law Enforcement will be notified  
After-School Detention at the discretion of Principal/Designee Out-of-school suspension  
Possible request for Alternative Placement or Expulsion

**Assault, terrorist threat, sexual misconduct toward school employee**

Parent Conference Law enforcement will be notified immediately  
Threat Assessment  
Out-of-school suspension  
Possible request for alternative placement or expulsion

**Property**

- Vandalism, trespassing
- Criminal Mischief
- Gambling
- Theft
- Tampering with School Equipment

1<sup>st</sup> Offense

Parent Notification/Conference  
Law Enforcement may be notified  
In-school suspension  
After-school detention  
Out-of-school suspension  
Parent will be responsible for restitution  
Possible request for Alternative placement or expulsion

2<sup>nd</sup> Offense and Subsequent Offenses

Law Enforcement may be notified  
Out-of-school suspension  
Parent will be responsible for restitution  
Possible request for alternative placement or expulsion

- Arson, bomb threat
- Weapons – Possession/Use/Transfer  
(guns, knives and ammunition or look-alikes)  
Parent Conference  
Law enforcement will be notified immediately  
Threat Assessment  
Out-of-school suspension  
Possible request for alternative placement or expulsion
- Alcohol-Possession, Use and/or Under the Influence/Distribution or Sale
- Possession, Use and/or Under the Influence of Drugs/Inhalants/Drug Look-a-Like/Drug Paraphernalia/Unauthorized Substances/Simulated Products

- Distribution/Trafficking of Drugs, Unauthorized Substances
  - Law enforcement will be notified immediately
  - Parents will be notified
  - Out-of-school suspension
  - Mandatory Counseling and attend Alcohol/drug education program Possible request for alternative placement or expulsion

In addition to the traditional school-based behavioral health services through a partnership with Pathways, additional services are now available to meet the needs of the students we serve. In an effort to educate our students and families regarding substance abuse and appropriate treatment options, the district may assist in coordinating services related to the use of tobacco/vaping, alcohol, or drugs. The goal is promote awareness and cessation through the Adolescent Intensive Outpatient Program (IOP). These services are typically designed for students exhibiting substance use disorders and need more treatment than traditional outpatient therapy to remain in school. Students can be referred from the FAIR team or the school and the service can be offered at the school, after school has dismissed or in the local outpatient office.

**ISSS (In-School Supervised Study at Rowan County Middle School):**

The following procedures are for students who are sent to the office for disciplinary action:

1. Students will be placed by the principal/designee for breaking school rules. The number of days will be determined by the offense.
2. Students will not be permitted to leave the area until dismissed by the assistant principal/designee.
3. Students will be permitted no breaks. School personnel will supervise trips to and from the restroom.
4. Students will not be permitted to talk to anyone.
5. The academic work completed by the student will be counted without penalty as regular classroom work.
6. Students who break rules or fail to complete assignments while in this area are subject to further disciplinary actions including after school and Saturday school assignments.
7. IDEA and 504 regulations must be followed.

**After School Detention**

After school detention is an additional deterrent to violations of the Code Acceptable Behavior and Discipline. After school detention serves independently, as well as, in conjunction with ISS as a deterrent to a student’s misbehavior. After school detention will provide the student with a constructive opportunity to serve their own time while receiving a punishment for misbehavior rather than missing class time.

Students that are assigned to after school will, on the third bell, assemble in the cafeteria. There the instructor will meet the students. The students are expected to have work to complete while in after school. If they are unprepared, random assignments may be given that relate to their offense and

grade. After school detention is scheduled from the last bell until 4:30 pm., Transportation may need to be provided by the parents/guardian. Failure to attend will result in further disciplinary action.

### **Alternative School Referral Process:**

A student in grades 6-12 may be referred for placement to the Bluegrass Discovery Academy based on being at risk of dropping out due to failing grades, poor attendance, and significant discipline problems.

Procedures:

- The RCMS and RCSHS Alternative School Committee will consist of at least one administrator, one counselor, and the alternative school teacher directly related to each school's students.
- A referral can be made if a teacher, parent or administrator believes the child is at risk of dropping out of school. Referrals should be made to a member of the RCMS or RCSHS Alternative School Committee.
- After a referral has been made, the committee will review a student's status to ensure that he/she meets the criteria for admittance to the alternative school and that placement in an alternative school setting benefits the student.
- To return to the regular school setting the committee will review the students' status to ensure that placement in a regular school setting benefits the child.

### **Dance Regulations**

Only Rowan County Middle School students, their parents, faculty and staff will be permitted to attend. Students will follow all school regulations while at the dance. Any student who has received ISSS/ Suspension between dances may not attend the dance. Students who fail to follow these rules may be prohibited from attending further dances or other extracurricular activities.

### **Outside Food/Drink**

Students are not allowed to have fast food/restaurant food or drink in the school building for breakfast or dropped off for lunch. Students may pack lunch boxes with food from home. No Energy Drinks (Monster, Bang, Amp, Red Bull, Kick-start, Nos, etc.) are permitted on school grounds.

### **Electronic Devices**

Students are not allowed to use personal technology devices while at school (from the time they enter the building in the morning until they are dismissed for parent pick-up or afternoon busses), nor should devices be seen or heard.\*

Personal technology devices include, but are not limited to cellular phones, air wireless/Bluetooth headphones (air pods, etc.), smart watches, portable gaming devices (i.e. Nintendo Switch, Emulator Device, Nintendo DS, Sony PSP, etc.), personal laptops/Chromebooks, tablets, etc.

Students should not have these devices on their person throughout the day for any reason (calling, texting, checking time, gaming, internet searches, taking photographs, using social media, etc.).

Parents/Guardians must call/email the school if they need to communicate with their students throughout the day.

*\*If students participate in afterschool extracurricular activities, they may only use their device with permission once they are under the guidance and supervision of their official activity sponsor.*

Rowan County Middle School is not responsible for lost or stolen devices. Students are advised not to bring personal technology devices to school; however, if they do, it is at their own risk of confiscation, theft, or damage.

### **Consequences:**

#### ***If a device is seen/heard, but not in use:***

**1<sup>st</sup> offense:** Infraction (documented on school/grade-level behavior document)

**2<sup>nd</sup> offense:** Infraction **and** the device will be confiscated, sent to the office where a parent/guardian will be contacted to retrieve the device from administration (documented on school/grade-level behavior document)

**3<sup>rd</sup> offense:** Disciplinary referral (documented on school/grade-level behavior document and in Infinite Campus), loss of reward time, parent/guardian will be contacted, and the device will be sent to the Central Office Building for the remainder of the school year.

#### ***If a device is being used:***

**1<sup>st</sup> offense:** Infraction **and** the device will be confiscated, sent to the office where a parent/guardian will be contacted to retrieve the device from administration (documented on school/grade-level behavior document)

**2<sup>nd</sup> offense:** Disciplinary referral (documented on school/grade-level behavior document and in Infinite Campus), loss of reward time, parent/guardian will be contacted to retrieve the device from administration (documented on school/grade-level behavior document)

**3<sup>rd</sup> offense:** Disciplinary referral (documented on school/grade-level behavior document and in Infinite Campus), loss of reward time, parent/guardian will be contacted, and the device will be sent to the Central Office Building for the remainder of the school year.

### **Guidelines**

Any violation of the acceptable user policy (AUP) will result in the device being confiscated by school personnel.

**This policy is effective once the child is on campus property in the morning to begin their regular instructional day until the end of the instructional day in the afternoon. When students are on field trips, athletic events, or all other school-sponsored activities away from the school campuses beyond the instructional day, enforcement of this policy will be at the discretion of the coach/sponsor of the activity.**

Material provided by educators available on the Internet is acceptable and can be valuable for educational purposes. Software will be used to identify and block access to objectionable or inappropriate material, but that software alone cannot be 100 percent effective in blocking this access. Students, parents, and guardians accept responsibility for Internet and E-mail usage. The school cannot be held responsible if a child intentionally accesses material that may be considered objectionable or inappropriate. The student will be held accountable for any intentional violations of

this policy and disciplinary action may include the loss of network access, or legal action may result from deliberate misuse of electronic resources.

### **OTHER IMPORTANT INFORMATION**

NOTE: Rowan County Middle School is equipped with audio and video equipment throughout the campus for the protection of students, faculty, and staff. Unless special circumstances exist, the Family Educational Rights and Privacy Act (FERPA) prohibits the viewing of tapes by non-school personnel.

### **MISCELLANEOUS**

#### **TECHNOLOGY**

Student Infinite Campus, Email, Google Workspace, and all other SIS Information:

Your username for all programs being used at Rowan County Schools is

[firstname.lastname@stu.rowan.kyschools.us](mailto:firstname.lastname@stu.rowan.kyschools.us) Password is student id number.

E-Mail: access to Outlook Web Access (OWA or Webmail) is found at the web address: <https://mail.office365.com>

Please note: E-mail is for school use only. Administration can access a student's e-mail folders. Student e-mail is not private e-mail.

Students must have a signed acceptable use policy and parent permission form on file to use school computers/Chromebook/devices.

### **Viking Virtual Academy (VVA) 2022-2023 School Year for K-12 Grades**

The Rowan County Board of Education will offer a Viking Virtual Academy for the 2022-2023 school year. Perceptive students must complete an application to be considered for VVA. The Administrative Team in each school will approve or deny the request. All truancy laws shall be followed. Students will follow the same grade level Kentucky Academic Standards aligned curriculum, pacing and assessments as in-person students. Students who experience internet outage must submit documentation to teacher/attendance clerk to be considered an excused absence. See Section III: Attendance Policy and Important School Information Administrative Procedures for Truancy for more information.

# **ROWAN COUNTY SENIOR HIGH SCHOOL/BDA HIGH**

## **Code of Acceptable Behavior and Discipline**

Rowan County Senior High School Dance and Extracurricular policy is a separate document. A copy of the Code of Acceptable Behavior and Discipline will be provided to parents and students at the beginning of the school year. Copies are also available on school web site.

Nothing in this Code of Acceptable Behavior and Discipline should be construed as taking priority over sound judgment or doing the right thing. Not every situation is covered. There may be situations in which good judgment will be the only regulation.

### **DANCE PARTICIPATION POLICY (For complete policy contact the RCSHS)**

Attending dances at RCSHS is a privilege, not a right. Only Rowan County High School students and their guests and teachers will be permitted to attend. All persons attending a dance will be required to check in upon entry to the dance. Proof of identity may be required. Students leaving before the end of the dance are required to sign out. Searches may be conducted prior to entrance to dances. Students must return notification of receipt of the dance policy signed by a parent or guardian before student will be permitted to purchase a dance ticket.

#### **Guests:**

RCSHS students wishing to bring a guest must complete the guest permission form and return it by the required date.

#### **Ineligibility per dance period:**

Academics: student must be passing 5 (five) of 7 (seven) classes in each semester.

Missing assignments-Students may not have 5 (five) or more “missing assignments” in each class.

Attendance: Students may not have 3 (three) or more unexcused absences. Students must have all unexcused tardies and class tardies made up prior to purchasing tickets.

Discipline: Student may not have committed 1 (one) or more Level III violation of the Code of Acceptable Behavior and Discipline; OR student may not have committed 2 (two) or more Level II violations of the Code of Acceptable Behavior and Discipline.

Fees: Any student who has an outstanding balance of \$15.00 or more of their cafeteria account shall remain ineligible to attend or participate in dances until the account(s) is paid in full.

### **EXTRA AND CO-CURRICULAR ATTENANCE (For complete policy contact the RCSHS)**

RCSHS encourages all students to participate in extracurricular and/or co-curricular activities. Research show that students who engage in a variety of school activities have higher grades than those who do not. In addition, many colleges and universities carefully evaluate student participation in such activities in their admission decisions. Active participation fosters leadership, encourages cooperation and initiative, promotes teamwork, and improves academic knowledge and skills.

Attendance Expectations:

Students must be present at school for 4 (four) classes in order to participate in any extracurricular or co-curricular activity.

Doctor appointment, dentist appointments, funeral, or other situations can be considered excused absences, but must be cleared with the Administration and/or Athletic Director. Advance notice is expected for excused absences except in case of emergency.

**MAJOR MISBEHAVIORS/LAW VIOLATIONS- All Major Misbehaviors and Law Violations will result in an automatic notification of parents/guardians.**

**Note:** Students participating in extracurricular or co-curricular events will adhere to the Rowan County Code of Acceptable Behavior and Discipline Book. Officials will discipline students participating in athletics under the Kentucky High School Athletics Association guidelines during a contest. Behaviors not addressed by KHSAA but falling under violations of the Discipline Code Book will result in coach consultation with school administrators.

**Note:** Principals/designees/local law enforcement officials' retain the right to administer disciplinary response at their discretion in all levels of misconduct.

**Note:** The district has established procedures that MAY BE utilized to assess threats of harm to others.

**Note:** Subsequent, excessive, or serious disciplinary infractions will result in a referral made to the Juvenile Court Designated Worker for behavior beyond the control of the school.

**Note:** Charges may be filed in court.

**RCSHS MINOR MISBEHAVIORS AND CORRECTIVE RESPONSE OPTIONS**

**I. RCSHS Dress Code**

1. In the interest of promoting a safe, united, and orderly learning environment, students are to adhere to the dress code as it pertains to their daily appearance. Any style of clothing or lack of clothing that would impede the educational process or the safety of the students, as determined by school administration, is not permitted.

2. Students should dress in such a way as to contribute to the academic atmosphere. Any attire that brings undue attention to the student is not permitted.

3. Any clothing or accessories with language, statements, pictures, obscene graphics, inappropriate, racially/ethnically offensive, or pertains to drugs/alcohol/ tobacco/sex are not permitted.

**The following dress code guidelines apply specifically to the academic school hours and to school related field trips or events that are academically related. (Students participating in athletic events or social events shall follow dress code expectations related to those events.)**

4. No spaghetti straps, tube tops, or halter-tops. Tank top straps should be at least 2" wide at the shoulder. "Dropped arm hole" clothing is not permitted. Tank tops or blouses must be worn beneath mesh, lace or other sheer fabric shirts/blouses/dresses, etc.

5. Blouses and shirts must meet the beltline of skirts, slacks/pants, or shorts. Stomachs and backs must be covered at all times.
6. Shorts, skirts, and dresses must be no shorter than 1” below the fingertips of the wearer when held at the sides of the thighs. Holes in jeans and clothing worn with leggings (or legging look-a-likes) should also follow these guidelines.
7. Unless approved by the principal, head coverings are not to be worn in the building.

**Students must cover or replace inappropriate clothing. Parents will be notified, if necessary, to bring proper clothing. Students may be assigned to ISS until inappropriate clothing is replaced. All violations will be at the discretion of the principal/designee. Students are not sent home for dress code violations. Leaving school to go home and change is not a school related absence.**

Students shall NOT bring blankets or other coverings to school or into the classroom. A violation of this policy will result in a “minor” offense the first occurrence and a “major” offense each subsequent time (a second offense would be considered defiance of authority).

## **II. AUTOMOBILE**

Driving to school is a privilege and may be revoked for part or remainder of the school year by school or district administration for violations listed or other actions not listed that involve safety or security of the individual or others. This includes, but is not limited to, drugs or alcohol found in the student’s vehicle and/or driving under the influence. Students who drive to school are subject to random drug testing.

### *Motor Vehicle Regulations*

1. Only sophomores, juniors and seniors may apply for a parking permit. Permits will be issued to those eligible according to the conditions set forth in the RCSHS parking contract. Parking permits are non-transferable to other students. Freshmen and sophomores are not permitted to park on school property.
2. Sophomores, juniors and seniors who have an outstanding school related balance shall not be eligible to apply for a parking permit.
3. Vehicles must be registered to park in the student parking lot. If a car is in the parking lot and has not been registered or the parking sticker is not properly displayed, it may be ticketed and/or towed at owner’s expense.
4. Speeding, reckless operation, or making excessive noise (rev their engines; or sound their horns other than for safety reasons) on school property or near any school building will not be tolerated. The speed limit on school property is 15 MPH; 5 MPH in parking lots.
5. Sitting in vehicles before and during school hours is not permitted.
6. Students are not to enter the parking area during the school day without permission from the office staff.
7. Students are not to use their vehicles to leave school grounds during the school day without permission from the office staff.

8. Students must park within the available space designated for student use. All cars parked improperly or in a restricted area are subject to ticketing and/or towing at the owner's expense. Students may not park in visitor parking, McBrayer parking, Rowan County Middle School, or Rowan County Board of Education parking lot at any time without an appropriate parking pass for that location. Students may not park at the curb in front of school.
9. **STUDENTS MAY NOT PARK AT THE CURB IN FRONT OF SCHOOL.** Cars left unattended for any length of time may be ticketed or towed at owner's expense. Tickets and tow orders will come from law enforcement agencies.
10. Parking passes **MUST** be hung from the rear view mirror and visible. Failure to display a parking pass may result in ticketing, suspension of parking privileges and/or a parent conference. Vehicle may be ticketed and/or towed at owner's expense.
11. **STUDENTS MUST YIELD RIGHT OF WAY TO BUSES AT ALL TIMES.**
12. **ALL STUDENTS MUST STOP, AND SHALL NOT PASS, FOR ALL BUS STOP SIGNALS.**

Citations will be issued for the following violations:

- \$3 Permit not displayed
- \$5 Parking in an unauthorized area
- \$5 Failure to stop at stop sign
- \$5 Failure to yield to the buses
- \$10 Improper start
- \$10 Speeding or reckless operation
- \$5 Failure to pay violation within 10 school days will result in this one Additional fine.

**\*\*Violations may result in loss of parking permit\*\***

**Note: In addition to administrative ticketing, students are also accountable to other law enforcement agencies for appropriate driving and parking.**

**Vehicle Searches:**

School officials shall have the authority to conduct routine patrols of student parking lots and to inspect the exteriors of vehicles parked on school property. When reasonable suspicion that a student's vehicle contains illegal or unauthorized materials exists, school officials will inspect interiors of student vehicles. If the vehicle is locked and the student refuses to open any portion of the vehicle for examination, legal authorities will be summoned. Signed consent for vehicle searches is required before students may drive vehicles to school; vehicle inspection and routine patrols may be conducted without notice, student consent, or search warrants. (The principal/designee shall be present.) Parking in the student lot implies consent under these conditions.

**Band Practice and Student Parking:**

Beginning on the first day of school and ending November 1, all vehicles are to be moved off the student parking lot by 3:30 p.m., every day, so that the RCSHS band may rehearse. Vehicles may be placed in parking spots around the edges of the student parking lot or in the back parking lot if a student must stay after school for school related activities. Failure to do so will result in a written warning, and every violation after the written warning may result in loss of parking privileges.

**FAILURE TO ADHERE TO THE ITEMS IN SECTION II ABOVE COULD RESULT IN REVOCATION OF PARKING PRIVILEGES AND/OR ISS. PARENTS WILL BE NOTIFIED OF SERIOUS VIOLATIONS OF MOTOR VEHICLE REGULATIONS.**

Parking privileges may be revoked in response to inappropriate operation of a vehicle, parking in any area other than an assigned space, skipping class or school, or leaving parking area without permission.

**NO REFUNDS WILL BE ISSUED FOR A REVOKED PASS.**

**NO PASS/NO DRIVE (KRS 159.051)**

In compliance with the law listed above, students who are sixteen (16) or seventeen (17) years old who become deficient in academics or attendance shall be reported to the Transportation Cabinet for driver's license, permit, or driving privilege revocation.

**Academic and Attendance Deficiencies**

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

1. They shall be deemed academically deficient if they have not received passing grades in at least five (5) of seven (7) courses, or the equivalent of three (3) of five (5) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they accumulate nine (9) unexcused absences from class for the preceding semester. **Suspensions shall be considered unexcused absences.**

**Reinstatement of Driving Privileges**

Students whose driving permits are revoked, but who later meet the statutory standards for reinstatement, will be eligible for reinstatement and the school shall make the required report to the appropriate agency.

**III. TARDINESS**

**A. Tardies to Class**

If students enter the room after the tardy bell sounds, they are considered tardy to class. Excessive (3) tardies shall result in disciplinary action. Each time a student is late to class; he or she will be required to stay after class with that teacher. After three tardies, the **teacher** will make parent contact on the issue. If the tardies persist, students will be required a lunch detention.

**B. Tardy to school**

A tardy to school occurs when a student is not in 1st period class when the bell rings. Tardies to school require a parent note or doctor's excuse.

Six (6) unexcused tardies to school will be turned over to the Director of Pupil Personnel and court action may be taken.

**IV. CLASSROOM DISRUPTION**

Consequences for minor violations will be determined by the referring teacher in cooperation with an administrator. Students may not get permission to go to another teacher's classroom without written or telephone permission from the receiving teacher. Teachers or substitute teachers may not send a student to another class without telephone confirmation. This includes, but is not limited to, students entering or disturbing classes other than their own.

## **RCSHS MAJOR MISBEHAVIORS AND CORRECTIVE RESPONSE OPTIONS**

**Parents will be notified on all Major Misbehaviors. Alternative placement may result from any violation. Please remember a 5<sup>th</sup> disciplinary referral (of Major Misbehavior) may result in a request for a parent conference to discuss behavior interventions. Subsequent, excessive, or serious disciplinary referrals may result in a referral made to the Court Designated Worker for behavior beyond control or charges filed in court.**

**I. TOBACCO PRODUCT (KRS 438.305)-ALTERNATIVE NICOTINE PRODUCT (KRS 438.305)--VAPOR PRODUCT (KRS 438.305) (vaping devices, cigarettes, smokeless tobacco products, etc.) (any of these will be confiscated and forfeited to school district and MAY be returned to parent/guardian at the school's discretion.**

**The use of any tobacco product, alternative nicotine product, or vapor product:**

**(a) Shall be prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by a local board education;**

**(b) Shall be prohibited for all students while attending or participating in any school-related trip or activity.**

Possession and/or use:

3 or more days of after-school detention, In-School Supervised Study or Out of School Suspension (\***In accordance** with KRS 158.150, the Principal or assistant Principal may suspend a pupil.

**\*Students with Disabilities...** procedures mandated by federal and state law for students with disabilities shall be followed. The Special Education Coordinator (Director) shall be notified of all suspensions of handicapped students)

- Recommendation for counseling
  - Parent Notification or law enforcement notification
  - Citation may be issued to underage violators
  - Court designated worker /court designated worker specialist may be notified
- Charges may be filed in court

\*In addition to the traditional school-based behavioral health services through a partnership with Pathways, additional services are now available to meet the needs of the students we serve. In an effort to educate our students and families regarding substance abuse and appropriate treatment options, the district may assist in coordinating services related to the use of tobacco/vaping, alcohol, or drugs. The goal is promote awareness and cessation through the Adolescent Intensive Outpatient Program (IOP). These services are typically designed for students exhibiting substance use disorders and need more treatment than traditional outpatient therapy to remain in school. Students can be referred from the FAIR team or the school and the service can be offered at the school, after school has dismissed or in the local outpatient office.

## II. SKIPPING CLASS/LEAVING SCHOOL GROUNDS/SKIPPING SCHOOL

Leaving the building without permission from front office personnel and without signing out in the office will be considered skipping. Students who are more than ten (10) minutes late to class without a valid excuse are considered skipping.

- One (1) day of In-School Supervised Study or out of school suspension and after school detention (60 minutes) may be added on subsequent offences.
- Failure to attend detention will result in further disciplinary action.

**NOTE:** Students who leave the high school campus without permission from the principal and without signing out in the front office will be suspended and may lose parking privileges.

**NOTE:** The Rowan County Board of Education is not part of the High School Campus and is considered as leaving school grounds.

## III. DISRUPTIVE CONDUCT- DEFIANT BEHAVIOR

- A. Failure to turn cell phone over to school staff will be considered defiance of authority.
- B. Disrespect toward any staff member:
  - In-School Supervised Study and/or out of school suspension
  - Notification of parents
- C. Consequences for more serious disruptions or repeated violations may result in alternative placement or expulsion.

**NOTE:** Disrespect includes but is not limited to use of profanity and non-compliance.

## IV. CHEATING

- A. Cheating is considered a major offense for those offenses that include theft.
- B. Those cheating will be given a **ZERO** for the work. **If the students opt to retake, the assessment it must be done in afterschool within one week of the offense.** The student may be referred to a principal for further action, which could include ISS or suspension and parent notification. Cheating involves one or more of the following actions:
  1. Using the work of another person as one's own, including, but not limited to, homework. If consent is given, all students involved are responsible.
  2. Preparing to cheat in advance, such as using notes during a test or examination.
  3. Talking during quizzes, tests, or examinations.
  4. Failure to follow test procedures or instructions announced by the teacher such as no talking, no turning around in the seat, must raise your hand to ask a question (no speaking out), etc.
  5. Sharing information during an exam or after an exam or assignment is also considered cheating.
  6. Inappropriate use of electronic devices.

## VI. INAPPROPRIATE DISPLAY OF AFFECTION

Appropriate displays of affection include holding or shaking hands or a quick hug in greeting **ONLY**. School administrators will determine consequences. Repeated instances of inappropriate displays of affection will be considered Major violation.

**NOTE: EXCESSIVE DISCIPLINARY REFERRALS**

*The 4<sup>th</sup> disciplinary referral will result in a conference call with the parent and the student to discuss behavior interventions.*

*The 5<sup>th</sup> disciplinary referral (Major Misbehavior or greater) will result in a request for a parent conference to discuss behavior interventions.*

*Subsequent, excessive, or serious disciplinary referrals will result in referral made to the Court Designated Worker for behavior*

**Other RCSHS Major Misbehaviors include:**

- Burglary
- Bus Rule Violation
- Dangerous Instrument Possession
- Destruction of property
- Disorderly conduct
- Drug Paraphernalia Violation
- Failure to attend detention
- Fighting—Student to Other (physical aggression)
- Fighting—Student to Staff (physical aggression)
- Fighting—Student to Student (physical aggression)
- Forgery
- Fraud
- Gambling
- Insubordination
- Loitering
- Motor vehicle theft
- Possession of Stolen property
- Profanity or vulgarity
- Self-endangerment
- Tardy to class
- Theft/Stealing

## RCSHS LAW VIOLATIONS AND CORRECTIVE RESPONSE OPTIONS

### (administrative/legal)

Parents will be notified on all of Law Violations and Alternative placement may result from any violation.

#### I. PROPERTY:

##### A. Trespassing, vandalism, and criminal mischief

- Restitution will be required for any damages
- Student must participate in any clean-up work
- Failure to comply with the above will result in additional consequences added to those listed.
- Law enforcement officials will be notified when appropriate.
  - 1<sup>st</sup> Violation-may include Three (3) days suspension and/or request expulsion  
Or alternative placement.
  - 2<sup>nd</sup> Violation-may include Ten (10) days suspension and/or request expulsion  
Or alternative placement

##### B. Theft:

- Law enforcement officials will be notified when theft of personal or school property is involved as appropriate.
  - may include Three (3) days or more suspension and/or request expulsion or alternative placement.
- Having in one's possession a copy of a test without teacher permission

##### C. Tampering with alarm systems or emergency equipment:

- Law enforcement officials will be notified.
- May include Three (3) days or more suspension and/or expulsion or alternative placement.

##### D. Arson, bomb threat, burglary, robbery

- May include Ten (10) days or more suspension
- Request may be made for expulsion or alternative placement
- Law enforcement officials will be notified

#### II. PERSONAL

##### A. Harassment, intimidation, malicious remarks, bullying, cyber bullying, taunting

In-School Supervised Study or Out of School Suspension (**\*In accordance** with KRS 158.150, the Principal or assistant Principal may suspend a pupil.

**\*Students with Disabilities...** procedures mandated by federal and state law for students with disabilities shall be followed. The Special Education Coordinator (Director) shall be notified of all suspensions of handicapped students.)

- Referral to a school resource officer
- Notification of parents
- Request may be made for expulsion or alternative placement
- Computer and mobile device use may be suspended for the remainder of the school year. Acceptable Use Policy may be revoked for the remainder of the year

**Note: Cyberbullying**

Cyberbullying involves the use of information and technology such as e-mail, instant messaging, publishing defamatory personal web sites and/or online personal polling web sites that are used to support conscious, willful, deliberate, hostile and harmful behavior by one or more people. If the bullying/harassment are directed toward a student or staff member of the Rowan County Schools, or if the post was made while at school, the perpetrator may be subject to legal action.

**B. Fighting**

Law enforcement officials will be notified when necessary.

If fighting occurs in the morning, consequences begin immediately; if fighting occurs in the afternoon, student will be sent home unexcused for the remainder of the day, and consequences begin the following day.

- ISS or out of school suspension
- Request may be made for expulsion or continued alternative placement
- Law enforcement notified if necessary

**C. Disorderly conduct - unruly or disturbing behaviors**, which acts to provoke a disturbance

Law enforcement officials will be notified if necessary

- ISS or out of school suspension
- Request for expulsion/alternative placement

**D. Assault, extortion, terroristic threatening, sexual misconduct, menacing behavior**

Law enforcement officials notified if necessary

- May include five (5) or more days of suspension
- Request may be made for expulsion or alternative placement

**E. Assault and/or terroristic threatening of a school employee**

Law enforcement officials notified if necessary

May include ten (10) or more days suspension (**\*In accordance** with KRS 158.150, the Principal or assistant Principal may suspend a pupil.

**\*Students with Disabilities...** procedures mandated by federal and state law for students with disabilities shall be followed. The Special Education Coordinator (Director) shall be notified of all suspensions of handicapped students.)

- Request may be made for expulsion or alternative placement

**III. WEAPONS –DISTRIBUTION—POSSESSION- USE- POLICY 05:48)**

#### IV. ALCOHOL

Law enforcement officials will be notified

- Possession, use and/or being under the influence  
May include ten (10) or more days suspension (**\*In accordance** with KRS 158.150, the Principal or assistant Principal may suspend a pupil.  
**\*Students with Disabilities...** procedures mandated by federal and state law for students with disabilities shall be followed. The Special Education Coordinator (Director) shall be notified of all suspensions of handicapped students.)
- May include referral to a drug/alcohol counselor
- Request may be made for expulsion or alternative placement  
(*Reduction in suspension is possible*)
- Distribution  
May include ten (10) or more days suspension (**\*In accordance** with KRS 158.150, the Principal or assistant Principal may suspend a pupil.  
**\*Students with Disabilities...** procedures mandated by federal and state law for students with disabilities shall be followed. The Special Education Coordinator (Director) shall be notified of all suspensions of handicapped students.)
- Referral to a drug/alcohol counselor
- Request may be made for expulsion or alternative placement  
(*Reduction in suspension is possible*)

#### V. DRUGS, DRUG LOOK ALIKES, DRUG PARAPHERNALIA AND/OR UNAUTHORIZED SUBSTANCES

A. Possession and/or possession and use

May include Ten (10) or days suspension (**\*In accordance** with KRS 158.150, the Principal or assistant Principal may suspend a pupil.  
**\*Students with Disabilities...** procedures mandated by federal and state law for students with disabilities shall be followed. The Special Education Coordinator (Director) shall be notified of all suspensions of handicapped students.)

- Referral to a substance abuse treatment program
- Referral to a drug/alcohol counselor
- Law enforcement officials will be notified
- Request for alternative placement may be made
  - Possible request for expulsion (*Reduction in suspension is possible*)

B. Distribution or trafficking

May include ten (10) or more days suspension (**\*In accordance** with KRS 158.150, the Principal or assistant Principal may suspend a pupil.  
**\*Students with Disabilities...** procedures mandated by federal and state law for students with disabilities shall be followed. The Special Education Coordinator (Director) shall be notified of all suspensions of handicapped students.)

Referral to a substance abuse treatment program

- Referral to a drug/alcohol counselor
- Request may be made for expulsion or alternative placement
- Law enforcement officials will be notified
- (Reduction in suspension is possible)

**VI. ABUSE OF A TEACHER (KRS161.190)**

Abuse of a teacher is prohibited and shall be enforced. KRS161.190: It shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such a person knows or should have known 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.

- Incidents will be dealt with on a case-by-case basis
- ISS, suspension, alternative placement, expulsion, and/or notification of law enforcement officials

**VII. ASSAULT AND THREATS OF VIOLENCE (09.425/ KRS 158)**

For purposes of this Policy, at “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. Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.

**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 action up to and including expulsion from school and /or legal action. See Policy 09.425

**Other RCSHS Law Violations include:**

- Bullying—Real or Perceived
- Criminal Abuse
- Homicide
- Kidnapping
- Rape
- Stalking
- Terroristic—Chemical/Biological/Nuclear
- Tobacco Distribution, Possession or Use

**TOBACCO PRODUCT (KRS 438.305)-ALTERNATIVE NICOTINE PRODUCT (KRS 438.305) --VAPOR PRODUCT (KRS 438.305) (vaping devices, cigarettes, smokeless tobacco products, etc.) (any of these will be confiscated and forfeited to school district and MAY be returned to parent/guardian at the school’s discretion.**

**The use of any tobacco product, alternative nicotine product, or vapor product:**

- a) Shall be prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by a local board education;**
- b) Shall be prohibited for all students while attending or participating in any school-related trip or activity.**

- Verbal abuse
- Wanton endangerment

**OTHER IMPORTANT INFORMATION NOTE: Rowan County Senior High School is equipped with audio and video equipment throughout the campus for the protection of students, faculty, and staff. Unless special circumstances exist, the Family Educational Rights and Privacy Act (FERPA) prohibit the viewing of tapes by non-school personnel.**

**Electronic Device Information**

The use of electronic devices to possess, send, and/or receive nude or semi-nude images of someone underage is a **felony**, regardless of the age of the person who sent it.

**Cell Phones:**

- Classroom teachers must post their classroom policies regarding phone use in their classroom.
- Teachers may authorize the use of electronic devices in their rooms to enhance the educational opportunity.
- Teachers may restrict student access to and the use of personal electronic devices by displaying a red card.
- Any violation of the school rules or classroom usage rules will result with the device being confiscated and taken to the office and may be returned to a parent or guardian after school (from 3:05 until 4:30PM).
- The 4th violation of the school rules or classroom usage rules will result in the phone being taken.
- Electronic devices may be used during change of class, breaks and lunch.

- Electronic devices may NOT be used during class time in common areas, such as hallways, libraries, cafeteria, etc. If a teacher or administrator witnesses student device use during this time, they may confiscate it and have the parent pick it up after school.
- Cell phones must be turned off during assemblies and put away upon entering the gym, PAC or other location where the assembly is held.

**NOTE: District policy will be followed for phones that have been confiscated.**

*Head phones and ear phones or ear buds are subject to the same policy as cell phone phones. This means they must adhere to the “red card-green card” policy while in the classroom. A violation of this will result in following the procedures written in the Code of Acceptable Behavior and Discipline for cell phones and other electronic devices.*

Students will be issued a locker upon request. Student may not use his or her own lock. A lock fee or charge will be issued by the school. Students are permitted to share a locker with one other student.

The P.E. teacher will assign P.E. lockers located in the gym to students taking physical education at that time. Locks will be provided by the school. When the P.E. class is complete, students will vacate the lockers in the P.E. area. Administration has the right to search any locker.

**Graduation Requirements:**

All graduation requirements must be met in order for a student to participate in the graduation ceremony.

- Proper academic attire (cap, gown) must be worn appropriately during the entire graduation ceremony to participate in the graduation ceremony.
- Professional attire must be worn under gown. Example: black or khaki dress pants, dress shoes, nice shirts that meet all dress code standards, etc. (Rubber Flip-Flops are an example of shoes that are not permitted.)
- Caps may be appropriately decorated. Caps with pictures, language, statements or graphics that are obscene, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco, violence or sex, whether blatant or implied, will not be tolerated, and a student donning such a cap will not be permitted to participate.
- All outstanding charges (lunch, textbooks, fines, etc.) must be paid in full in order to participate in commencement exercises.

**Credits required for graduation:**

RCSHS Diploma

Class of 2022-2023-----27 Credits

Class of 2023-2024-----25 Credits

**Please note:** A student over eighteen (18) years old who has not met graduation requirements may continue in school as long as he/she: Is in regular attendance and Is making satisfactory progress towards graduation

When a student does not abide by the above regulations, the school will assume that the student has voluntarily withdrawn from school. A committee comprised of the principal or designee, counselor, parents, and student will review each case and determine the best course of action the student should take in order to finish his/her education. This committee may recommend other ways to help the student obtain a high school diploma or its equivalent.

### **In-School Suspension at Rowan County High School:**

The following procedures are for students who are sent to In-School Suspension:

1. Students will be put in ISS based on the Code of Acceptable Behavior and Discipline handbook.
  2. **Students assigned to the ISS area will be given assignments from their respective teachers for the time that they are assigned to ISS. Additional assignments may be made to supplement class assignments.**
  3. Students are required to complete all assignments.
  4. Students will not be permitted breaks during the day. Trips to and from the restrooms will be supervised by school personnel.
  5. Any student with work experience during school hours will not be permitted to go to work while in ISS.
  6. Failure to report to ISS on time may result in additional days being added.
  7. Students assigned to ISS will be counted in attendance.
  8. Students will not be permitted to eat, chew gum, or leave the area for any reason. Violation of this rule may result in further penalties.
  9. Students must bring all books to ISS.
  10. Students must turn all electronic devices off and turn it over to the instructor during their assigned ISS time.
  11. If a student is absent from school on the day, or days, assigned to ISS, he/she will be returned to ISS upon return to school.
  12. If a student refuses ISS, the student will be suspended and receive an unexcused absence.
  13. Combinations of infractions could lead to request for suspension or expulsion even if they are first offenses.
- \*\*Any student placed in the In-School Suspension program for any length of time will complete that time even if they are absent from school or if they are suspended (out-of-school). They will complete the assigned In-School Suspension immediately upon their return to school.\*\*

### **Alternative School Referral Process—Bluegrass Discovery Academy:**

A student in grades 6-12 may be referred for placement to the Bluegrass Discovery Academy based on being at risk of dropping out due to failing grades, poor attendance, and significant discipline problems.

#### **Procedures for admittance to BDA and returning to home school:**

- The RCMS and RCSHS Alternative School Committee will consist of at least one administrator, one counselor, and the alternative school teacher directly related to each school's students.
- A referral can be made if a teacher, parent or administrator believes the child is at risk of dropping out of school. Referrals should be made to a member of the RCMS or RCSHS Alternative School Committee.
- After a referral has been made, the committee will review a student's status to ensure that he/she meets the criteria for admittance to the alternative school and that placement in an alternative school setting benefits the student.
- To return to the regular school setting the committee will review the student's status to ensure that placement in a regular school setting benefits the child.

The information will be considered before returning to RCSHS:

*Recommendation to Return:*

*Fall Semester 1   Spring Semester 2*

*Student recommendations will only be accepted two weeks before the end of a semester. Students must meet all criteria to be considered. If student meets all criteria, applications will be sent to RCSHS. RCSHS committee will determine best placement for student.*

*To be completed by recommending teacher:*

- |  |     |    |
|--|-----|----|
| 1. Student has been discipline referral free for the last trimester. | Yes | No |
| 2. Student is passing or has completed all assigned classes.         | Yes | No |
| 3. Student has less than 6 absences to school.                       | Yes | No |
| 4. Student has less than 6 tardies to school.                        | Yes | No |

**If any of the answers above are “no,” student may not apply for return to RCSHS.**

*To be completed by the requesting student:*

1. *Why do you wish to return to RCSHS?*
2. *What steps have you taken to correct the reason(s) for your transfer to the alternative setting? (credits, attendance, behavior, etc.)*
3. *What supports do you need at the high school to be successful?*

***\*\*Students identified under IDEA/Section 504 and/or students that may be identified under IDEA/Section 504 (Child Find) requires decisions to be made by the Admission and Release Committee /Section 504 Committee\*\****

**Students are responsible for knowing and adhering to all policies pertaining to their daily routines. These additional policies include but are not limited to the dance policy and the athletic policy.**

**Student Accounts**

**WORKSTATION ACCESS**

***This booklet does not contain a comprehensive listing of ALL student misconduct and districts personnel’s disciplinary responses. The Rowan County Board of Education, the school’s administration and the site-based council reserve the right to administer other appropriate corrective measures for offenses listed and others that may occur. Variations from responses listed in the discipline code will be based on the severity of the incident and number of times a student has had disciplinary referrals.***

## **MISCELLANEOUS**

### **TECHNOLOGY**

Student Infinite Campus, Email, Google Workspace, and all other SIS Information:

Your username for all programs being used at Rowan County Schools is

[firstname.lastname@stu.rowan.kyschools.us](mailto:firstname.lastname@stu.rowan.kyschools.us) Password is student id number.

E-Mail: access to Outlook Web Access (OWA or Webmail) is found at the web address: <https://mail.office365.com>

Please note: E-mail is for school use only. Administration can access a student's e-mail folders. Student e-mail is not private e-mail.

Students must have a signed acceptable use policy and parent permission form on file to use school computers/Chromebook/devices.

### **Viking Virtual Academy (VVA) 2022-2023 School Year for K-12 Grades**

The Rowan County Board of Education will offer a Viking Virtual Academy for the 2022-2023 school year. Perceptive students must complete an application to be considered for VVA. The Administrative Team in each school will approve or deny the request. All truancy laws shall be followed. Students will follow the same grade level Kentucky Academic Standards aligned curriculum, pacing and assessments as in-person students. Students who experience internet outage must submit documentation to teacher/attendance clerk to be considered an excused absence. See Section III: Attendance Policy and Important School Information Administrative Procedures for Truancy for more information.

## **DISTRICT WIDE POLICIES**

### **SECTION II:**

## **ACCEPTABLE USE POLICY, PROCEDURES, AND GUIDELINES**

#### **1. Introduction:**

Rowan County Schools provide a variety of electronic resources to students and staff to enhance teaching and learning. Technology can be a tremendous instructional tool to open doors of communication, expand research capabilities, and provide valuable experience to users.

However, since technological resources in our system are limited, Rowan County Schools reserve the right to limit or restrict access to its electronic resources. Access to technology is a privilege, not a right, and will be provided only to responsible users. This document outlines acceptable use of these resources and is meant to augment existing policies of school conduct and/or behavior.

#### **2. Privileges and Responsibilities:**

Individual users (faculty, staff, students, or others) are responsible for appropriate behavior while using electronic resources. Users must sign statements indicating they understand and agree to acceptable use that complies with district standards and policies. Users are expected to act

responsibly while using information resources at school and will be reasonably supervised. Outside of school, families bear the same responsibility for guidance with electronic resources that they exercise with other sources of information such as books, TV, movies, etc. Some privileges and responsibilities are outlined below. They are intended as examples of acceptable use and do not exclude other privileges and responsibilities.

### **Privileges:**

**A. *To access a variety of electronic hardware.***

Users have access to a variety of computer hardware and other educational technology resources, such as Google Suite, Clever and Microsoft Learning Services. Such resources are valuable instructional tools and can provide learning opportunities otherwise unavailable.

**B. *To use instructional software and applications.***

Users may access specific subject area software for math, science, English, etc. and applications such as word processing, spreadsheets, and database. Users benefit from hands-on experience with materials that make work and learning easier and faster.

**C. *To access electronic communications resources.***

Users may access both local and off-campus networks. Examples include, but are not limited to, Internet access, electronic mail (e-mail), local and wide area network resources, and telephones.

**D. *Rowan County School e-mail.***

Student Infinite Campus, Email, Google Workspace, and all other SIS Information:

Your username for all programs being used at Rowan County Schools is [firstname.lastname@stu.rowan.kyschools.us](mailto:firstname.lastname@stu.rowan.kyschools.us) Password is student id number.

E-Mail: access to Outlook Web Access (OWA or Webmail) is found at the web address: <https://mail.office365.com>

Please note: E-mail is for school use only. Administration can access a student's e-mail folders. Student e-mail is not private e-mail.

Students must have a signed acceptable use policy and parent permission form on file to use school computers/Chromebook/devices.

### **Responsibilities:**

**A. *To use equipment properly.***

Electronic equipment has a limited useful lifetime. Users are expected to use equipment in a manner that prolongs this lifetime, not shorten it. Violations include deliberately damaging or vandalizing equipment, uploading or creating computer viruses, and deliberately harming or destroying data.

**B. *To obey software agreements, copyright laws, and use network resources properly.***

Users are expected to comply with licensing agreements set forth by manufacturers and vendors. Software programs are to be used for educational and/or school purposes. Violations include illegally copying or loading software, using someone else's accounts or passwords, and using network resources for purposes other than education that is consistent with Rowan County School's curriculum standards.

***C. To use expanded communications resources properly and to avoid objectionable material.***

Acceptable behavior is expected while using telecommunications resources just as it is expected in other school environments. Users should take specific care to avoid objectionable material when using such resources. Our district assumes that the best approach is to educate users on appropriate use, provide appropriate supervision and guidance, use state-provided proxy software for filtering, blocking, and monitoring, and enforce the rules when they are broken. Violations include sending offensive messages via electronic means, deliberately accessing material that would be considered inappropriate in a school setting, accessing and/or setting up inappropriate blogs, online journals, and personal web pages (e.g. Snapchat, Facebook, etc.) and intentionally wasting system resources.

Any user who behaves in an irresponsible manner may lose access privileges and be subject to additional disciplinary or legal actions according to existing school policies. Rowan County Schools will not unreasonably monitor or restrict access to electronic resources and will not be responsible for material acquired from off-campus sources.

**SECTION III: ATTENDANCE POLICY AND IMPORTANT  
SCHOOL INFORMATION**  
**ADMINISTRATIVE PROCEDURES FOR TRUANCY**

**2022-2023 School Year-Viking Virtual Academy (VVA):**

Attendance shall be tracked by a certified teacher for any student participating in VVA. Attendance clerks or other assigned personnel shall reconcile attendance to ensure proper codes are entered for absent students. Attendance events shall continue to be entered into Infinite Campus (Dr excuses, parent notes, etc.). All truancy laws shall be followed for any student participating in VVA. All standard attendance codes will be applied. In addition, should a student experience an internet outage, documentation of outage must be submitted in order to be considered an excused absence. Any student determined to be a Habitual Truant will be returned to in-person status. A Habitual Truant is defined below.

Kentucky Statutes 159.150 – Definitions of truant and habitual truant as 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.

For the purposes of establishing a student’s status as a truant, the student’s attendance record is cumulative for an entire school year. If a student transfers from one (1) Kentucky public school to another during a school year, the receiving school shall incorporate the attendance information provided under KRS 159.170 in the student’s official attendance record.

The Rowan District Court has ordered the Director of Pupil Personnel to enforce the compulsory attendance laws using the definition of habitual truancy as found in the Unified Juvenile Code and shown here:

## **Truancy Defined (KRS 159.150)**

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

For the purposes of establishing a student's status as a truant, the student's attendance record is cumulative for an entire school year. If a student transfers from one (1) Kentucky public school to another during a school year, the receiving school shall incorporate the attendance information provided under KRS 159.170 in the student's official attendance record.

Any pupil who been reported two (2) or more times is a habitual truant. Habitual truants, along with their parents or guardians, shall be subject to court action.

Persons designated by the building principal shall keep a record of the absences of all children, contact made with the parent or guardian, and reasons for absences on each child. The Director of Pupil Personnel shall be notified of all students as defined above.

**It is important for parents or guardians to be aware that a referral may be made after six (6) unexcused absences or six (6) unexcused tardies. A final notice will be issued before criminal or juvenile charges are filed with the District Court.**

The attendance policy approved by the Board of Education shall:

- (1) Be published in the Code of Acceptable Behavior and Discipline and given to each student upon enrollment. Students will sign a form verifying receipt.
- (2) Be explained to each student upon enrollment.
- (3) Be sent to parents or guardians with a statement to be signed and returned indicating they have received and read the policy.

## **ROWAN COUNTY SCHOOLS ATTENDANCE POLICY**

It is the intent of this policy to encourage the regular and punctual attendance of all students enrolled in the Rowan County School System. It is the responsibility of parents and students to ensure regular and punctual attendance. It is the policy of the Rowan County Board of Education to make a unified effort with the Rowan County District Court and community agencies to keep students in regular attendance. For the purpose of this policy, the number of absences shall be based on the cumulative number of days of unexcused absences rather than the number of absent incidents. However, the number of tardies shall be based on the number of tardy incidents. A student's attendance record is cumulative during a school year and requires that when a student transfers to a new school, his/her attendance records from the previous school shall be used in the determination of the student's status as a truant.

### **Excused absences:**

Effective 2022-2023 school year, a maximum of seven (7) accumulated day's absences for the year may be excused by a note from the student's parent/guardian. This includes the two (2) additional days for Mental Health. A student must bring in a parent note with the date the student was absent from school. "Standing doctor notes" are not acceptable. Parent and medical notes must be submitted to the attendance clerk within five (5) school days of the absence or it will be counted as an unexcused absence. After (5) school days from date of absence, if student/parent does not submit, "parent note", attendance clerk will mark "excused-parent note" until all (7) parent notes are used. When each student uses their allotted seven (7) parent notes per year, all excused absences (either full or partial day) will require a medical excuse, court excuse or must be approved by the principal/designee. Please be aware that the Principal does have the right to approve or deny any request.

### **KRS 159.035 Amended (HB 44) Mental Health Days**

Effective 2022-2023 School Year, students will be given an additional two (2) EXCUSED days for mental and/or behavioral health reasons.

Absences exceeding seven (7) days per year may be excused by a physician's statement. However, if a student is absent from school for a consecutive five (5) day period or longer with a doctor's note, parents of such students should contact **Carol Blair, Director Pupil Personnel at 606- 784-8928 for consideration for Home/Hospital Instruction.**

Listed below are the only reasons accepted for excused absences or tardies with a parent note:

- Death in the pupil's immediate family, including brothers, sisters, parents, grandparents, aunts, uncles, and cousins.
- Illness of the student ONLY.
- School-related or other educational activities with prior approval from the Principal.
- One (1) day attendance at the Kentucky State Fair with verification for the fair.
- Other valid reasons pre-approved by the Principal.
- Student court appearance (only for the student summoned and for the portion of the day required). Documentation from the court must be presented to the school's attendance clerk.
- Student doctor or dentist appointment (only for the portion of the day required and with documentation from the physician, dentist, or other appropriate health official).
- Student driver's permit or license tests (only for the portion of the day required and with documentation from the examiner).
- Health services (such as physical therapy, occupational therapy, counseling etc.) those are not available after the school day. Documentation must be presented to the school's attendance clerk.
- Treatment for lice – See Lice/Nits section in this Code of Acceptable Behavior and Discipline.
- Religious holidays and practices as pre-arranged with the Principal.
- If the principal, school nurse, or designee sends the student home, the student may be excused for multiple days.
- Documented Military Leave (1 day prior to departure of parent/guardian called to active duty and 1 day granted upon return from duty).

- Visitation for up to ten (10) days with the student’s parent, defacto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
- Seniors may use a maximum of 3 days for college visits. Students MUST pick up a college visit form from the guidance office. This form must be completed by the university and returned to the attendance clerk within 5 school days of the visit.

**KRS 159.035 Amended (HB 44) Mental Health Days**

Effective 2022-2023 School Year, students will be given an additional two (2) excused days for mental and/or behavioral health reasons.

**Exceptions to Presence at School:**

Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

**Tardies:**

Tardies accumulate for both late entry and early sign-outs from school. Students will be given seven (7) parent notes per year to use for late entry or early sign outs. Listed in the excused absence section are the reasons for excused parent notes for tardies. After (5) school days from date of tardy, if student/parent does not submit “parent tardy note”, attendance clerk will mark “excused-tardy parent note” until all seven (7) parent tardy parent notes have been used. Others tardies will be considered an unexcused tardy unless a doctor’s note is presented to the attendance clerk or the tardy has been pre-approved by the principal. Start times vary at each school. Make sure you check the school for the particular start and end time.

**Please be aware that a referral to the courts may be made after nine (9) unexcused tardies per year.**

**Appeals Committee:**

1. The principal in each school shall establish an appeals committee in the school, which consists of the principal/assistant principal, attendance monitor, and counselor. At the high school level, a student will be included on the appeals committee.
2. Within five (5) school days of notification that an absence is unexcused, the student and/or parents may appeal to the committee by advising the principal that an appeal is desired.
3. The appeals committee will hear the appeal in an informal hearing with the student and parent/guardian present. The student and parent/guardian will be notified within five (5) days of the committee’s decision.

**Withdrawal of Students:**

In accordance with KRS 159.150, a student may not drop out of school under the age of 18. Students may be dropped if they are 18 and older and the school has determined that all interventions have been implemented without success. These interventions may include standard letters, personal conversations with student, and discussions with student outlining options available for the student to further his or her education.

**Make-up Work: Board Policy 08.221**

Students will be allowed to redo/retake any assessment recorded in the state provided student information system. Exceptions: End of course exams, AP courses, Early College Dual Credit courses, semester finals.

- A. Students who choose to participate in redoes/retakes must participate in re-teaching, tutorials, or other review activities assigned by the teacher in preparation for redoing an assignment or retaking a test.
- B. The redo/retake will cover the same material, but may have different questions and/or different format.
- C. Students can earn full credit on the original score on the redo/retake on any given assessment that goes in the grade book.

Schools shall determine the process needed to implement these standards in their schools.

**Educational Enhancement:**

A student may be approved for up to ten (10) days of absences per year for the purpose of education enhancement. The principal will use his/her good judgment to determine if the activity meets guidelines. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g., art programs, dance programs, state fair activities, workshops that are educational in nature, college visits, etc.) To request an absence to attend or participate in an education activity, the educational enhancement opportunity request form must be completed and returned to your school principal at least five (5) days prior to the absence. Such an absence as requested by the signed application and approved by the school principal will be considered an excused absence. Students who are granted an absence under this law will be allowed to make up all schoolwork. It is the student’s responsibility to make up missed class work according to school policy. The principal has the right to deny any request made. Decisions may be appealed to the Superintendent and then to the Board of Education.

**Perfect Attendance:**

District-wide *Perfect Attendance* will be determined based upon zero absences/events (this does not include Educational Enhancement Opportunities and excused tardies-maximum of 3). The chart below will assist with understanding the calculations of tardiness, half-day and whole-day attendance values.

Daily Attendance	Whole Day	Half Day	No Attendance	Tardy
Present	100%-65%	64%-16%	15%-0%	99%-65%
Absent	0%-35%	36%-84%	85%-100%	0%-35%

(Source: Kentucky Department of Education-Pupil Attendance Manual 2018-2019-Page 6)

**Punctual and Regular Attendance (Near Perfect)**

District-wide *Punctual and Regular Attendance (Near Perfect)* will be determined based upon a student not having more than 3 (three) total excused tardies and/or 3 (three) excused full days/excused events. This means a student may still be considered for Punctual and Regular Attendance (Near Perfect) with not more than 6 (six) excused tardies/full days/events. Educational Enhancement Opportunities do not count against students and are not included in the total of six.

**Chronic Absenteeism**

Kentucky chronic absentee definition is a student who is present less than 90% of full-time equivalency for students enrolled at least 10 days. Chronic absenteeism does not distinguish between excused and unexcused absences; the student is simply not in school. This information assists students, their families, and schools in identifying who may be chronically absent or close to becoming chronically absent.

**Testing:**

Testing window dates for this coming school year are the last fourteen (14) days of school. Please make every effort to attend school during this important time.

**Important School Information**

**School Facilities/Site-Based Councils in the Rowan County Schools**

[WWW.Rowan.kyschools.us](http://WWW.Rowan.kyschools.us)

**Bluegrass Discovery Academy High**

551 Viking Drive  
Morehead, KY 40351  
Telephone: (606) 780-9992  
Fax: (606) 784-6167  
Principal: Carver, Brandy  
Director: Moore, Melissa

**Bluegrass Discovery Academy Middle**

551 Viking Drive  
Morehead, KY 40351  
Telephone: (606) 780-9992  
Fax: (606) 784-6167  
Principal: Lewis, Melissa  
Director: Moore, Melissa

**Clearfield Elementary School**

460 McBrayer Road, Clearfield, KY 40313  
Telephone: (606) 784-5792  
Fax: (606) 783-0557  
Principal: Hardin, Alexa

**Site Based Council Members:**

Burton, Kim-----Teacher  
Mason, Cody-----Teacher  
Schroeder, Kendra-----Parent  
Smith, Rachel-----Parent  
White, Maria-----Teacher

**McBrayer Elementary School**

550 Viking Drive  
Morehead, KY 40351  
Telephone: (606) 784-1204  
Fax: (606) 784-3567  
Principal: White, Abby

**Site Based Council Members:**

Cummins, Mary Beth-----Parent  
Grigsby, Danielle-----Teacher  
Hall, Casey-----Teacher  
Justice, Cameron-----Teacher  
Ward, Ashley-----Parent

**Morehead Youth Development**

495 Forest Hills Drive  
Morehead, KY 40351  
Telephone: (606) 784-8565  
Adm: Fannin, Julie

**Rodburn Elementary School**

91 Christy Creek  
Morehead, KY 40351  
Telephone: (606) 784-3000  
Fax: (606) 783-7264  
Principal: Hood, James

**Site Based Council Members:**

Gilliam, Tessa-----Teacher  
Chandler, Cassandra----Parent  
Pratt, Sanchia-----Teacher  
Ritchie, Kate-----Teacher  
White, Aleisha-----Parent

**Rowan County Board Education**

551 Viking Drive  
Morehead, KY 40351  
Telephone: (606) 784-8928  
Fax: (606) 783-1011  
Superintendent: Maxey, John  
Asst. Superintendent: Rawlings, Julia

**Rowan County Middle School**

555 Viking Drive  
Morehead, KY 40351  
Telephone: (606) 784-8911  
Fax: (606) 784-5579  
Principal: Lewis, Melissa  
Asst. Prin: Clark, Charles

**Site Based Council Members:**

Cundiff, Teri-----Teacher  
Dennis, Amanda-----Parent  
Mason, Amanda-----Teacher  
Stokes, Micah-----Teacher  
Trent, Danielle-----Parent

**Rowan County Preschool/Early Ed Center**

551 Viking Drive  
Morehead, KY 40351  
Telephone: (606) 784-7721  
Fax: (606) 783-9994  
Director: Ingles, Katy

**Rowan County School Bus Garage**

3311 Flemingsburg Rd  
Route 32 North  
Morehead, KY 40351  
Telephone: (606) 784-4908  
Fax: (606) 784-3167  
Contact: Griffin, Guy

**Rowan County Senior High School**

499 Viking Drive  
Morehead, KY 40351  
Telephone: (606) 784-8956  
Fax: (606) 784-1067  
Principal: Carver, Brandy  
Asst. Prin: Jordan Mann

**Site Based Council Members**

Burleson, Stephanie----Parent  
Cooper, Vicky-----Parent  
Griffin, Jenny-----Teacher  
Lewis, Terry-----Teacher  
McKinney, Brad-----Teacher  
Wallace, Brain-----Parent  
Zaheri, Andrew-----Teacher

**Tilden Hogge Elementary**

5955 Cranston Road  
Morehead, KY 40351  
Telephone: (606) 784-4604  
Fax: (606) 784-2456  
Principal: Breeze, Brandy

**Site Based Council Members:**

Cooper, Ashley-----Parent  
Graham, Lydia-----Teacher  
Mason, Sam-----Parent  
Scott, Nikki-----Teacher  
Withrow, Ashley-----Teacher

**Homeschool/Private School Information:**

Private Schools (Homeschools) are governed by KRS 159.040. For parents who explore the option of homeschooling, please be advised of the following requirements if/when your child returns to the Rowan County Public Schools pursuant to 704 KAR 3:307:

- (1) The local school district shall be responsible for the appropriate assignment of a student transferring from a non-accredited secondary school to the class or grade best suited for the student. Previous credit earned by a student in a non-accredited secondary school shall be awarded by the local school district by one (1) of the two (2) following methods:

(a) Pass an examination of similar nature and content to the examination used for other students receiving credit for a particular course within the school district and graded on a comparable basis; or

(b) Successful performance of the student in a higher level of the course when the courses are sequential in nature such as English, mathematics, history, and science. Successful performance shall consist of achieving at least a C grade in the course.

(2) The courses successfully completed by examination or performance shall be counted toward minimum high school graduation requirements in the local school district.

(3). A student desiring recognition of previous credits toward graduation upon entering a public secondary school without a properly certified transcript, and for whom a properly certified transcript cannot reasonably be obtained, shall be placed and awarded credit as outlined in

Section 2 of this administrative regulation (7 KY.R. 698; eff. 4-1-81; Am. 17 KY.R. 2050; eff. 2-7-91.)

**Carol Blair, Director of Pupil Personnel 606-784-8928.**

**\*\*When parents/guardian/eligible students decide to homeschool, students forfeit their eligibility to participate in extracurricular activities or course offerings at all Rowan County Public Schools\*\***

### **Home/Hospital Instruction (08.1312)**

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An “extended period” refers to an absence for more than five (5) consecutive school days.

For purposes of [KRS 157.360](#), a student who receives home/hospital instruction for a minimum of two (2) instructional sessions per week, with a minimum of one (1) hour of instruction per session, by a certified teacher provided by the Board, shall equal the student attending five (5) days in school. An instructional session may be delivered in person, electronically, or through other means established in regulation. A parent/guardian or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present or is otherwise delivering instruction.

### **Eligibility**

Determination of a student’s eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with [KRS 159.030\(2\)](#), the Board shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student’s condition, the home/hospital review committee may schedule a review of the student’s continued eligibility for home/hospital instruction.

The Admissions and Release Committee (ARC) shall determine placement in home/hospital instruction for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

## **Secondary Students**

A high school student placed on home/hospital instruction for extended periods may carry all appropriate credits during the first semester of placement. Except for students with an Individual Education Plan (IEP) or a 504 plan, the number of credits to be carried during all subsequent semesters of placement shall be determined on a case-by-case basis by the review committee, based on the following criteria:

1. The student's ability to work independently during extended periods without direct assistance.
2. The student's capacity to complete assignments within a reasonable time- frame.
3. The likelihood that the student will be able to complete course criteria required for graduation, as required by the Kentucky Academic Standards.
4. When considering the student's condition, should s/he take a full or reduced course load? (If a reduced course load is appropriate, the committee shall determine the number of courses the student may take.)

## **Students with Disabilities**

Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities may be placed in the home/hospital instructional program if his/her individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the District Director of Pupil Personnel for purposes of program enrollment.

The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of home/hospital services for a student, including the number of credits a student at the secondary level will be permitted to earn while on home/hospital instruction.

**Carol Blair, Director of Pupil Personnel 606-784-8928.**

## **Closings/Notifications:**

When inclement weather is forecasted, please tune to local radio stations, TV stations, and social media for the most current information for school closings and delays or you may call the Rowan County Board of Education at 606-784-8928.

We will be utilizing the *School Messenger* notification line that will notify students and their families via a telephone call of upcoming events, closing or delays due to weather and other important announcements. Be sure that your school has accurate and up-to-date contact information for your student.

### **Emergency:**

In the event of an emergency disaster, our Emergency Operations Center will be activated. We will be linked to local fire, police, and medical personnel. Because of the nature of some disasters, it is important that parents are aware of the following guidelines:

- a. Do not call your child on a cell phone.
- b. For information, first listen or watch local radio and television stations for updates; if questions are not answered, then call the district office at 606-784-8928. We will make every effort to have individuals available to answer your questions. (In the event phones are not operating, information will be broadcasted through local radio and TV stations.)
- c. Information updates will be broadcasted at regular determined intervals not more than every three hours.
- d. We will determine, with local emergencies agencies, the safest course of action for your child's well-being. Sometimes, it is not safe or feasible to pick up your child where you usually pick them up.
- e. Please be aware that for the safety of your child, we will take precautions to make sure that your child is released with proper identification and documentation.
- f. Please make sure to keep your child's emergency information up to date.
- g. We will use the *School Messenger* program, if available, to contact parent via telephone with updated messages.

In case of emergency, civic disaster or natural event such as a power outage that might affect the operations of our schools, tune to local radio stations, TV stations, and social media for the most current information.

### **Non-Traditional Instruction (NTI):**

**NTI-Non-Traditional Instruction Program (NTI)** is a program that encourages the continuation of academic instruction on days when schools would otherwise be cancelled. The Rowan County School District has created a plan to deliver instruction to every student in the district and provide for student and teacher interaction on NTI days.

**Student Participation-**NTI days are considered instructional days, all K-12 students are expected to participate. The Rowan County School District will determine what participation is for students, whether it be accessing online course work, completing a project, completing NTI packets, or other method of participating in instructional activities.

**Teachers-**will be accessible to the students online or by telephone in case of questions about the assignments. Other tasks such as calling students, participating in PLCs, or conducting record-keeping tasks may also be assigned by the district.

**Extra-Curricular Activities-**Rowan County Schools will not hold any extra-curricular activities on Non-Traditional Instruction days. Such activities include sports practices, games, or tournaments; club meetings; or, other instances where students would gather. NTI days do count as instructional days; however, if school is closed due to travel hazards, rampant illness, or another NTI-eligible reason, students should not be on the roads traveling to school activities or, in the case of illness, congregating with other students.

### **ON-LINE REGISTRATION/Parent Portal**

Rowan County Schools are offering Infinite Campus (IC) Portal access to parents/guardians and students as a means to enhance communication and to promote educational excellence. IC Portal allows parents/guardians to view their own child's school records online, anywhere and anytime. It will also allow parents to participate in Online Registration. In order to have access to the site, every parent/guardian is expected to act in a responsible, ethical and legal manner. The IC Portal is available to every parent/guardian of a student enrolled in the Rowan County School District.

Parents/guardians are required to adhere to the following guidelines:

- Parents/guardians will NOT share their password with anyone.
- Parents/guardians will not attempt to change or destroy data of their own children, of another user, a Rowan County School district network, Infinite Campus, or the Internet.
- Parents/guardians will not use the IC Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
- Parents/guardians will not access data of any account with ownership by another parent/custodial guardian.
- Parents/guardians who identify a security problem with the IC Parent Portal must notify the Rowan County School District or their child's school immediately without demonstrating the problem to anyone else.
- Parents/guardians, who are identified as a security risk to the IC Portal or to Rowan County School District computers or network, may be denied access to the Infinite Campus Portal.

## **NONRESIDENT ENROLLMENT PROCEDURES** (Effective July 2022) HB 563 Open Borders

### **ENROLLMENT**

-Nonresident pupils may be admitted to the Rowan County School District (RCSD) upon approval. When approved, the nonresident students will be eligible to enroll in public schools located within the RCSD that has capacity.

-Nonresident students who have been expelled or suspended from another school district or whose suspension or expulsion is pending shall not be permitted to enroll in RCSD unless there are extenuating circumstances as determined by the Superintendent/designee.

- When the addition of a nonresident student would require the hiring of additional teachers and/or support staff in the classroom or unit where the student would be enrolled, the applicant will be provided the opportunity to enroll in another district school, if available. Determination of this capacity requirement will be based upon applicable class size regulations, building capacity as determined by the Kentucky Department of Education, current enrollment, and other state age and class size restrictions. Enrollment of nonresident students shall not create a situation that exceeds capacity of a school.

-The RCSD shall not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, sexual orientation or disability in enrollment set forth in Office of Civil Rights Lay, Title VI, VII, IX ADA and Section 504.

### **TUITION**

The RCSD shall not charge tuition as long as the student's district of residence releases ADA funds to RCSD for that student. If the District of the student's residence will not release funds, the nonresident student may be charged tuition equal to the RCSD's SEEK allotment.

### **TRANSPORTATION**

The RCSD will not provide transportation outside of the district boundaries for nonresident students.

### **PROCESS OF ENROLLMENT**

The Superintendent/designee shall determine an annual enrollment process.

### **ATHLETIC PARTICIPATION**

Movement of nonresident student athletes from one district to another shall be addressed by KHSAA regulations.

## **STATUS OF NONRESIDENT STUDENTS**

RCSD will accept nonresident students for the term of one school year. During that school year, those students are expected to abide by all school rules, the Code of Acceptable Behavior and Discipline, and are subject to the disciplinary procedures as set forth therein.

During each school year, the Rowan County Board of Education may remove or dismiss a nonresident student for misconduct pursuant to KRS 158.150 - Suspension or expulsion of pupils following applicable due process procedures.

At the end of the school year, the Superintendent/designee may remove or dismiss a nonresident student upon notice to the student's parent/guardian.

### **Annual Enrollment Process for Nonresident Students**

Nonresident students interested in enrolling in RCSD for the following school year 22/23, should complete the enrollment application by May 18<sup>th</sup>. RCSD will notify parent/guardian no later than August 1<sup>st</sup> of approval/denial. The administration at each school shall process applications. The nonresident enrollment application will remain open throughout the year to accommodate those who may move into the area. Priority will be given to applicants that meet the following:

First Priority -- Currently enrolled in a RCSD school

Second Priority - Siblings of current students

Third Priority - Employee's children

The RCSD will utilize the lottery process for any remaining slots.

### **Capacity**

RCSD shall admit non-resident students by approval using capacity limits. The RCSD will hold slots for New Residents per 09.12. On or before August 1, the school will notify parent/guardian of approval/denial.

## **SECTION IV: SPECIFIC DISCIPLINARY PROCEDURES**

Effective July 1, 1991, no person employed by the Rowan County School District shall inflict or cause to be inflicted corporal punishment upon a pupil attending any school or institution in this district. However, any such person may, within the scope of his employment, use and apply such amounts of physical restraint as may be reasonable and necessary to protect oneself, the pupil, or others from physical injury to obtain possession of a weapon or other dangerous objects within control of the pupil, or to protect property from serious harm.

### **Search and Seizure**

The following is a summary of Rowan County Schools search and seizure policy based on KRS 161.180, OAG 79-168, New Jersey vs. T.L.O., 105 S. St. 773 (1985)

A student in the Rowan County School System has the constitutional right to be secure in his or her person from all unreasonable searches and seizures. A search of a student by school officials is reasonable if it bears a rational relationship to a legitimate educational interest and based upon reasonable suspicion. Places which may be searched based upon a reasonable suspicion that prohibited articles or materials are being stored include, but are not limited to school desks, books, notebooks, lockers, cubbies, satchels, purses, clothing, and cars. Search of public properties, such as desks and lockers, do not require a student's consent; however, search of personal property requires student consent unless prohibited articles that would pose a danger to others are suspected.

### **Random Searches**

In an effort to ensure the safety of all children, there may be canine drug searches at both the middle and high school during the school year on a frequent and regular basis. Backpacks, satchels, cars, etc. will be searched as well. All searches random and can occur in all schools.

### **Suspension (KRS 158.150)**

The superintendent, principal, or assistant principal shall thoroughly investigate the complaint against the student to determine the validity of the accusation.

The student shall be given oral and written notice of the charge or charges, which may constitute cause for suspension. If the student denies the charges against him, he shall be given an explanation of the evidence against him. The student shall be given an opportunity to present his/her own version of what happened.

These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow suspension as soon as possible but no later than three (3) school days after the suspension.

The administrator will contact parents, when possible, before the suspension. When a student is suspended, the administrator shall report such action in writing immediately to the superintendent and parent, guardian, or other person having legal custody of the student. Written notice shall be mailed to the parent or guardian and a copy shall be given to the student. Before readmission, one or both parents are requested to confer with an administrator of the school.

A student who is suspended from school may not be on school grounds during the term of the suspension without the consent and permission of the principal. A student who is suspended may not participate in any school sponsored or school related activity. The suspension begins when the student is officially notified by the administrator and ends at the time when the student is scheduled to be readmitted to class.

**\*In accordance** with KRS 158.150, the Principal or assistant Principal may suspend a pupil.

**\*Students with Disabilities...** procedures mandated by federal and state law for students with disabilities shall be followed. The Special Education Coordinator (Director) shall be notified of all suspensions of handicapped students.

### **Expulsion**

Each local board of education shall adopt a policy requiring the expulsion from school for a period of not less than one (1) year for a student who has been determined by the board to have brought a weapon to school under the jurisdiction of the local board, except that the board may modify the expulsion for students on a case by case basis. A local board of education that has expelled a student from the student's regular school setting may provide educational services to the student in an alternative program or setting. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of "unlawful possession of a weapon on school property" as stated in KRS 527.070.

Expulsion is the most serious penalty that a board of education can impose and should only be used as a last resort. Clearly, some conduct, especially which proves a serious or immediate threat to the safety of students and staff, requires the removal of the offender from the school. When removing a student from school, every precaution shall be taken to safeguard the rights of all concerned.

The principal shall thoroughly investigate and document all evidence in a possible expulsion case. If expulsion is deemed necessary, the principal shall recommend expulsion to the superintendent.

The superintendent may recommend expulsion to the board of education.

### **Grievance Procedures 09.4281**

Any student or group of students who wish to express a school-related concern or grievance may request a meeting with the Principal who shall designate a time and place. One (1) faculty member of the student's choice may be present at the meeting.

If the Principal and Superintendent cannot successfully resolve grievances, the student may appeal to the Board. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

### **PROCEDURES**

Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

### **EXCEPTION**

Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District's school nutrition program.

### **RELATED POLICIES: 07.1, 08.13451, 09.42811, -10.2**

### **GRIEVANCE PROCEDURE 10.5 AP .24--COMMUNITY RELATIONS WEBSITE ACCESSIBILITY COMPLAINT AND GRIEVANCE FORM**

THE OFFICE OF CIVIL RIGHTS REQUIRES DISTRICTS TO HAVE A COMPLAINT PROCESS REGARDING WEBSITE ACCESSIBILITY. THIS FORM MEETS THAT REQUIREMENT. SEE SECTION VI THIS BOOKLET.

### **Possession of Knives (including pocketknives)**

Students are prohibited from bringing knives (including pocketknives) to school or having them in their possession on school property. Knives (including pocketknives) will be confiscated by school personnel, forfeited to the school district and may be returned at the school's discretion.

### **Electronic Devices (KRS 158.165)**

Electronic devices shall not be used during the school day without permission from staff supervising the students' behavior at the time the electronic device is being used. If they are used, without permission, they will be confiscated may be returned to the student or available for parent pickup. Guidelines will be posted in classrooms, halls and cafeteria.

While on school property or while attending school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law (cellular phones, pagers, CB's, walkie-talkies, Walkman's, I-Pods, or any other electronic device) provided they adhere to **Rowan County Schools District Policy 09.4261** and the following:

1. Any violation of the acceptable policy will result with device being confiscated by school personnel. This policy is effective once the child is on school property (bus, buildings, grounds, vehicles, etc.) until they are off school property. When students are on field trips, athletic events, or all other school-sponsored activities away from the school campuses beyond the instructional day, enforcement of this policy will be at the discretion of the coach/sponsor of the activity.
2. Students are responsible for keeping up with devices they bring to school. The district is not responsible for loss, theft, or destruction of devices brought onto school property. School personnel is not responsible for the investigation of incidents.
3. If an electronic device is used for cheating, recording inappropriate interaction between students/staff (fighting, etc.), inappropriate pictures, and/or cyber bullying it will be confiscated. This is a violation of privacy and could be subject to legal action. Using electronic devices to possess, send, and/or receive nude or semi-nude images (sexting) of someone underage is a felony, no matter the age of the person who sent it.
4. Electronic devices shall not be used during the school day without permission from the staff or bus driver overseeing the students' behavior at the time the electronic device is being used. If they are used, without permission, they will be confiscated and may be returned to the student or available for parent pickup

#### **BOARD POLICY 09.4261 Telecommunication Devices**

Personal telecommunications device means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device, a cellular telephone or personal digital assistant.

Students in violation of this policy shall be subject to disciplinary action. Additionally, the personal telecommunication device shall be confiscated.

#### **LASER POINTERS**

No student shall possess a laser pointer device while on school property or while attending a school sponsored or school related activity.

#### **ALERT PROCEDURES (09.22)**

**Alert Situation:** An alert situation is any paper, spoken comment, or other action that leads a staff member to suspect that a student is in a life-threatening situation or might be thinking about harming himself/herself or another person. The student might indicate, directly or indirectly, that he/she is dealing with one of the following problems: abuse, depression, suicide, or violence against another person.

**Alert Situation Procedure (09.22):** If a staff member is concerned that a student is in an alert situation, the staff member should take the following steps:

1. The paper or incident should be taken to the school's Counselor and/or Principal for a second opinion.
2. The Principal and Counselor should then take the following steps:
  - a. Make copy of paper or notes relating to the situation and place it in an alert situation file.
  - b. Contact the Department of Social Services.
  - c. Contact the student's parents or guardian.
  - d. Alert the Superintendent.
  - e. Require feedback from the parents or guardian and Social Services as to the student's special needs.
  - f. Monitor the student's activities while he/she is attending school.

## **SECTION V: SCHOOL BUS SAFETY**

Audio/video cameras are used to monitor school buses. FERPA prohibits the viewing of bus tapes by non-school personnel.

The bus driver shall be responsible for the orderly conduct of the children on the school bus. While riding the bus the students are under the authority and directly responsible to the driver. Pupils shall conduct themselves on the school bus as they would in the classroom, except that reasonable conversation is permissible. In the case of severe misconduct, the bus driver shall make every effort to deliver the student home, and then contact school authorities for further directions before allowing the student to ride again. A bus driver may immediately remove threatening or violent students from the district's transportation system and will immediately notify school personnel. Bus drivers will remain on site until school personnel arrives. Students who are suspended from riding one school bus are suspended from riding all district buses.

Students must accept their share of responsibility for safety while passengers on school buses. The privilege of any student to ride a school bus is conditioned upon their good behavior and observance of the rules and regulations set forth by the local board of education. Certain levels of conduct are expected of any and all students riding the bus. All students shall conduct themselves in a manner conducive to the safe transportation of all. Any misbehavior that may cause distraction of a driver's attention that might result in unsafe operation of the bus will not be tolerated. Students are expected to respect the authority of the bus driver and obey their instructions. If the following rules are followed, all concerned can expect to have a safe bus trip.

### **While Waiting to Board the Bus:**

1. State law requires you to arrive at your assigned bus stop five (5) minutes ahead of the bus. The driver cannot wait for you.
2. Fighting at bus stops and on the way to and from school is subject to local board disciplinary action.
3. Stand well away from the road when the bus approaches and never run alongside the bus when the bus is moving. Wait until the bus stops, walk to the door, and board the bus in an orderly manner. Do not push or shove!
4. Remember that pupils living on the opposite side of the road from a bus stop should wait on their side of the road until the bus arrives and the driver gives the signal to cross ten feet in front of the bus.

5. Do not damage another person's property while waiting on the bus and avoid making loud noises.
6. Public displays of affections are not permitted.
7. All students must follow instructions from supervisor(s) on duty while waiting to board a bus.

**While Riding on the Bus:**

1. Obey the school bus personnel's instructions. The driver of a school bus is in complete charge of students while they are on the bus. Complaints regarding discipline on the bus should be taken to the principal/designee.
2. It is mandatory that the school bus drivers assign seats on the bus and have the authority to reassign seats if necessary.
3. Students shall remain properly seated while the bus is in motion.
4. Nothing is allowed outside the school bus. This includes head, hands, legs, or other extremities that could cause injury to the student.
5. Refrain from talking to the driver except in an emergency.
6. Pets and animals are not permitted on the bus at any time.
7. No one shall tamper with any equipment or operate any part of the bus.
8. Do not mar or deface the bus. Students caught damaging bus equipment will be subject to disciplinary action and/or restitution.
9. There is to be no fighting or profanity on the bus or any loud disturbances.
10. Students must not wave or shout at pedestrians or occupants of other vehicles. Do not throw objects from bus windows.
11. Do not throw waste paper or objects on the floor. Eating, drinking, or gum chewing not permitted.
12. **Tobacco products (KRS 438.305) Alternative Nicotine Products (KRS 438.305)—Vapor Products (KRS 438.305 -vaping devices, cigarettes, smokeless tobacco products, etc.)**  
Any of these will be confiscated and forfeited to school district and maybe returned to parent/guardian at the school's discretion.  
The use of any tobacco product, alternative nicotine product, or vapor product:
  - a) Shall be prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by a local board education;
  - b) Shall be prohibited for all students while attending or participating in any school-related trip or activity.
13. Possession of use of alcohol or drugs are strictly prohibited.
14. Students are required to ride their assigned bus unless they have written approval from the principal/designee. Bus drivers will not allow students to exit without written verification.
15. Firearms, weapons and/or look-alikes, fireworks, or any other explosive materials are not permitted on the bus at any time.
16. Objects that would likely block aisle or exit are not permitted on the bus.
17. Any object that would block the view of the driver (balloons, flags, posters, etc.) are not permitted on the bus.
18. The use of sprays (hairsprays, cologne, deodorant, etc.) are prohibited.
19. Glass containers are not allowed on the bus.
20. Public displays of affections are not permitted.
21. 702 KAR 5:030 Pupil Transportation Section 15: A district shall not permit a radio, tape, or communication system to be installed or operated on the school bus that is not under the direct control of the bus driver.

22. All students are to remain in their seats until the bus comes to a complete stop and the emergency brake is set.

DEFINITIONS, EXAMPLES, AND RESPONSES: SCHOOL BUSES		
LEVELS OF MISCONDUCT	PERSON IMPOSING DISCIPLINE	DISCIPLINARY RESPONSE PROCEDURES
<b>LEVEL I MISCONDUCT</b>		
1. Not obeying driver's instructions	Transportation Department	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> reported offense - warning</li> <li>- Change seating arrangement according to the driver.</li> <li>- Any further misconduct to be left up to discretion of transportation department staff.</li> </ul>
2. Failure to remain in assigned seat	Transportation Department	
3. Eating, drinking, gum chewing or littering, and any safety hazards (i.e. extending body parts out the window, talking to the driver except for emergencies, tampering with any part of the bus, live animals, any object which would obstruct the driver's vision or presents a hazard).	Transportation Department	
<b>LEVEL II MISCONDUCT</b>		
1. Pushing/tripping or any chronic Level I violation.	Principal/Asst. Principal/ Designee automatic notification of parents.	<ul style="list-style-type: none"> <li>- Disciplinary response determined at Principal/Asst. Principal/ Designee discretion.</li> </ul>
2. Throwing objects inside or outside bus. ***MAY FALL UNDER LEVEL III- WILL BE DETERMINED CASE BY CASE BASIS*****	Principal/Asst. Principal/ Designee automatic notification of parents and/or law enforcement.	
3. Profanity and/or verbal abuse	Principal/Asst. Principal/ Designee automatic notification of parents and/or law enforcement.	
<b>LEVEL III MISCONDUCT</b>		
1. Possession of firearms, weapons and or look-alikes, fireworks, or other explosive materials and/or any chronic level II violation.	Principal/Asst. Principal/ Designee automatic notification of parents and or law enforcement	<ul style="list-style-type: none"> <li>- See " WEAPONS" -</li> <li>- Disciplinary response determined at principal/ assistant principal discretion.</li> <li>- For serious occurrences of Level III Misconduct, a student may be suspended from riding the school bus for the remainder of the school year.</li> </ul>
2. Vandalism	Principal/Asst. Principal/ Designee automatic notification of parents and/or law enforcement	
3. Use or possession of tobacco products, alcohol, or drugs.	Principal/Asst. Principal/ Designee automatic notification of parents and/or law enforcement	
4. Fighting	Principal/Asst. Principal/ Designee automatic notification of parents and/or law enforcement.	

## **SECTION VI: SPECIAL ISSUES**

### **Face Coverings**

No face coverings that depict pictures, language, statements or graphics that are obscene, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco or sex, whether blatant or implied are allowed.

Students and staff will wear face coverings according to established protocols. An exception requires approval of Superintendent/designee.

### **Viking Virtual Academy (VVA) 2022-2023 School Year for K-12 Grades**

The Rowan County Board of Education will offer a Viking Virtual Academy for the 2022-2023 school year. Perceptive students must complete an application to be considered for VVA. The Administrative Team in each school will approve or deny the request. All truancy laws shall be followed. Students will follow the same grade level Kentucky Academic Standards aligned curriculum, pacing and assessments as in-person students. Students who experience internet outage must submit documentation to teacher/attendance clerk to be considered an excused absence. See Section III: Attendance Policy and Important School Information Administrative Procedures for Truancy for more information.

### **Rowan County Sportsmanship Standard**

The Rowan County Sportsmanship Standard requires its officials and school staff to enforce sportsmanship rules for coaches, players, and spectators. We will not tolerate unsportsmanlike behavior between opposing coaches, players, spectators, or directed toward game officials. Unsportsmanlike behavior includes trash talking, taunting, baiting, and the use of abusive and/or obscene language. Spectators who violate this policy are subject to immediate ejection from the facility. School officials have been instructed not issue warnings.

### **Student Demonstration and Strikes**

The Rowan County Board of Education does not intend to discourage or prohibit the peaceful expression of opinions or ideas concerning the Rowan County Schools; however, it is required to provide proper school facilities and to maintain an appropriate program of instruction. Furthermore, it is required to bar any disruption of the schools, or interference, with their normal operation. Therefore, to ensure the orderly process of education and business affairs connected with the school and the safety of persons and property, the procedures below will be followed in case of any type of disruptive demonstration on school property or within school buildings.

1. The disruption shall be brought to the immediate attention of the superintendent, or designee, by the administrative head of the school. The superintendent shall have the authority to alert the police.
2. Students participating in a disruptive demonstration shall be directed by the principal, or his designee, to go to their regular classroom assignment. If feasible, the principal will arrange for a meeting between the administration and the individuals, or leaders, or the group to discuss the problem that has caused the disorder.
3. Nonstudent demonstrators and other unauthorized persons will be directed by the principal to leave the building.

4. If these steps fail to stop the demonstration, the superintendent, or designee, will ask the police to remove the demonstrators and any individual failing to comply with the request to leave the school grounds.
5. If necessary for safety, students and staff may be directed to leave the building and school property.
6. As soon as normal educational and business processes can be resumed, the superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the board.
7. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

### **WEAPONS PROHIBITED**

Weapons--Rowan County Board Policy 05:48. This policy applies to students, staff members, and visitors to the school.

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. 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 firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in [KRS 527.070](#).
- Law enforcement officials, including peace officers and police as provided in [KRS 527.070](#) and [KRS 527.020](#), are authorized to bring weapons onto school property in performance of their duties.

### **FEDERAL REQUIREMENTS REGARDING STUDENTS**

The penalty for students possessing a firearm at school or bringing a firearm other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

## **State Posting Requirement**

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

### **SCHOOL FACILITIES 05.48**

#### **STATE POSTING REQUIREMENTS (CONTINUED)**

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.<sup>1</sup>

The above criminal penalty shall not apply to those persons listed in [KRS 527.070](#) (3).

#### **STATE REPORTING REQUIREMENTS**

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 carrying, possession, or use of a deadly weapon 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.

For state reporting purposes, a deadly weapon shall be defined as:

1. A weapon of mass destruction;
2. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. Any knife;
4. Billy club, nightstick or club;
5. Blackjack or slapjack;
6. Nunchaku karate sticks;
7. Shuriken or death star; or
8. Artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

#### **ENFORCEMENT**

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policy.

#### **Harassment/Discrimination 09.42811**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, limitations due to pregnancy, childbirth, or related medical conditions, 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. Students who engage in harassment/discrimination of an employee or another student shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Students who feel they are the object of Harassment/Discrimination have the right to protection as described in School Board Policy 09.42811. Appropriate forms will be provide (09.42811 AP.2). **Please contact Julie Fannin, District Contact, 606- 784-8928**

### **Bullying**

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

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

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

*Cyberbullying* is using the internet, mobile phone, or other digital technologies to harm others.

An act of bullying may fit into more than one of these groups. Each reported incident will be recorded, investigated, and may be reported to law enforcement agencies. The administrator will determine the resolution.

### **Reporting of Code Violations 09.438 AP.1**

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

### **Retaliation Prohibited**

Employees and other students shall not retaliate against a student because s/he reports a bullying or other violation of the Code of Acceptable Behavior and Discipline, assists, participates in any investigation, proceedings, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

### **Alert Assessment**

The district has established procedures that may be utilized to assess threats of harm to self or others. See policy 09.22.

### **Human Resources**

\*Child Abuse and Neglect (C.A.N.) background—must be renewed every three years for substitutes (certified and classified), coaches, volunteers (volunteers is defined as anyone NOT employed by the Rowan County Board of education) for overnight stays, student teachers (placed in Rowan County Public Schools, and custodians, contracted services, etc.

New employees must submit a new/recent C.A.N. check before starting employment with the Rowan County Board of Education. **Please contact Nan Ramey, Human Resources, 606-784-8928.**

## **Special Education**

All Special Education students will follow the same student Code of Acceptable Behavior and Discipline and disciplinary responses as their peers unless determined otherwise by the Admissions and Release Committee.

### **FERPA-Notice of Rights under the Family Education Rights and Privacy Act (09.14)**

#### **2022-2023**

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or 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 45 days of the day the District receives a request for access.

Parents or student who has reached age 18 should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or student who has reached age 18 believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.

Parents or student who has reached age 18 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 student who has reached age 18, the District will notify the parent or student who has reached age 18 of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or student who has reached age 18 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.

The district may disclose records 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, medical, or law enforcement personnel). 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 or her tasks.

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

Upon request, the district shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

- (4) 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605

- (5) The Superintendent or the Superintendent's designee is authorized to release Board approved directory information.

Directory information is information contained in an educational record, which would not generally be considered harmful, or an invasion of privacy if disclosed. This information may be released without consent. This information shall include student names, addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing within 30 calendar days after the Annual FERPA Notice has been distributed. The written request must specifically state what information may not be classified as "Directory Information." The Rowan County School District keeps educational records in a secure location in each school and Board office.

The Rowan County School District obtains written consent from a parent or eligible student before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA. Information shall be released to Armed Forces recruiters and institutions of higher education upon their request without consent. For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parent when they are not needed to provide educational programs of services.

The Rowan County School District may destroy the educational records of a child without a parent's request **five** years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Rowan County School District may retain for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, class attended, grade level completed, and year completed.

Written Policies and Procedures have been developed which describe the district's requirements regarding the confidentiality of personally identifiable information. There are copies in the Principal's office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

**Carolyn Y. Blair, Director of Pupil Personnel**  
Rowan County Schools  
551 Viking Drive  
Morehead, KY 40351

The Rowan County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the district to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some manner or mode of communication, please contact:

**Julie Fannin, Director Special Education/Section 504 Coordinator**

Rowan County Schools  
551 Viking Drive  
Morehead, KY 40351

### **Child Find for Children with Disabilities in Need of Special Education or 504 Services**

#### **Child Find**

The Rowan County School District keeps educational records in a secure location in each school and Board office.

The Rowan County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Rowan County School District may destroy the educational records of a child without parent request 5 years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Rowan County School District may retain, for an indefinite period, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity that causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 160%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Rowan County School District has an ongoing "Child Find" system that is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of

Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are high mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "Child Find" system includes children with disabilities attending private or home schools within the school district boundaries that may need special education services.

The Rowan County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Rowan County School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Rowan County School District collects the information needed. The information the school district collects will be used to contact the parents of the child and find out if the child needs to be evaluated/referred for special education/504 services.

If you know a child who lives within the boundaries of the Rowan County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 606-784-8928 or send the information to: **Julie Fannin**, DSE & Section 504

If you know a child who attends a private/home school within the boundaries of the Rowan County School District, who may have a disability, and may need but is not receiving Special Education services, please call 606-784-8928 or send the information to: **Julie Fannin**, DSE & Section 504.

"Child Find" activities will continue throughout the school year. As part of these efforts, the Rowan County School District will use screening information, student records, and basic assessment information it collects on all children in the district to help locate those children who have a disability and need Special Education or 504 services. Any information the district collects through "Child Find" confidential.

Written Policies and Procedures have been developed which describe the district's requirements regarding the confidentiality of personally identifiable information and "Child Find" activities. There are copies in the Principal's office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting: **Carolyn Y. Blair**, Director of Pupil Personnel, (606) 784-8928

The Rowan County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the district to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Director of Pupil Personnel, the Director of Special Education or the Section 504 Coordinator at the address or phone number listed above for the Rowan County Schools.

**The Protection of Pupil Rights Amendment (PPRA)**

**The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. Please contact Ms. Carol Blair, Director of Pupil Personnel, at 784-8928 for more information. See 09.14 A.P. 122 STUDENTS 09.14 AP.122**

**PPRA Forms**

**OPT-OUT FOR SPECIFIC ACTIVITIES**

(For activities *not funded* in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district’s “Notification of Protection of Pupil Rights Amendment” (PPRA) procedure 09.14 AP.112.

On \_\_\_\_\_ at \_\_\_\_\_ of \_\_\_\_\_  
*Date Name School/Site*

there will be a protected information survey conducted. This activity consists of:

*Description:*

\_\_\_\_\_

If you do **not** want your child(ren) to participate, please sign below and return the form to your Principal/designee \_\_\_\_\_

**OPTIONAL:** You may also opt out of the activity by calling or e-mailing your Principal/designee no later than Five 5 days before activity or as directed. \_\_\_\_\_.

If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity.

If, you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before survey is administered to a student.

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)	SCHOOL	GRADE

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

**STUDENTS 09.14 AP.122  
(Continued)**

**PPRA Forms**

**CONSENT FOR SPECIFIC ACTIVITIES**

(For activities ***funded*** in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA) procedure 09.14 AP.112.

On \_\_\_\_\_ at \_\_\_\_\_  
*Date Name of School/Site*  
there will be a survey, analysis, or evaluation, and your consent is required so that your child(ren) may participate. This activity consists of:

*Description:* \_\_\_\_\_  
\_\_\_\_\_

Please sign below in the event you consent to your child(ren)'s participation and return this form to your \_\_\_\_\_  
Principal/designee by \_\_\_\_\_  
*Five (5) days before activity or as directed*

If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

-----  
As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

Review/Revised:7/19/2005

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

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

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

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

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

Application to Walk

(Elem/Middle School/High School)

Acceptable purposes for walking are riding home with parent who works at facility, participating in athletics (this must be specific and students must be on activity roster), participating in other extra or co-curricular activities/events (this must be specific and students must be on activity roster), walking home, and/or request by parent.

For safety purposes, students should not walk along any main roads including Viking Drive. Students shall use sidewalks/crosswalks as much as possible. Students shall not 'cut through' the Vocational/Technical School (this applies to campuses on Viking Drive).

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

I give permission for \_\_\_\_\_

to walk to/from:

BDA Middle	_____	BDA High	_____
CES	_____	MES	_____
RCMS	_____	RCSHS	_____
RES	_____	THE	_____

Purpose \_\_\_\_\_

\_\_\_\_\_.

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

## School Nursing Services

To receive health services the following must occur:

- ALL students must complete “Health Unit Consent” form each school year.
- Health Unit Consent form must be on file in the nurses office for the current school year.

\*\* If NO form is on file, nursing staff will not be able to provide services nor send students home with a nurse’s excuse.\*\*

\*\*Nursing staff DO NOT need permission from parents/guardians to provide any emergency treatment to students.\*\* **Renee Smith, Director Nursing/ District Health Services, 606-784-8928**

## Lice/Nits

School personnel shall actively pursue the prevention and control of head lice in the district’s schools by developing a consistent screening and follow-up program for all students in the attempt to establish and maintain a Lice Free Policy.

Principals and school personnel shall adhere to the following guidelines:

1. When students are observed/reported to have head lice (bugs) anytime during the school year:
  - a. Students with an active case of head lice (live bugs) their parents will be notified and arrangement made to transport the student home.
  - b. Students are not transported home with nits-they are to remain at school.
  - c. Parents of students in that class MAY be notified at the PRINCIPAL’S discretion.
2. Nurse/staff shall offer parents:
  - a. Visual evidence of lice in student’s hair.
  - b. Written/verbal information only on possible inspection, treatment and removal of lice/nits from hair and household treatment.
3. Students may return to school when the following steps have been completed:
  - a. One application of lice treatment has been applied to the student’s hair – may be the same day and should not be later than the next day.
  - b. He/she brings a note signed by parent indicating treatment had been made and household treatment suggestions had been met.
  - c. He/she returns to school after treatment and has a thorough head check before the end of the day by nurse/staff.
  - d. If lice (live bugs) are found again, parents will be notified and the student will be transported home
  - e. Student will be excused the day they are transported home and the next day if school is in session. If sent home on Friday/day before break, the student will be expected to return the next day school is in session. Any succeeding days will be determined unexcused.
4. The nurse/staff/Principal may:
  - a. Establish education/information programs on lice (live bugs) control methods.
  - b. Provide information on lice (live bugs) control and prevention.
  - c. Maintain Lice (live bugs) Protocol on each case of reported infestations
  - d. Make decisions relating to transporting a student home, making referrals and/or reinstating a student.
  - e. In cases of recurrent infestations, Rowan County School personnel may make a home visit or a referral made to DCBS.

## **Bed Bugs**

School personnel shall actively pursue the prevention and control of bed bugs in the district's schools by developing a consistent screening and follow-up program for all students in the attempt to establish and maintain a Bed Bug Free Policy.

Principals and school personnel shall adhere to the following guidelines:

1. When students are observed/reported to have evidence of bed bugs or bites anytime during the school year:
  - a) Student referred to school nurse/staff for verification of bugs and checked for bite marks.
  - b) Students with an active case of bed bugs, their parents notified and arrangements made to transport the student home. Parents of other students in class may be notified at the PRINCIPAL'S discretion.
2. Nurse/staff shall offer parents:
  - a) Visual evidence of bed bugs or bite marks on skin.
  - b) Written/verbal information on possible inspection, treatment, and removal of bugs.
3. Student may return to school after completion the following:
  - a) Student brings note signed by parent indicating treatment and removal bugs have occurred.
  - b) Student belongings (backpack, duffel bag, etc.) checked/cleared by nurse/staff.
  - c) If bed bugs are still present, parents notified and student transported home.
  - d) Student will be excused the day incident occurs and the next day if school is in session. If occurred on Friday or day before break, the student will be expected to return the next day school is in session. Any succeeding days will be unexcused.
4. The nurse/staff/Principal may:
  - a) Establish education/information programs on bed bug control methods.
  - b) Provide information on bed bug control and prevention.
  - c) Maintain Bed Bug Protocol on each case of reported infestations
  - d) Make decisions related to transporting a student, referrals, and returning to school.
  - e) In reoccurring infestations, a home visit and/or referral to DCBS may occur.

## **Student Enrollment and Homeless/Immigration Status**

### **McKinney-Vento Homeless Education (Policy 09.12 AP.1)**

#### **IMMIGRANT STATUS**

The Principal/designee shall notify school staff that a student's right to enrollment does not depend on his/her or the parent/guardian's immigration status.

School personnel should not engage in any practice that would inhibit or discourage an unauthorized alien student or any other student from attending.

#### **HOMELESS STUDENTS AND UNACCOMPANIED YOUTH**

The term "homeless" shall refer to children and youths who lack a fixed, regular and adequate nighttime residence and includes those that are:

1. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Residing in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or
7. Migratory children who are living in the previously described circumstances.

#### **GUIDELINES FOR ENROLLMENT**

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. Types of reliable proof of a student's identity and age may include, but are not be limited to:
  - Passport
  - Military identification or immigration card
  - Baptismal certificate
  - Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student's birth
  - Any religious record authorized by a religious official
  - Recording of the student's name and birth in a family Bible or other religious text
  - Notarized statement from the parents or another relative or guardian as to the date of the student's birth
  - Prior school record indicating the date of the student's birth
  - Driver's license or learner's permit

- Adoption record
  - Affidavit of identity and age
  - Any government document or court record reflecting the date of the student's birth
  - Oral proof when the native language of a parent or guardian is not a written language.
3. A student's exact date of birth (month, day and year) is not required for initial enrollment.
  4. When a student is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs and street outreach programs may offer proof of age and identity of a student for initial enrollment purposes.
  5. The District Homeless Student Liaison shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain essential records that are not in existence and immediately place the student in appropriate programs.
  6. To the extent possible, the District Homeless Student Liaison shall attempt to provide required notices to non-English speaking parents via written language understandable to the public and in the native language or other mode of communication of the parent with documentation of the attempt. If the native language of the parent is not a written language, the Liaison should take steps to ensure that the notice is translated orally or by other means, so that the parent understands the content of the notice and that there is written evidence of the translation to the extent possible with documentation of the attempt.

**Rhonda Banks, Homeless Coordinator 606-784-8928**

#### **CHILDREN IN FOSTER CARE**

Students in foster care shall have equal access to all educational programs and services, including transportation, which all other students enjoy.

Foster children will enrolled immediately in a new school. The District shall collaborate with the Cabinet to ensure immediate and appropriate enrollment of the child and immediately contact the student's previous school for relevant records. The previous school shall provide the new school records maintained within the student information system by the Kentucky Department of Education within three (3) working days of receipt of a request. Remaining records shall be provided within ten (10) working days of request.

Foster Care Liaison will work to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the Cabinet notifies the District for Health and Family Services in writing that the Cabinet has designated its Foster Care Liaison for the District.

When possible, a child exiting the foster care program during the school year shall be allowed to complete the school year in the school of origin. **Julie Fannin, Foster Care Liaison, 606- 784-8928**

## **Migrant**

The Migrant Education Program (MEP) is authorized by Title 1, Part C of the Elementary and Secondary Education Act (ESEA). The **Eastern Kentucky Regional MEP** (606-547-1414) provides a variety of educational services to families who work in agriculture, regardless of their nationality or legal status. This program is free of charge to all eligible families and may include tutoring, free lunch eligibility, educational field trips, summer programs, parent involvement activities, emergency needs and referrals to other services as needed. There are two main guiding questions and they are as follows:

“In the past three years, has your family lived in another Kentucky school district, another state, and/or another country?”

“ In the past three years, has anyone in your household had a job working with livestock (cattle, pigs, sheep, dairy, etc), eggs, chickens, crops (wheat, corn, soybeans, etc), vegetables, processing (meant, fruit, vegetables, trees, etc), tobacco, fruits, hay, nurse, sod, greenhouse, trees, timber, plants, flowers, or soil preparation?”

**Rhonda Banks, Migrant Coordinator, 606-784-8928**

## **Positive Behavioral Interventions and Supports (PBIS)**

According to regulation 704 KAR 7:160, all school personnel are required to participate in Positive Behavioral Interventions and Supports (PBIS) training annually. PBIS is a school-wide systematic approach to embed evidence-based practices and data-driven decision-making. Personnel will be trained to use an array of strategies to address behavior that is dangerous or inappropriate, or otherwise impedes the learning of the students. The training shall include proper use of positive reinforcement to increase appropriate student behaviors.

**Tamela Buttry, PBIS Coordinator, 606-784-8928**

## **Religious Liberty**

The supreme court of the United States has ruled that the establishment clause of the first amendment to the United States constitution requires that public schools neither advanced nor inhibit religion. Rowan County School District will remain neutral in matters of faith and should treat religion with fairness and respect.

## Visitors to the Schools (10.5)

### Visitors to the Schools

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office upon entering the school and identify themselves, as well as declare their purposes for visiting.

#### APPLICATION

Foster parents, court appointed guardians, individuals with legal custody of a student, and others who fill the role of a parent in the absence of a biological parent are all considered equivalent to biological parents under this policy, and have equivalent rights regarding visiting a classroom or joining a student for lunch or special events. Employees of the Cabinet for Health and Family Services or other law enforcement agencies who are investigating reports of abuse, neglect, or dependency shall be given access to students consistent with the employee's investigative duties, after identifying themselves, providing proof of their affiliation with an appropriate agency, and stating the purpose of their visit.

Except in the case of an investigation of abuse, neglect, or dependency, child welfare agency employees, foster care agency employees, social workers, case managers, and others who have legal duties pertaining to students who are in foster care or who are otherwise wards of the state, are not permitted unfettered access to students during the school day, and must arrange their visits consistent with this policy and its implementing administrative procedures so as to cause as little disruption to the school day as possible to the student in whom they have a legal interest, and in a manner which does not interfere with the student's instructional day.

Meetings with a student's teacher(s) should be arranged by these agency employees in the same manner as parents seeking parent-teacher conferences, in order to minimize interference with teachers' instructional and supervisory duties to all students.

#### REGISTRANTS

No registrant, as defined in [KRS 17.500](#), nor any person residing outside of Kentucky who would be required to register under [KRS 17.510](#) if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under [KRS 17.510](#) as a registrant or sex offender from another state and all registrant information as required in [KRS 17.500](#).

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in [KRS 600.020](#), who has committed:
  - a. A sex crime; or
  - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under [KRS 17.510](#); or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to [KRS 533.250](#), until the diversionary period is successfully completed.

## Visitors to the Schools

### **REGISTRANTS (CONTINUED)**

A registrant, who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

### **CONDUCT/PROHIBITION ON RECORDING**

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

## **Visitors to the Schools**

### **CONDUCT/PROHIBITION ON RECORDING (CONTINUED)**

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

### **PETS/OTHER ANIMALS**

With the exception of service/assistance animals required by an individual, visitors to the schools shall not bring pets or other live animals into school buildings unless the Principal has granted prior permission to do so.

### **USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED**

The use of any tobacco product, alternative nicotine product, or vapor product, as defined in [KRS 438.305](#), is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and in the presence of a student or students.<sup>1</sup>

Adequate notice shall be provided to students, parents and guardians, school employees, and the public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Persons in violation of this policy, in addition to fines that may be imposed by law<sup>2</sup>, are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.<sup>3</sup>

### **ACCOMMODATION**

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

## Visitors to the Schools

### **WEBSITE ACCESSIBILITY**

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

### **REFERENCES:**

<sup>1</sup>[KRS 438.345](#)

<sup>2</sup>[KRS 438.050](#)

<sup>3</sup>[KRS 511.070](#); [KRS 511.080](#); [OAG 90-11](#)

[KRS 17.545](#); [KRS 17.500](#); [KRS 17.510](#)

[KRS 160.380](#); [KRS 211.394](#), [KRS 211.395](#); [KRS 438.305](#)

[KRS 600.020](#); [KRS 620.146](#)

[OAG 91-137](#)

P. L. 114-95, (Every Student Succeeds Act of 2015)

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 et seq., Americans with Disabilities Act

### **RELATED POLICIES:**

01.1

03.113; 03.1327; 03.162; 03.212; 03.2327; 03.262; 05.3; 05.31; 06.221

09.1231; 09.227; 09.3211; 09.4232; 09.426; 09.42811

10.2

Adopted/Amended: 8/20/2019

## **Visitors to the Schools (10.5 AP.1)**

### **Visitors to the Schools**

#### **REPORT TO FRONT OFFICE**

Each School Council, or Principal at a school without a school council, shall require all visitors to the school to report to the front office of the building, provide valid identification, and state the purpose of the visit. The school shall provide a visitor's badge to be visibly displayed on a visitor's outer garment.

#### **CLASSROOM VISITATION**

Requests that would involve classroom observation (other than as a volunteer) by parents, educators, or other citizens with legitimate educational interests pertaining to the District's public school program or concerning a specific student shall be made in writing to the Principal with reasonable notification of not less than forty-eight (48) hours absent good cause shown. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits will be considered as to whether multiple visits interfere with the scheduled instructional program in the classroom or otherwise interrupt the educational process.

#### **LUNCH WITH FAMILY MEMBER**

Parents and guardians or other individuals approved in writing by a parent or guardian (such as grandparents or others) as approved by the Principal/designee may request to have lunch with their student. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

#### **SPECIAL INVITATION**

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

#### **OBSERVATION BY OUTSIDE AGENCIES**

These procedures are established for the purposes of observation only.

NOTE: Unless an outside provider has been sought out and/or contracted for a needed service by the District, no services (examples: therapy, counseling) shall be provided to a student during the school day within a District school by any outside public or private service provider.

The following information/documentation is required by the District before a private or public, outside therapist/service provider can observe its student/client within a District facility, with no direct interaction beyond a simple greeting with any student. Information/documentation must be sent in writing to the Director of Special Education (regarding special education students) or to the Director of Pupil Personnel (DPP) (regarding regular education students) not less than three (3) school days prior to the observation:

- A copy of credentials in the form of certification/license including information as to whether or not they have been cleared following a Federal or State criminal background check and cleared

a child abuse and neglect check by the Cabinet for Health and Family Services, for the purpose of the observation; and

### **Visitors to the Schools**

#### **OBSERVATION BY OUTSIDE AGENCIES (CONTINUED)**

- A signed release (form can be requested from the school) by the parent/guardian noting that the therapist/outside service provider has been given permission to observe their child during the school day.

Once this information is received, the therapist/service provider may be allowed to come and observe the identified student as follows:

- At a time/day designated and assigned by the Principal/designee (to cause as little disruption to the class or school/learning environment as possible);
- The therapist/service provider is to observe only during these designated times, in an education setting (or activity such as lunch or social gathering) with as minimal disruption of the educational process in these settings as can be facilitated;
- At any time the school or District needs to cancel an appointment or not allow an outside agency/therapist/service provider to return to the school setting, the outside agency will be notified;
- All outside therapists/service providers will be restricted to specified locations on school property and not permitted open access to a school facility or grounds;
- Outside therapists/service providers are not permitted to be alone with any child on District property, including their student/client, provided, however, if it has been determined by District personnel and approved by the Principal/designee a student would benefit from receiving services during the school day, an outside therapist/service provider may meet with a student in a reasonable manner appropriate to the situational needs of a student for a period not exceeding twenty (20) minutes;
- Due to privacy concerns, recording devices such as, but not limited to, cell phones, smartphones, tablets, and cameras, are not to be used to create video or audio recordings or to take pictures except with the prior permission of the Principal/designee and the parent/legal guardian of only the specified student who is the subject of the recording/picture;
- Observation notes by therapists/service providers cannot include identifying information concerning any student other than their designated student/client; and
- Any failure by a therapist/service provider to respect the privacy and confidentiality of other students, or any act by a therapist/service provider which violates this procedure, will result in a loss of future visitation privileges for that therapist/service provider/agency.

Review/Revised:8/20/2019



**EMPLOYEE REPORTS OF CRIMINAL ACTIVITY (09.2211 & 09.2211 AP.21)**

Employees are required to make reports by state law related to safety pertaining to assault, sexual offense, kidnapping, assault involving use of weapon, possession firearm, controlled substance, damage to property and all others identified under KRS 158.154, KRS 158.155, KRS 158.156, KRS 209A.100, KRS 209A.110, and KRS 620.030. An administrator, teacher, or other employee shall promptly make a report to local police by telephone or otherwise. Upon request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to law enforcement.

**WEBSITE ACCESSIBILITY COMPLAINT AND GRIEVANCE FORM (10.5 AP 24)**

**Website Accessibility Complaint and Grievance Form**

**DATE OF COMPLAINT/GRIEVANCE:** \_\_\_\_\_  
**COMPLAINANT NAME:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**WEBSITE ADDRESS (OR LOCATION) OF ACCESSIBILITY PROBLEM:** \_\_\_\_\_

**DESCRIPTION OF THE PROBLEM ENCOUNTERED:** \_\_\_\_\_

**SOLUTION DESIRED:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Thank you for bringing this matter to the District’s attention. You may be contacted if more information is needed to process your complaint/grievance. The investigation process is typically completed within fifteen (15) working days from the date it was received.

The complaint or grievance will be investigated by the Superintendent/designee. The complainant shall be contacted no later than five (5) working days following the date the District receives the information.

The procedures to be followed are:

- An investigation of the complaint shall be completed within fifteen (15) working days. Extension of the time line may only be approved by the Superintendent.
- The investigator shall prepare a written report of the findings and conclusions within five (5) working days of the completion of the investigation.
- The investigator shall contact the complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.

A record of each complaint and grievance shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

THE OFFICE OF CIVIL RIGHTS REQUIRES DISTRICTS TO HAVE A COMPLAINT PROCESS REGARDING WEBSITE ACCESSIBILITY.

## **SCHOOL AND COMMUNITY NUTRITION PROGRAM 07.1 AP. 1**

The Board shall provide a District-wide school nutrition program in compliance with applicable state and federal statutes and regulations. It is the intent of the Board that school nutrition services be a self-supporting program.

### **MEALS**

**LUNCHROOMS SHALL SERVE MEALS THAT MEET OR EXCEED THE REQUIREMENTS SPECIFIED BY STATE AND FEDERAL REGULATIONS.**

The Rowan County School District participates in the Community Eligibility Provision (CEP) through the National School Lunch Program. All children in the school system shall receive a breakfast and lunch at no charge.

### **NO MEAL CHARGES**

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices. Rowan County Schools are currently operating under the Community Eligibility Program, which offers free breakfast and lunch to all students. Therefore, charges are not allowed. Parents/guardians may deposit funds into their child's account to allow for purchase of a la carte items.

The written meal charge policy shall be distributed to all school level staff including school nutrition employees involved in policy enforcement.

The Superintendent/ designee shall initiate the established collection process for students that have accumulated prior meal charges to include notification of parents and appropriate follow-up. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent and may be directed to the Board Attorney.

Food Service funds may be used to collect delinquent meal charges.

Students shall not be permitted to charge a la carte items, nor shall adults be permitted to charge meals or a la carte items.

### **FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR**

The District (or food service area to which the District belongs) shall appoint/select a Food Service/School Nutrition Program Director to oversee and manage the school nutrition service program. All Food Service/School Nutrition Program Directors shall meet minimum educational requirements and annual training requirements in accordance with federal and state law.

### **ANNUAL REPORT/PUBLIC FORUM**

Immediately following the release of the annual school nutrition report, the Board shall discuss the findings and seek public comment during a publicly advertised Board meeting.

By January 31 of each year, the Board shall hold an advertised public forum to present a plan to improve school nutrition in the District.

The District shall compile a summary of findings and recommendations and submit the summary to the Kentucky Board of Education.

## **DISCRIMINATION COMPLAINTS**

The District does not discriminate on the basis of race, limitations due to pregnancy, childbirth, or related medical conditions, color, national origin, sex, age, or disability in its school nutrition program.

Anyone wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

District personnel shall assist parents/guardians and students wishing to file a complaint.

## **SPECIAL DIETARY NEEDS**

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

[All parents shall be provided notice of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability, at the beginning of each school year or upon enrollment in the District for students transferring in mid-year.](#) All parents will receive a health form to be filled out each year which gives the opportunity to report any special dietary needs. This form will be passed on, once approved, to the school nutrition manager.

**Glen Teager, Food Service/School Nutrition Program Director, 606-784-8928**

**Jessica Kiser, Food Service/School Nutrition Asst. Program Director, 606-784-8928**

## **SAFETY PLAN/SAFE SCHOOLS**

Primary concern for the Rowan County School District is to ensure the safety and security of our students while they are in our schools. It is our goal to ensure the safety of our children and to give the best possible care. The administration, faculty and staff members attend many safety and security trainings and conduct numerous drills throughout the year.

Per KRS 158.162, each school is required to conduct the following:

- Fire drills—two first month of school and one per month each following month
- Earthquake drills—one start of school year and one in January
- Severe Weather Safe Area drills—one start of school year and one in January
- Lockdown drills—one start of school year and one in January
- Hostage drill—one start of school year

Schools have an array of following safety procedures in place. We work closely with local law enforcement and emergency response agencies. In the event a school calls a lockdown, please do not attempt to enter the school or the school grounds. This action could put you and your child in more danger. Please follow any and all directions given in both phone messages and by school personnel/law enforcement. You will be given as much information as possible, without negatively affecting any policy investigation. Information about a situation will be released once the safety of the students has been established. For more information, please see policy 10.5 (Visitor's)

**Carol Blair, Safe School Director, 606-784-8928**

## **NOTIFICATION of RIGHTS to REQUEST TEACHER QUALIFICATIONS**

The educators in Rowan County are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with 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 baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact Rhonda Banks, by phone at (606) 784-8928 or by email at [Rhonda.banks@rowan.kyschools.us](mailto:Rhonda.banks@rowan.kyschools.us). Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

**ESSA Assessment Notification for Testing Transparency**  
**Rowan County Schools Board Policy 08.222**  
**2022-2023**

2022-2023  
ESSA Assessment Notification for Testing Transparency  
Rowan County Schools Board Policy 08.222

Since Rowan County Schools receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information addressing any State or District policy regarding student participation in any assessments mandated by ESSA, by the State or District. If you would like to request this information, please contact Tamela Buttry, District Assessment Coordinator by phone at 606-784-8928 or by e-mail at [tamela.buttry@rowan.kyschools.us](mailto:tamela.buttry@rowan.kyschools.us).

ASSESSMENT	SUBJECT AREA	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	14 <sup>th</sup>
ACCESS for English Learners (EL students)	Language Proficiency	X	X	X	X	X	X	X	X	X	X	X	X	X	
ACT	College Admissions Exam													X	
Attainment Tasks (AT)	The Attainment Tasks are designed to provide an alternate assessment to the Kentucky Summative Assessment. <u>The attainment task approach:</u> <ul style="list-style-type: none"> <li>provides evidence of understanding, skills and concepts related to the specified grade level content standards,</li> <li>begins with an authentic task that requires understanding of skills and concepts necessary for real world problems, genuine purposes and audiences and is fully scripted for the test administrator to follow,</li> <li>requires the student to answer questions needed to complete a task, working step by step as directed by the teacher or test administrator, and</li> <li>allows the teacher to score the student responses.</li> </ul>														
Part one of the Alternate Kentucky Summative Assessment (AKSA)	Reading				X	X	X	X	X	X		X			
	Math				X	X	X	X	X	X		X			
	Science					X			X				X		
	Social Studies						X			X			X		
	Writing						X			X			X		

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2022-2023  
ESSA Assessment Notification for Testing Transparency  
Rowan County Schools Board Policy 08.222

ASSESSMENT	SUBJECT AREA	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	14 <sup>th</sup>
Brigance Kindergarten Entry Screener	Academic/Cognitive, Language, Development, Physical Development, Self-Help and Social-Emotional Development	X													
Career and Technical Education End-of-Program (CTE EOP) Assessment	State developed assessments based upon clear and concise standards identified by Kentucky employers, aligned with CTE career pathways and associated with statewide articulation agreements with postsecondary partners.													X	
End of Course (EOC)	EOC exams are for students participating in the early graduation pathway. Exams are available for Algebra II, Biology, English II, and U.S. History										X	X	X	X	

## **SECTION VII: Rights and Responsibilities**

### **INTRODUCTION:**

The behavior of students attending our schools shall reflect standards of good citizenship demanded by members of a democratic society. It is the parents' obligation, by teaching and by example, to develop in the student positive behavior habits as well as proper attitudes toward the school. Appropriate behaviors while attending school is, therefore, the joint responsibility of parents and students. Consequently, to insure student success, parents should check at regular intervals with school officials concerning their child's school conduct. The school expects that parents will work with the standards of acceptable conduct.

It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measures of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior. Furthermore, there shall be communication among administrators and faculties within each level of education toward the goal of a more consistent discipline policy.

Administrators and staff will assure that appropriate interventions are planned to address a student who exhibits a pattern of misbehavior. Intervention teams will address/develop a behavior plan for the student and possible involvement of outside agencies if necessary.

All students in the public schools shall be expected to follow the rules and regulations of the Rowan County Board of Education and school administration. Students are expected, therefore, to obey the Code of Acceptable Behavior and Discipline from the time they leave home in the morning until they return home in the afternoon. *This includes students who walk to and from school as well as those who ride the school bus. All school-sponsored activities (athletic events/activities, club meetings, dances, field trips, etc.) are included as a part of the Code of Acceptable Behavior and Discipline.*

Students shall be required to observe the customary rules of courtesy and politeness which contribute to acceptable order as established by the acceptable standards of the school and community. The school principals shall be authorized to use their judgment in regard to what is to be interpreted as contributing to be acceptable order.

The following sections list the specific rights and responsibilities of the members of the Rowan County School community which includes students, parents, teachers, and administrators.

### **Student Rights**

Students have the right to:

- A school system that plans for and meets the needs of individual students;
- Freedom of speech and expression including, but not limited to, appearance, assembly, association, and circulation of petitions and literature (KRS 160.295);
- A written notification of school rules and regulations;
- Participation in decision making procedures affecting students;
- "Due process" in regard to major disciplinary action (KRS 160.295);
- Protection of person and property to the fullest extent possible by the school;

- Participation in all school programs and activities within the limits of individual capabilities and established standards without regard to race, creed, or sex;
- Confidentiality of personal school records;
- Academic grades based only on academic performance;
- Freedom from abuse and threat by members of school faculty and administrative personnel (KRS 160.295).

### **Student Responsibilities**

Students have the responsibility to:

#### **Attend school regularly;**

- Be accountable for their own conduct;
- Show consideration for the rights and property of others;
- Refrain from obscene or damaging words or actions which might significantly disrupt the work of the school;
- Obey the rules and use established procedures for an explanation of those rules;
- Make suggestions in a positive, reasonable manner following established procedures, taking into careful consideration the welfare of all;
- Exercise courtesy and reason at all times;
- Accept just punishment;
- Avoid unreasonable appeals;
- Refrain from making false accusations for petty or vicious reasons;
- Refrain from acts or actions which would endanger self or others, including school property (School Board Policies 5.48, 9.425);
- Make the best possible contribution within their individual abilities to the activities of the school;
- Follow established procedures in requesting release of personal records to persons not legally entitled to such records without proper consent;
- **Complete all academic work assigned;**
- Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

### **Parent Rights**

Parents and guardians have the right to:

- Send their student to school with a positive education climate;
- Expect all disruptive behavior to be dealt with fairly, firmly, and quickly;
- Expect their school to maintain high academic and accreditation standards;
- Review the student's academic progress in compliance with board policy 09.14;
- Address grievances to proper school authorities concerning their student and to receive a prompt reply regarding the specific grievances;
- Provide input in the formation of school policies;
- Request, and receive in a timely manner, information regarding the professional qualifications of a student's classroom teachers and teacher assistants.

## **Parent Responsibilities**

Parents and guardians have the responsibility to:

- Instill in their child the value of an education and sense of responsibility;
- See that their child attends school regularly and promptly;
- Instill in their child a sense of respect for self, peers, faculty, staff, and school;
- Understand that unnecessary interruptions in the school are detrimental to the educational program for all students;
- Become familiar with the educational policies of the Rowan County Board of Education and the rules and regulations of the schools;
- Aid their child in understanding the disciplinary procedures of the schools;
- Check with the proper school officials regarding the facts of any situation that they might question (see grievance procedure);
- Support the efforts of the school;
- Inform school officials of concerns pertaining to disciplinary procedures;
- Instill in their children the need for proper and appropriate student attire and hygiene;
- Periodically check with school officials concerning their children's behavior as well as academic progress and be involved in planning for their children's needs.

## **Teacher Rights**

Teachers have the right to:

- Work in a positive educational environment with a minimum of disruption;
- Expect the support of students, co-workers, administrators, parents, and the community;
- Expect all assignments, including homework, to be completed as assigned and turned in on time;
- Remove any student from class whose behavior significantly disrupts a positive learning environment;
- Freedom from verbal abuse and safety from physical harm;
- Provide input in the formulation of school policies;
- Proceed as necessary in emergencies to protect persons or property.

## **Teacher Responsibilities**

Teachers have the responsibility to:

- Present the educational materials and experiences appropriate to their course or grade level;
- Inform students and parents/guardians of classroom rules, achievement, progress, and/or problems;
- Aid in planning a flexible curriculum which meets the needs of all students;
- Administer such disciplinary measures as outlined in this Code of Acceptable Behavior and Discipline in order to maintain a positive learning environment;
- Evaluate students' assignments and return them as soon as possible;
- Exhibit exemplary behavior in terms of dress, actions, and speech;
- Reward and encourage superior student work and/or classroom behavior;
- Maintain a classroom atmosphere conducive to good behavior;
- Exhibit an attitude of respect for students;
- Address and plan interventions for students who are failing and presenting behavior difficulties.

### **Administrator Rights**

Principals and designated administrators have the right to:

- \* Receive the support and respect of students, parents, and teachers in carrying out the educational programs and policies established by the school system;
- Provide input for the establishment of procedures and regulations that relate to the school;
- Expect safety from physical harm and verbal abuse;
- Take necessary action in emergencies to protect their own person or property or the persons or property of those in their care;
- Follow due process when suspending any student whose behavior violates the discipline code;

### **Administrator Responsibilities**

Principals or designated administrators have the responsibility to:

- Create and encourage an atmosphere of mutual respect and consideration among pupils, staff members, and the community at large;
- Administer corrective responses fairly and equally following the guidelines set forth herein;
- Exhibit exemplary behavior in action, dress, and speech;
- Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulation, procedures, or laws of the district, state, and nation;
- Evaluate the effectiveness of the discipline policies at their individual schools and initiate alternative possibilities.

### **Abuse of a Teacher (KRS 161.190)**

Abuse of a teacher is prohibited and shall be enforced. KRS 161.190: It shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such a person knows or should have known 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.

- Incidents will be dealt with on a case-by-case basis
- ISS, suspension, alternative placement, expulsion, and/or notification of law enforcement officials

### **Professional Code of Ethics**

#### **Job Responsibilities**

Every employee is assigned an immediate supervisor. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.132/03.232**

All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate with investigations conducted by the District as authorized by policy or applicable law. **03.133/03.233**

**Certified Employees:** All teachers in the District shall review records of assigned students to determine whether an IEP or 504 plan is in place.

## **Confidentiality**

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual.

### ***Access to be Limited***

Employees may only access student record information in which they have a legitimate educational interest. **09.14/09.43**

The Superintendent shall determine which employees are to have access to medical information. This determination shall be made on a need-to-know basis. **03.111/03.211**

## **Hours of Duty**

All employees are expected to be prompt in attendance and maintain working hours in keeping with the schedule established in compliance with Board policy. Employees are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor.

## **Employee Conduct**

### **Absenteeism/Tardiness/Substitutes**

Employees are expected to notify their immediate supervisor when they must be tardy or absent. Staff in positions requiring substitutes must inform their immediate supervisor as soon as possible.

## **Health, Safety and Security**

It is the intent of the Board to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor. In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

## **Use of Personal Cell Phones/Telecommunication Devices**

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policies **03.13214/03.23214**.

## **Copyrighted Materials**

In keeping with Board policy and administrative procedure, employees must utilize copyrighted materials only for educational purposes and within the generally accepted uses delineated by applicable law.

**08.2321**

## **Acceptable Use of Technology**

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by Board policy and related procedures, which apply to all parties who use District technology. Electronic media encompasses access to information through computer-based

means. This may include local area networks, wide area networks, the Internet, electronic mail (e-mail), commercial online services, or private or government funded online services. Faculty and staff of schools and district personnel may only access the system if they have signed 08.2323 AP.21/District Acceptable Use Agreement Form, which will be kept on file. Violations of the Board's acceptable use policy or procedures or refusal to sign the required acceptable use documents may result in loss of access to school or District online communications. Additional penalties may be imposed against staff, including possible termination of employment. Employees should not expect files stored on District servers or through District provided or sponsored technology services, to be private. Although employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities, such use shall be in keeping with requirements of Board policy and related procedures.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk. **08.2323**

### **Child Abuse**

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is a dependent, abused or neglected child **shall immediately make a report** to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030. After making the report, the employee **shall notify the Principal** of the suspected abuse, who then **shall also promptly make a report to the proper authorities for investigation**. If the Principal is suspected of child abuse, the employee **shall notify the Superintendent/designee** who shall also promptly report to the proper authorities for investigation.

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter (**09.227**). Any employee who fails to report suspected abuse of a student shall be subject to disciplinary action, including termination. This requirement does not alter or amend the reporting requirements of KRS 620.030 of any person to report abused children to the appropriate law enforcement agency.

### **Harassment/Discrimination**

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national origin, age, limitations due to pregnancy, childbirth, or related medical conditions, religion, sex, genetic information or disability of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

Employees who engage in harassment/discrimination of another employee or a student based on any of the areas mentions above shall be subject to disciplinary action including but not limited to termination of employment (03.162/03.262).

## **Use of Physical Restraint and Seclusion**

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 007:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers (09.212). Physical Restraint means a personal restriction that immobilized or reduces the ability of a student to move the student's torso, arms, legs, or head freely. Seclusion means the involuntary confinement of a student alone in a room or area from which the student is prevent from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

## **Assault and Threats of Violence-Notice of Penalties and Provisions**

New Section of KRS 158 requires written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and person's lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for the second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

## **KRS 508.078 (Terroristic Threatening, Second Degree)**

1. A person is guilty of terroristic threatening in the second degree when other than provided in KRS 508.075 he or she intentionally:
  - a. With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work, or attendance at school or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
  - b. Makes false statements by any means, including by electronic communication, for the purpose of
    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 communicate, if known.
4. Terroristic threatening in the second degree is a Class D felony. (09.425 AP 22)

### **Civility (Policy 10.21)**

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs. Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

- Cursing and use of obscenities,
- Disrupting or threatening to disrupt school or office operations,
- Acting in an unsafe manner that could threaten the health or safety of others,
- Verbal or written statements or gestures indicating intent to harm an individual or property, and
- Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal. As soon as possible after any an incident of incivility, employees should submit a written summary of the occurrence to their immediate supervisor (Policy 10.21)

***This booklet does not contain a comprehensive listing of ALL student misbehavior and district personnel's corrective responses. The Rowan County Board of Education, each school's administration and the site-based council reserve the right to administer other appropriate corrective responses for offenses listed and others that may occur. Variations from responses listed in this Code of Acceptable Behavior and Discipline will be based on the severity of the incident and the number of times a student has had disciplinary referrals.***

## **Notes...**