

MONROE COUNTY SCHOOLS

Code of Acceptable Behavior & Discipline For Students/District Handbook



2022-2023 School Year

The Monroe County Schools do not discriminate on the basis of race, color, national origin, sex, religion, genetic information, age or disability in the employment or the provision of services. Any and all questions or issues related to discrimination policies, procedures are to be directed to the Office of Superintendent, Monroe County Public Schools, 309 Emberton Street, Tompkinsville, KY 42167. Telephone 270-487-6772.

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MONROE COUNTY BOARD OF EDUCATION STATEMENT

In accordance with KRS 158.148 and 704 KAR 7:050, this Code of Acceptable Behavior and Discipline for Students is posted at each school, referenced in all school handbooks, and provided to all school employees and parents. This code shall establish standards of acceptable student behavior and discipline, and includes District-wide standards of behavior for students who participate in extracurricular and co-curricular activities. Although this discipline code applies to each school, it is a guide and general in nature. Each school in the Monroe County School District, through the Site Based Decision Making Council, develops and adopts a specific code of acceptable behaviors and discipline policy to be followed at that school and by its students.

SUPERINTENDENT'S MESSAGE

The Monroe County Public Schools are dedicated to providing a positive, educational environment in which all students may achieve their maximum learning potential. The Code of Acceptable Behavior & Discipline for Students has been developed to help ensure a stable learning climate, provide a clear set of regulations for the behavior of students, establish a guideline for certain infractions of the regulations, and clarify formal and informal procedural due process rights.

To provide a classroom environment which fosters student achievement, teachers need the help of parents and guardians in establishing proper conditions for learning. By supporting children in developing acceptable school-related behavior, parents and guardians will contribute significantly to the education of their children.

Students must cooperate with and be respectful to teachers, whose jobs are to be dedicated to seeing that each student achieves. Students should study the Code carefully and make every effort to make it work for the benefit of all.

The Monroe County Public Schools pledge to respect the rights and feelings of parents, guardians, and students, to provide the best possible educational experience for all students, and to administer this Code in a firm, fair, **consistent manner.**

Students in the Monroe County Public Schools are provided the right to an education in the public schools. The United States Supreme Court has held that a student may not be deprived of the opportunity to a public education without good cause in which procedural due process is observed. It is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education.

This Code shall be mandatory and enforced in a fair and equitable manner, without regard to race, color, national origin, religion, age, gender or disability by the Monroe County Board of Education. A copy of the Code shall be made available through the webpage to every Principal, faculty member, and student. The Principal shall post, in a conspicuous place, a notice informing anyone entering the school where a copy of this Code may be obtained. It shall become the role of the counselor to discuss the Code with new students.

The Principal/Designee shall provide appropriate arrangements for all non-English speaking, blind, deaf, or non-readers to become familiar with the rights and responsibilities as specified in this Code.

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Vision

The Monroe County School District will provide a rigorous and relevant education tailored to the unique needs of every student in our schools as demonstrated through continuous gains toward proficiency. As a result, our students will develop into proactive, responsible citizens able to contribute to and compete in the 21st century global economy.

MISSION STATEMENT

Building futures by serving students.

NONDISCRIMINATION POLICY

It is the policy of the Monroe County Board of Education that no student be subjected to discrimination on the basis of race, color, national origin, religion, sex, age genetic information, or disability in any programs, service, or activity for which the Monroe County Board of Education is responsible. The Monroe County Board of Education will comply with the requirements of state and federal law concerning nondiscrimination and will strive by its actions to enhance the dignity and worth of all students and employees.

In accordance with Title IX, Title V and Section 504.

Procedure for Conducting the Annual Review:

The code shall be updated no less frequently than every two years, with the first update being completed by Nov. 30, 2008.

Implementation:

The Superintendent/designee shall be responsible for overall implementation and supervision of the Code of Acceptable Behavior and Discipline for Students, and each Principal shall be responsible for administration and implementation of the Code within each school. The Principal shall apply the Code uniformly and fairly to each student without partiality or discrimination.

The principal of each school, or school council in schools with SBDM, shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the Code.

Orientation:

The code of acceptable behavior will be placed on the district webpage, parents will be made aware of this and sign that they will view the code. If they do not have access to the code they can contact the school and a copy will be provided to them upon request.

Staff members will be advised of the location of the code and instructed to view.

When and Where the Code Will Apply:

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school and on school sponsored trips and activities. The Code applies to all students in the District.

Application of the Code to Extra-Curricular Activities:

In addition to the rules and regulations stated in this Code, each extra-curricular activity will have rules and regulations pertaining to their activity. Failure to adhere to the rules will result in disciplinary action by the sponsor, director or coaches and/or the principal of the school, which the student attends. Extra-curricular activities are privileges provided for students.

Rationale and Philosophy:

The Monroe County Board of Education recognizes its responsibility to help each student reach his or her potential academically and socially. Before any positive impact can be achieved, each school must ensure an environment which is conducive to the learning process.

The learning environment is most often adversely affected by inappropriate behavior and the lack of a consistent and effective disciplinary response. Therefore, we see the establishment of consistent local code of acceptable behaviors and discipline as a big step toward assuring a positive learning environment. This Code applies to all students in the District.

While each person has certain rights and freedoms conferred upon them by state and federal laws, they also have the responsibility to respect the individual rights of others. In an attempt to recognize these rights and maintain an orderly environment, the requirements of due process and other constitutional standards will be followed.

Student Rights:

1. Students, until they have either successfully completed a twelve year education program or reached the age of 21 years, whichever comes first, are entitled to receive a free public education.
2. Students have the right to receive academic grades based only on academic performance.
3. Students have the right to reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
4. Students 18 years of age or older, married and other students with their parents and/or guardians' written consent, have the right to inspect, review and transfer their educational records, including the right to challenge any misleading or inaccurate statement contained in their record.
5. Students have the right to make up work upon returning to school from an excused absence.

6. Students are given the right to be represented by students in the decision-making process on matters which relate to the standards of achievement, conduct, elections and participation where system wide committees are appointed to address these matters.
7. Students are guaranteed the right to freedom of expression as related to speech, assembly, appearance, publication, and the circulation of petitions and literature, recognizing, however, that no right is absolute, including freedom of expression and assembly, which cannot be exercised to interfere with the orderly educational process.
8. Students are entitled to freedom from verbal and/or physical abuse by other students, faculty members, school administrators, and other school personnel.
9. Students have the right to organize or to have membership in groups/clubs within the school so long as they do not disrupt the orderly educational process and do not discriminate against any student because of sex, religion, age, race, national origin, economic status, marital or parental status, handicapped condition and/or veteran status.
10. Students have the right to be secure from unreasonable searches of their person and property and from unreasonable seizure of their property.
11. Students are guaranteed the right of procedural due process when any charge or accusation has been made against them.
12. Students have the right to present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

Student Responsibilities for Acceptable Behavior:

- I. To attend school according to attendance rules.
2. Be accountable for his/her own conduct and for showing consideration for the rights and property of others.
3. Exhibit neatness and cleanliness of personal dress and hygiene.
4. Refrain from fighting, creating disturbance, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
5. Refrain from gambling, extortion, theft, lotteries, or any other unlawful activity.
6. Refrain from the use and/or possession of tobacco products.
7. Refrain from furnishing/selling/possession or use of drugs or alcohol.
8. Refrain from Inhalant use.
9. Show respect for educational process by taking advantage of every opportunity to further his/her education.
10. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
11. Practice self control at all times.
12. Follow the rules and regulations of the Board of Education and/or the school administration.
13. Student's dress should be such as to not cause a disruptive atmosphere within the school. Principals along with the SBDM council of each school will set an appropriate dress code for the students of that school.
14. To obey the rules established by their teachers for the orderly conduct of their classroom, and to maintain a safe and orderly learning environment.
15. Refrain from possessing a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical services organization.
16. Refrain from gang or gang related activities, including but not limited to, gang dress, attire, symbols or other gang related material.

Parent/Guardian Rights:

1. To send their child to a school with a positive educational climate.
2. To expect all disruptive behavior to be dealt with fairly, firmly, and quickly.
3. To enroll their child in regularly scheduled classes with minimal interruptions.
4. To expect their school to maintain high academic and accreditation standards.
5. To review the student's academic progress and other pertinent information which may be contained in the student's records.
6. To address grievances to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievances. Generally, the building principal or designated person in charge is the proper school authority. At the central office level, grievances should be addressed to the appropriate department.

Parent/Guardian Responsibilities:

1. To instill in their child the values of an education, a sense of responsibility, and a sense of respect.
2. To understand that unnecessary interruptions in the school is detrimental to the educational program for all students.
3. To be familiar with the educational program and procedures.
4. To inform their child about the disciplinary procedures of the school and emphasize the importance of following them.
5. To see that their child attends school regularly and promptly.
6. To check with the proper school officials regarding the facts of any situation that they might question.
7. To inform the school officials of any long-term illness affecting their child.
8. To exhibit concern for the progress and grades of their child.
9. To support and demonstrate respect for the teachers, administrator, school personnel at school and all school related activities to maintain a safe and orderly learning environment.
10. To see that their child exhibits neatness and cleanliness in personal attire and hygiene.
11. To support a safe school environment for their child by being responsible for the unnecessary accessibility of weapons or dangerous materials that children could access in their homes and bring to school.

Principal/Designated Teacher in Charge Rights:

1. To the support of the students, parents, and teachers in carrying out the educational programs and policies established by the school system.
2. To provide input for the establishment of procedures and regulations that relate to the school.
3. To safety from physical harm and verbal abuse by parents or students.
4. To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
5. Suspend any student for violations that warrant it.
6. Administer the school environment to provide the proper learning atmosphere.

Principal/Designated Teacher in Charge Responsibilities:

1. To create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
2. To administer discipline fairly, equally following the guidelines set forth herein, but in doing so use his/her own best judgment.
3. To exhibit exemplary behavior in action, dress, and speech.
4. To implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedure or laws of the district, state, and nation.
5. To direct a program of dissemination of information explaining the Code of Acceptable Behavior and Discipline for Students to the school community.
6. To help teachers contact parents for Parent-Teacher Conferences.

Teacher Rights:

1. To expect support of their fellow teachers and administrators.
2. To work in an educational environment with a minimum of disruptions.
3. To expect all assignments, including homework, to be completed and turned in as assigned.
4. To remove any student from class, whose behavior significantly disrupts a positive learning environment, and the principal will determine the consequences.
5. To safety from physical harm and freedom from verbal abuse.
6. To provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
7. To take action necessary in emergencies to protect their own person or property or to protect the person or property entrusted to their care.

Teacher Responsibilities:

1. To present subject matter and experience to students and to inform students and parents or guardians of achievement and/or problems.
2. To aid in planning a flexible curriculum which meets the needs of all students.
3. To maintain high standards of academic achievement.

4. To administer such disciplinary measures as outlined in this Code in order to maintain a positive learning climate.
5. To evaluate students' assignments and return them as soon as possible.
6. To exhibit exemplary behavior in terms of dress, action, and speech.
7. To exhibit neatness and cleanliness of personal dress and hygiene.
8. To exhibit an attitude of respect for all students.
9. To reward exemplary behavior or work of students.
10. To maintain an atmosphere conducive to good behavior.
11. To recommend for retention in a class any student who fails to meet the standards necessary for promotion.
12. To follow and enforce rules and regulations of the Board of Education and/or school administration.
13. To care for the equipment and physical facilities of the school.

Monroe County School District Restraint and Seclusion Policy

Monroe County Schools implemented a District policy (09.2212) on the use of physical restraints and seclusion. The use of physical restraints and seclusion are designed to promote the safety of all students, school personnel and visitors. **The policy may be viewed on the District website or you may request a printed copy from your child's school or by contacting the Director of Special Education at 270-487-5456.**

704 KAR 7:160 requires all school personnel to be trained annually (prior to the start of school) on the use of positive **behavioral supports and interventions. A core team of individuals has been selected and annually trained to respond to dangerous behavior and are authorized to implement physical restraint of students. This does not prohibit a non-core team member from using physical restraint if a student's behavior poses an imminent danger of physical harm to self or others in the event of an unavoidable emergency situation.**

During the implementation of restraints, students shall be monitored for physical and psychological well-being for the duration of the restraint and school personnel shall use only the amount of force reasonably necessary to protect the student or others from imminent danger of physical harm or a medical condition occurs putting the student at risk of harm. Additionally, physical restraints will not interfere with a student's ability to communicate in the student's primary **language or mode of communication. In the event a student's primary method of communication is through the use of sign language or an augmentative device, the implementer of the restraint shall make the determination of freedom of the student's hands during the restraint will not result in physical harm to self or others.**

The use of physical restraints or seclusion within the school shall only be implemented in the event a student's behavior poses an imminent danger of physical harm to self or others. The use of physical restraints or seclusion shall only occur in the likely event:

- The student's behavior poses an imminent danger of physical harm to self or others;
- To protect themselves or others against the use or imminent use of unlawful physical force;
- To prevent property against intentional or wanton property destruction, theft, or a felony involving the use of **force;**
- **To maintain reasonable discipline in a school, class or other group, and the force is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress.**

Therefore, physical restraints and seclusion shall not be used in the public school:

- **As punishment or discipline;**
- **To force compliance or to retaliate;**
- As a substitute for appropriate educational or behavioral support;
- To prevent property damage, except as permitted by KRS 503
- **As a routine school safety measure;**
- **As a convenience for staff; or**
- As a substitute for timeout (seclusion only)

Monroe County Schools will not impose any of the following: (1) mechanical restraints; (2) chemical restraints; (3) aversive behavioral interventions; (4) physical restraints that is life-threatening; (5) prone or supine restraints; or (6) physical restraints that is contraindicated based on the student's disability, health care needs or medical or psychiatric **condition.**

Seclusion of a student shall only be imposed upon a student in a place that is (1) free of any fixtures that could pose a physical danger to the student or others; (2) under visual supervision by school personnel; (3) provided adequate lighting and ventilation; (4) reviewed by District administration to ensure programmatic implementation of guidelines and data related to its use; (5) unlocked and has an unobstructed door; and (6) inspected annually by the State Fire Marshal.

All physical restraint and seclusion incidents are documented and notice shall be given to the parent or guardian within 24 hours from the time of implementation. The principal or his or her designee shall notify the parent verbally or **through electronic communication. If the parent or guardian cannot be reached during this time, written communication shall be mailed via U.S. mail. The documentation of a student's restraint or seclusion incident shall be maintained in the student's education record.**

Parents or guardians may request a debriefing session following the use (or parental notification of the use) of physical restraint or seclusion. A requested debriefing session shall occur as soon as possible, but no later than five (5) school days following receipt of the request from the parent. Parents may submit a complaint regarding the physical restraint or seclusion of your child using the Board's grievance policy and procedures (Board Policy 10.2). On receipt of the **complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and where appropriate, take corrective action.**

Corporal Punishment:

The Site Based Decision-Making Council will develop guidelines to be followed if corporal punishment is to be a discipline option. If corporal punishment is to be used as a discipline option, the following guidelines must be followed (The Site Based Decision-Making Council may add additional requirements, but must use the following guidelines as a minimum set of standards to be followed):

Definition:

Corporal Punishment refers to striking the student's buttocks with a paddle. No other form of corporal punishment may be administered.

Use of Physical Restraint:

Per the Monroe County School District Restraint and Seclusion policy (above)

Required Parental Permission:

Written parental permission to administer corporal punishment shall be on file in the school office. Prior to the administration of corporal punishment to the student, an attempt will be made to contact the parent/guardian. If parental permission is not on file, other appropriate punishment shall be administered in lieu of corporal punishment.

Who Can Administer:

Two teacher witnesses shall be present, with one being the same gender as the student receiving corporal punishment.

The Principal or Assistant Principal administering corporal punishment shall be the same gender as the student being punished. In elementary school only, if an administrator of the same gender as the student being punished is not assigned to the school, either the person who administers or a witness shall be the same sex as the student.

Witness Informed:

Both official witnesses shall be informed beforehand and in the student's presence of the reason for punishment.

Pupil Given Reason:

Prior to punishment, and in the presence of the witnesses, the student shall be informed of the reason for the punishment and permitted to give his/her account of the incident or infraction.

Other Pupils Not Present:

Corporal punishment shall not be administered in the presence of other students.

Last Resort:

Corporal punishment is the last resort to be utilized only after other disciplinary means have been tried and found to be ineffective. Prior to exhibiting the misbehavior resulting in corporal punishment, the student shall have been made aware that misbehavior could result in corporal punishment.

Not Excessive:

Corporal punishment shall not be excessive or unreasonable. Among the factors to be considered shall be the age, size, and health of the student.

Required Record:

Each use of corporal punishment shall be documented by a written record including the student's name, age, gender, race, educational status, required parental permission, along with the name and gender of the Principal or Assistant Principal administering the punishment and the names and genders of the witnesses. The written record shall also include a complete narrative description of the misbehavior for which this punishment was administered, the severity of the punishment recorded by the number of strikes administered, a listing of previous misbehaviors of the student and the intervention utilized to correct the misbehaviors preceding corporal punishment and all previous attempts to work with the student, parents and school staff prior to this incident.

Records Disposition:

Complete required records of corporal punishment shall be maintained in the school and the District's Central Offices. A complete copy of these records shall be forwarded to parents/guardians within one school day of the occurrence and to the Kentucky Department of Education as required by statute and regulation.

Behavior:

Each student who receives corporal punishment two (2) or more times during a school year shall be provided a written behavior improvement plan. This plan shall have the goal of eliminating the future necessity for corporal punishment of that student. The behavior improvement plan shall be developed with input from the student, teachers, parents/guardians and other professionals as needed.

Students:

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

Disciplinary Responses to Student Misconduct

The following table, describing disciplinary responses to student misconduct, is meant to serve as illustrations of the levels of misconduct along with examples that would be familiar to the student and understandable by the public. The examples are not meant to be all-inclusive, but are descriptive of the type of behavior for that level of misconduct. The disciplinary response procedure along with the staff member to intervene is listed. The response options to be utilized are also listed.

Levels of Misconduct	Exammples	Disciplinary Respnnsse Procedures	Resoosne Options
I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel.	Classroom disturbance Classroom tardiness Abusive language Non-defiant failure to complete assignments or carry our directions Any student caught giving or receiving aid on an exam will receive an automatic "O" for the exam.	There is immediate intervention by the staff member who is supervision the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference with the counselor and/or administer. The staff member maintains the proper and accurate record of the offenses and disciplinary action. The student is referred to the administrator for appropriate disciplinary action. Alternative School	Verbal reprimands Special assignments Behavioral contract Counseling Withdrawal of privileges Strict supervised study Demerits Detention Cornoral Punishment
II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate. (These infractions which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are the misbehaviors which do not represent a direct threat to the health and safety of others whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.)	Continuation of unmodified LEVEL I behavior School tardiness BULLYING The use and/or possession of tobacco products during school hours Using forged notes or excuses Disruptive classroom behavior Cutting class Starting or promoting rumors that disrupt the school	The administrator meets with the student and/or teacher and affects the most appropriate response. The student is given the due process. The teacher is informed of the administrator's action A parent conference is held Alternative School	Same Response as LEVEL I Suspension Teacher/schedule change (when possible) Modified day Corporal Punishment
III. Acts directly against person or property but whose consequences do not seriously endanger the health or safety in the school. (These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however depend on the extent of the school's resources for remediation of the situation in the best interests of all students.	Continuation of unmodified LEVEL II misbehavior Fighting (simple) Vandalism (minor) Stealing Threats to others	The administrator initiates disciplinary action by investing the infraction and conferring with staff on the extent of the act. The student is given due process. The administrator meets with the student and confers with the parent about the misconduct and the resulting disciplinary action. The administrator a proper and accurate record of offenses and disciplinary action. Alternative School	Temporary removal from class Temporary out-of-school suspension Placement in an alternative school Corporal punishment
IV. Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions, which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of Education.	Unmodified LEVEL III Extortion, Bomb Threat, Arson Possession/use/transfer of dangerous weapons Assault/battery, Vandalism Theft/possession/sale of stolen property Furnishing/selling/possession or use of drugs and/or alcohol Hazing of other students/Sexual Harassment/Bullying "Look Outs" for any of the above acts.	The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agency and assist in prosecuting the offender. A complete and accurate report is submitted to the Superintendent/designee for further evaluation and/or action. Alternative School	Expulsion Corporal Punishment

Special Education/Section 504:

300.530 Authority of school personnel

(a) Case-by-Case determination.

School personnel may consider any unique circumstances on a case-by case basis when determining whether a change in placement, consistent with the other requirements of this section, is appropriate for a child with a disability who violates a code of student conduct.

(b) General.

(!) School personnel under this section may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to children without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement under 300.536).

(2) After a child with a disability has been removed from his or her current placement for 10 school days, in the same school year, during any subsequent days of removal the public agency must provide services to the extent required under paragraph (d) of this section.

(c) Additional Authority.

For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability pursuant to paragraph (e) of this section, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities, except as provided in paragraph (d) of this section.

(d) Services.

(l) A child with a disability who is removed from the child's current placement pursuant to paragraphs (c), or (g) of this section must-

(i) Continue to receive educational services, as provided in 300.101 (a), so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's **IEP**; and

(ii) Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not **recur**.

(2) The services required by paragraph (d) (l), (d) (3), (d) (4), and (d) (5) of this section may be provided in an interim alternative educational setting.

(3) A public agency is only required to provide services during periods of removal to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if it provides services to a child without disabilities who is similarly removed.

(4) After a child with a disability has been removed from his or her current placement for 10 school days in the same school year, if the current removal is for not more than 10 consecutive school days and is not a change of placement under 300.536, school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed, as provided in 300.101(a), so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

(5) If the removal is a change of placement under 300.536, the child's IEP Team determines appropriate services under paragraph (d) (l) of this section.

For more information refer to the Special Education Policies and Procedures and Section 504 Policy Manual.

Suspension or Expulsion of Pupils:

All pupils admitted to the Monroe County School District shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators; use of profanity or vulgarity; assault or battery or abuse of other students or school personnel; the threat of force or violence; the use or possession of alcohol, drugs, drug paraphernalia, or "look-alike" drugs; stealing or destruction or defacing of school property or personal property; the carrying or use of weapons or dangerous instruments, or other incorrigible conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school,

1. Suspension

- a. A pupil shall not be suspended from the common schools until after at least the following due process procedures have been provided:
 - (1) The pupil has been given oral or written notice of the charge or charges against the pupil which constitute cause for suspension.
 - (2) The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
 - (3) The pupil has been given an opportunity to present the pupil's own version of the facts relating to the charge or charges.
- b. 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 the suspension as soon as practicable, but no later than three (3) school days after the suspension.
- c. The superintendent, principal, or assistant principal of any school may suspend a pupil but shall report such action in writing immediately to the Superintendent/designee and to the parent, guardian or other person having legal custody or control of the pupil.

2. Expulsion

- a. The Board of Education may expel any pupil for misconduct as defined above but such action shall not be taken until the parent, guardian or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board shall be final.
- b. Expulsion proceedings:
 - (1) The Principal shall notify the Superintendent/designee of the necessity for a disciplinary hearing with the Board in writing.
 - (2) The Board shall mandate that a specific, complete and detailed, written report be presented to the Superintendent/designee concerning the violation of the regulations for pupil behavior.
 - (3) The Superintendent/designee shall cause notice to be given to the parent or legal guardian of the scheduled date, time and place of the hearing, specific charges against the pupil, names of witnesses who may testify against the pupil, and other relevant data.
 - (4) The pupil and/or parents, legal guardian and others on the pupil's behalf shall also be given the opportunity to present oral or written testimony at the hearing.
 - (5) In a disciplinary hearing before the Board, the following procedures shall be observed:
 - a) The hearing shall be taped and all witnesses shall be sworn.
 - b) The Director of Pupil Personnel or Superintendent/designee shall introduce or present the pupil and/or parents, legal guardian or others on the pupil's behalf to the Chair of the Board.
 - c) The Board Chair or Superintendent/designee shall open the hearing by citing reasons for the hearing.
 - d) The Board attorney, Director of Pupil Personnel, or Superintendent/designee shall summarize the statute involved, the evidence and investigation compiled and informal procedures to be followed.
 - e) The staff shall be given an opportunity to present information pertaining to the case.
 - t) The pupil and/or parents, legal guardian or attorney shall be given an opportunity to state their case and to present pertinent information on the pupil's behalf.
 - g) The Board Chair or presiding officer may open the meeting for discussion in a question and answer exchange.
 - h) The Board shall caucus in private to consider the case and reach a decision.
 - i) The Superintendent/designee shall report the decision to participants in the hearing process.
 - j) A written copy of the decision of the Board shall be mailed to the pupil and his/her parents.

- k) A record of the hearing proceedings shall be retained as a permanent record by the Superintendent/designee.
- l) Members of the press and public shall be barred from these hearings, unless an open hearing is requested by the parents and/or legal guardian.

Falcon Academy Services:

The Monroe County Falcon Academy will educationally serve students and give supportive services as well.

Students served include but are not limited to: threatening and violent students; emotionally and academically at-risk students; students with habitual attendance problems; and any student that has difficulty in the regular classroom. The alternative setting is available for students to attend when suspended or expelled, or by Principal or committee recommendation, as long as they do not become a threat to students/staff at the Falcon Academy.

Services may include, but not limited to: Life Skills counseling (individual and/or group), Behavior Management and Conflict Resolution Skills, Self-Esteem Building, Character Skills, Career Skills and Community Service will be incorporated as much as possible.

Search and Seizure:

- I. A student's person may be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or a school violation.
- 2. A general inspection of school properties or items on school property such as lockers and desks may be conducted on a regular basis. Drug-sniffing dogs and hand held metal detectors may be used to locate evidence of an illegal act or a school violation.
- 3. Factors limiting the reasonableness of a search:
 - a. The nature of the place to be searched.
 - b. The age of the student.
 - c. The purpose of the search.
- 4. Contraband seized may be destroyed or turned over to law enforcement officials.

Disrupting the Educational Process:

The following procedures shall be used when an individual or a group is disrupting the educational process:

- 1. The Principal/designee shall notify the Superintendent/designee, as appropriate.
- 2. The Principal and staff shall make every effort to keep the disturbance isolated and keep uninvolved students from the scene.
- 3. The School Resource Officer should accompany the Principal/designee to the area in which the disturbance is occurring. If the students involved do not respond to the Principal's directions, the school resource officer may radio for additional staff assistance(s) from other law enforcement agencies.
- 4. School schedules and operations shall be maintained at a normal level.
- 5. Teachers shall continue normal classroom activities unless otherwise instructed.
- 6. Teachers shall not permit students to leave the room; however, teachers should not try to physically restrain students from leaving the room.
- 7. The staff shall avoid physical involvement except for self-protection or protection of students.
- 8. The staff shall cooperate with the Principal and shall identify those involved in the disruption.
- 9. Normal disciplinary action shall be administered to those involved in the disturbance.

Care of School and Personal Property:

Pupils Responsible:

Pupils shall be held responsible for damage to school property.

School Property:

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

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

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

Personal Property of School Personnel:

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

Student's Property:

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

Parents Liable:

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

Safe Schools:

School administrators, school resource officer, teachers, or other school personnel *may immediately remove or cause to be removed threatening or violent students* from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur.

The Board is required by law to provide for disciplinary action, up to and including expulsion, for students who possess prescription drugs or controlled substances for sale or distribution at school or who have physically assaulted, battered, or abused educational personnel or students at school or at a school function.

When they have reasonable belief that a violation has taken place, principals must immediately report to the local law enforcement agency when an act has occurred on school property or at a school-sponsored function that **involves:**

- (a.) assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault **involving the use of a weapon;**
- (b.) possession of a firearm or a controlled substance in violation of the law; or
- (c.) Damage to school property.

Criminal Violations:

Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. These are acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

Criminal violations include, but are limited to, the following examples:

- (1) Extortion
 - (2) Bomb Threat
 - (3) Possession/use/transfer of dangerous weapons
 - (4) Assault/battery
 - (5) Vandalism
 - (6) Theft/possession/sale of stolen property
 - (7) Arson
 - (8) Furnishing/selling/ possession of unauthorized substances
- When this type of violation occurs, the principal, assistant principal, designated teacher in charge, or head teacher shall verify the offense, confer with the staff involved and meet with the student.
 - The student will then be immediately removed from the school environment and the parents are notified.
 - The school officials involved will then contact the local law enforcement agency and cooperate in prosecuting the offender.
 - The school officials involved submits a complete and accurate report to the Superintendent/designee for Board action.
 - The student hearing will then be given a full due process hearing before the Board.

Use of Alcohol, Drugs, Inhalants and Other Controlled Substances:

Drugs and Alcohol:

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

- (1) Alcoholic beverages;
- (2) Controlled drug substances and drug paraphernalia;
- (3) Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as controlled substance.
- (4) Inhalants including gases, solvents, butane, propane, adhesives and similar products.

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

Drugs Defined:

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.020.

Authorized Medication:

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

Penalty:

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or the school-sponsored activities. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Reporting:

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

Reasonable Suspicion:

When school administrators have reasonable suspicion that a student is under the influence of drugs or alcohol:

- The student will be called to the principal's office
- Information that indicates suspicion of being under the influence of drugs and alcohol will be documented
- Resource officer will be notified
- Parents will be notified
- Student will be required to have a drug/alcohol test within 12 hours of parent notification
- Results of this test will determine when the student may return to school
- The Student Assistance/Threat Assessment Council will review each individual situation and make suggestions
- Students who refused to have a drug/alcohol test within 12 hours of the notification will be treated as a positive result

Inhalants Defined:

A substance that is or may be taken into the body by way of the nose and trachea, that is through the respiratory system. Inhalant use refers to the intentional breathing of gas or vapors with the purpose of reaching a high. Inhalants are legal, everyday products which have a useful purpose, but can be misused. Including gases, solvents, butane, propane, adhesives and similar products.

Random Drug Testing:

On November 9, 2006, the Monroe County Board of Education approved the implementation of random drug testing for all participating middle and high school students. As a condition of the student being allowed to participate in extra-curricular activities in the District and/or as a condition of the student being allowed to drive to and from school, the student may be required to undergo and successfully pass a random screening for alcohol, illegal drugs or other banned substances, as set forth in the District's Use of Alcohol, Drugs, and Controlled Substances Policy and Student Random Drug Testing Procedure (09.423 and 09.423 AP.I).

Complaint Procedure for Title IX, Title V & Rehabilitation Act of 1973, Section 504:

Everyone in the Monroe County School District has a right to feel respected and safe. Consequently, the School District prohibits sexual harassment and harassment because of race, color, national origin, disability, religion, genetic information or age.

A harasser may be a student or an adult. Harassment may include the following when related to sex, race, color, national origin, disability, religion, genetic information or age:

- a. name calling
- b. pulling on clothing
- c. graffiti
- d. notes or cartoons**
- e. unwelcome touching of a person or clothing
- f. offensive or graphic posters or book covers; or
- g. violent acts
- h. internet abuse/cyber bullying

If any words or actions make you feel uncomfortable or fearful, you need to tell the School Principal, the District Coordinator for Title V, Title IX, and Section 504, or the District Superintendent/designee.

Your right to privacy will be respected as much as possible.

We take seriously all reports of harassment and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of the School District's policy against harassment. A complete copy of the policy is available at the Principal's office upon request.

Harassment/Discrimination/Bullying:

Definition:

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

Sexual Harassment and harassment will need to be reviewed on a yearly basis.

Bullying is a form of harassment and discrimination. It will be understood throughout this document that when the terms harassment and discrimination are used that bullying is included.

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

- KRS 525.070 is amended to include that a person is guilty of harassment when with intent to intimidate, harass, annoy or alarm another person he or she while being enrolled as a student in a local school district and while on school premises on school-sponsored transportation or at a school sponsored event:
 - o Damages or commits a theft of the property of another student
 - o Substantially disrupts the operation of the school or
 - o Creates a hostile environment by means of any gestures, written communications, oral statements or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation or embarrassment.
- KRS 525.080 is amended to provide that a person is guilty of harassing communications when with intent **to intimidate, harass, annoy, or alarm another person, he or she:**

Communicates while enrolled as a student in a local school district with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail or any other form of electronic or written

communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

Prohibition:

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

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

Disciplinary Action:

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

Guidelines:

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their Principal, who shall provide a form for the student to complete and then immediately notify the Superintendent/designee and/or Title IX/Equity Coordinator, as appropriate. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report

- A. Requires any employee of the school or a local board of education who knows or has reasonable cause to believe that a school student has been a victim of a violation of a felony offense under KRS Chapter 508 (assault, wanton endangerment, criminal abuse, stalking) committed by another student while on school premises, on school-sponsored transportation or at a school sponsored event, to immediately cause an oral or written report to be made to the principal of the school attended by the victim.
 1. Requires the principal to notify the parent, legal guardians or other persons exercising custodial control or supervision of the student with the student is involved in a reportable incident.
 2. Requires the principal to file with the local school board and the local law enforcement agency or the Kentucky State Police or the County Attorney within forty-eight (48) hours after the original report a written report containing:
 - a. The names and address of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision;
 - b. The student's age
 - c. The nature and extent of the violation
 - d. The date and address of the student allegedly responsible for the violation and

Any other information the principal making the report believes may be helpful in the furtherance of the purpose of this section.

The Superintendent/Designee may take interim measures to protect complainants during the investigation.

- I. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
2. Annual dissemination of written policy to all staff and students;
3. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
4. Development of alternate methods of filing complaints for individuals with disabilities and other whom may need accommodation.

Student handbooks shall include information to assist individuals in reporting alleged harassment/discrimination. When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook, shall be notified.

Notification of Parents:

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

Prohibited Conduct:

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

1. Derogatory nicknames, slurs, demeaning stories, jokes, or pictures relating to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property based on any of the protected categories.

Confidentiality:

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

Appeal:

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

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

Failure by an employee, immediate supervisor, Principal, and/or Superintendent/designee to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

Retaliation Prohibited:

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

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

False Complaints:

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

Other Claims:

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

Assault:

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

School Personnel:

Any pupil who 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 abuse of teacher charges.

Abuse of Teacher Prohibited:

Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

Removal of Students:

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

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

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Removal of students regarding teacher abuse charges shall be made in compliance with KRS 161.190.

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

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

Report to Law Enforcement Agency:

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

Notification:

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

Weapons

This policy applies to students, staff members, and visitors to the school.

WEAPONS PROHIBITED

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.

FEDERAL REQUIREMENTS

The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device' to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis.

Any student who 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.²

EXCEPTIONS

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.

Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

STATE POSTING REQUIREMENTS

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:

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.²

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 other than an ordinary pocket knife or hunting knife;
4. billy, 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.

E FORCEMENT

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

REFERENCES:

¹[KRS 527.020](#)

²[KRS 527.070, KRS 500.080](#)

³[KRS 237.106](#)

[KRS 158.150, KRS 158.154](#)

[KRS 158.155, KRS 160.290, KRS 160.340, KRS 161.790](#)

[KRS 237.110, KRS 508.075, KRS 508.078](#)

The Gun-Free Schools Act of 1994, as modified by the reauthorization of the Elementary and Secondary Education Act

RELATED POLICIES:

09.435; 09.436; 09.4361

Adopted/Amended: 08/09/200 I

Order#: 772

SCHOOL FACILITIES

Knives:

Students are prohibited to bring or carry any/all knives, such as pocket knives, hunting knives, fishing knives, and/or any type of knife with a sharp or dull blade.

1st Offense - A five-day probated suspension providing the student will not bring any type knife back to school. Parents or guardians must sign a form agreeing to the terms set forth by the SBDM after the first offense. The knife will be confiscated and *only* returned to the parent/guardian.

2nd Offense - Automatic five-day suspension.

3rd Offense - Automatic ten-day suspension and may go before the Board of Education for expulsion procedures to be initiated.

*Cutting knives/utensils may be purchased by the school and used in the classroom *only* under *strict supervision* by the classroom teacher and shall be turned in to the instructor at the end of class.

The above criminal penalty prohibiting the unlawful possession of a weapon on school property shall not apply to those persons listed in KRS 527.

Conduct on Bus:

Principal Responsible:

The Principal shall oversee the department of students who ride on the school bus and who walk to and from the school.

Reporting of violations:

The bus drivers shall promptly report any violation of District policy or school rule to the Principal.

Discharge of Pupils from Bus for Regular Transportation Routes to and from school:

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent/designee and the student's parent or legal guardian.

Transportation of Students to and from School Sponsored Events (ex. Athletic events, field trips, band trips, etc.)

On school sponsored trips there will be a certified person on each trip. The certified person will be in charge of the students and their conduct.

Withholding of Riding Privileges:

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent/designee may extend the suspension or remove the student from bus-riding privileges in the case of habitual or serious conduct violations.

Restitution of Damages:

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

Students with Disabilities:

Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

Pupils' Bus Riding Responsibilities:

Pupils shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus and opened the entrance door, and signaled the pupils to enter the bus.

When pupils must cross the roadway to enter the bus, or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the bus driver.

For safety reasons, when pupils are required to cross the roadway when entering the school bus or leaving the school bus, these roadway crossings shall be made in front of the bus. The pupils shall cross the roadway a distance of approximately ten (10) feet in front of the bus in order that the bus driver may see them.

When pupils enter the bus, they shall proceed promptly to their assigned seats. Pupils shall remain seated until the bus has come to a complete stop before leaving their bus seats to get off the bus.

For safety reasons, pupils shall not extend their arms, legs, or heads out the bus windows while the bus is in motion.

Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver to do so.

Pupils shall not create noise on the bus to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles.

Students must obtain a school bus pass signed by the principal indicating bus change each time student is not riding assigned bus.

The following are prohibited activities at all times, but not limited to these examples:

- (a) Improper behavior to include: Insolence, disobedience, vulgarity, foul language, and fighting, pushing, shoving and similar offensive acts.
- (b) Smoking on the bus.
- (c) Eating or drinking on the bus.
- (d) Throwing articles or objects in or from the bus.
- (e) Tampering with mechanical equipment, accessories or controls of the bus.
- (f) Obstructing the aisle in any manner.
- (g) Occupying more space in a seat than required.
- (h) Opening or closing the window without the permission of driver.

Access to Electronic Media:

The Board supports the rights of students, employees and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

Procedures and Guidelines:

The Superintendent/Designee shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address ethical use of electronic media (such as the Internet) and issues of privacy versus administrative review of electronic files and communications and shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Permission/Agreement Form:

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rule of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent/Designee with a written request.

Responsibility for Damages:

Individuals shall reimburse the Board for repair or replacement of the District property lost, stolen, damaged, or vandalized while under their care.

Responding to Concerns:

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Disregard of Rules:

Individuals who violate District rules governing the use of District technology shall be disciplined according to the Acceptable Use Policy.

Monroe County Schools Student Acceptable Use Policy Access to Electronic Media and other Technologies

Terms and Conditions

The schools in Momoe County recognize that technology is a valuable teaching tool that should be utilized whenever possible to enhance student learning and teacher productivity including but not limited to: research, communications, individual and group projects, collaboration, curriculum materials, and idea sharing. We encourage the use of all approved technologies and require they be used correctly and properly.

Access is a privilege, not a right Access entails responsibility.

RESPONSIBILITY FOR LOCAL TECHNOLOGY RESOURCES AND INTERNET USAGE:

- All forms of electronic media provided by the Momoe County Board of Education are owned by the Momoe County School District and may be accessed at any time by authorized personnel. An Internet Filter will track activities on the Internet and may be checked by school administration or designee.
- A student's name, photo, video, or work will only be displayed on the Internet or local Momoe County Schools Television (McTv) after written consent has been obtained from the parent or guardian.
- The school will not be responsible for supervising or continually monitoring every form of electronic communications and Internet sessions for every student on school/district property.
- **A** staff member will verify that all students have an Acceptable Use Policy signed by their parent or guardian: A list of those students not allowed to use the above mentioned technologies will be made available to staff. Students not returning the signed form will be added to the list. (Exception) A teacher

may choose to use the Internet in a group discussion with their entire class. If a child who does not have permission is in that classroom, they will be required to take part in the class project.

STUDENT RESPONSIBILITIES

- I WILL use all electronic media for educational purposes or activities only.
 - I will NOT use electronic devices, either personal or district owned, to disrupt the education process.
- (Reference MCSD's Policy 09.426 for additional guidelines)

- I will NOT give my user ID or password to any unauthorized person or trespass using any other person's electronic media.
- I will NOT reveal my personal information (including, but not limited to: name, phone number, address).
- I will NOT use the network in such a way that would disrupt the network for others.
- I will NOT use obscene, rude, or disrespectful language or engage in personal attacks.
- I will NOT engage in any illegal activity including copyright infringement and/or plagiarism.
- I will NOT use any electronic media/devices, either personal or district owned, to Bully/Haze/Harass/Discriminate against another person while participating in any school function or using any MCSD resources. (Reference MCSD Policies 09.42811, 09.422, and 09.425 for additional guidelines)
- I WILL notify a staff member of any violations of this acceptable use policy taking place by other users or outside parties. This may be done anonymously.
- I will NOT participate in unauthorized social media.
- I WILL notify a staff member immediately if I find I am on an inappropriate website.
- I understand that unauthorized Email accounts may not be accessed on Monroe County School District network.
- I understand that Email is only to be used for educational / school related purposes.
- I understand that I am financially responsible for any lost, stolen, damaged or vandalized property.
- I will NOT use electronic devices, either personal or district owned, to violate the privacy rights of others. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). (Reference District Policy 09.4261 for additional guidelines)
- I WILL follow all guidelines outlined in MCSD's Access to Electronic Media Policy 08.2323

CONSEQUENCES

User accounts may be denied, revoked, or suspended at any time for violation of the rules and procedures outlined in this acceptable use policy. This also applies to personal owned devices. Please refer to student handbook for specifics.

I

USE OF PERSONAL DEVICES

- I understand that student personal devices are required to connect through the district's "Monroe Co Internet Access Only" wireless network and all previous rules and responsibilities outlined in this document apply to personal devices. Furthermore, I also understand the school district will not be responsible for tech support, repair, damage, providing electrical power or theft of personal electronic devices.
- I will follow all guidelines outlined in MCSD's Telecommunication Devices Policy 09.4261.

Kentucky Department of Education / Monroe County Student Agreement for the Microsoft Live@Edu, Google Apps for Education and Other Online Services

Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the email address provided to

your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the **service provider.**

Parent/ Student Permission/Agreement Form

I have read the information about the appropriate use of all technology related equipment and programs at the school, and I understand this agreement will be kept on file. This policy will be in effect until revisions or updates are made.

Please choose one of the following:

- My child may use electronic forms of communication.
- I would prefer that my child not use electronic forms of communication.

Please choose one of the following:

- My child's name and work along with photographs and videos can be published.
- I would prefer that my child's name and work/pictures not be published on the Internet, in the newspaper, or on television.

Parent Name (print), _____ **Date:** _____

Parent Signature, _____ **Grade** _____

Student Name (print), _____ **Date:** _____

Student Signature, _____ **Date:** _____

STUDENTS

Cell Phone Use Violation Form

This form shall be kept in the school office.

Student's Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Student's Address _____			
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Student's Age ____	Date of Birth ____	Student's Phone Number _____	
School _____	Grade ____	Teacher/Classroom _____	
Date of Violation _____			

VIOLATION: (Check one)

D 1st Offense **D** 2nd Offense **D** 3rd Offense **D** Other _____

NATURE OF THE OFFENSE CHARGED: _____

PARENTS NOTIFIED BY: _____ at: _____ on _____

Employee *Time* *Date*

PARENT/GUARDIAN NOTIFIED: _____

Principal/Designee's Signature

Date

Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) afford parents and eligible students (students 18 years of age or older, who are married, or who are attending a postsecondary institution) the following rights with respect to the student's education records. They are:

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

Parents or eligible students submit a written request to the school principal/designee that identifies the record(s) they wish to inspect. The Principal arranges for access and notifies 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 eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.**

Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or in violation of privacy or other rights. The parent writes the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district notifies the parent or eligible student of the decision and advises them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are provided to the parent or eligible student when notified of the right to a hearing.

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

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 or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his 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 discloses 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.**

**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

may include the student's name, address, telephone number, 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 agency or institution attended.

Any eligible student, parent, or guardian who does not wish to have directory information released notifies the Superintendent in writing on or before September 30 of each school year or within thirty (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*".

6. The district keeps educational records in a secure location in each school and Board office.
7. The 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.
8. For students who have been determined eligible for special education, education records are destroyed at the request of the parent when they are no longer needed to provide educational programs or services.

The district may destroy the educational records of a child without a parent's request five (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 district may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed.

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

Notification of PPRA Rights

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

♦ **Consent before students are required to submit to a survey** that concerns one (I) 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 hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law); and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

♦ **Inspect, upon request and before administration or use:**

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

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. Notification will provide an opportunity to opt a student out of participating in those activities.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Polley Compliance Office
11.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-4605

PPRAForms

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.I 12.

On _____ at _____
Date Name of 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 by _____

Five (5) days before activity or as directed

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal/designee no later than _____ at _____ or _____

Five (5) days before activity or as directed

Phone

E-mail Address

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

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.I 12.

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: 7/1/05

Student Directory Information:

The Superintendent/designee is authorized to release Board approved directory information.

Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, 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/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

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

Parents/eligible students shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

Student Directory Information Notification

Please sign and return this form to the school within thirty (30) days of the date of this letter. If we receive no response by that date, we will release the student directory information listed below.

_____ *Date*

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for _____

Student's Name

The table below includes items that the Board has designated as "approved student directory information."

Section I includes information that may be released for general school purposes and/or to institutions of higher education and potential employers. **NOTE:** If you choose to withhold a student's name, grade level, or photograph, the student will not be included in the school's yearbook, program events, or other such school-related publications.

Section II lists items of information that may be released to Armed Forces recruiters. Please note that we are required by law to release a student's name, address, and phone number (if listed) to Armed Forces recruiters upon their request **unless you direct us not to release this information by completing and returning this form.** However, unless the student is at least 18 years of age, the directions of the parent/legal guardian will supersede.

If you wish to withhold any student directory information, please complete this form for both Sections I and II. For each section choose one **(1)** of the three (3) options. That is, choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release all items of information; or Option 3, if the District may release only selected items of information. Option 3 requires that you then check those items that may be released. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

CHILD FIND SYSTEM

The Child Find system is designed to locate, identify and evaluate any child, age three (3) to twenty-one (21) years, who resides in a home, facility, or residence within its geographical boundaries, who may have a disability and be in need of special education. This includes children who are not in school; those who are in public, private, or home school; those who are highly 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.

The district makes sure any child enrolled in the district who has a disability, regardless of how severe the disability, is provided an appropriate education at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the district find any child who may have a disability and need special education services. The district needs to know the name and age, or date of birth of the child; the name, address, and phone number of the parent or guardian; the possible disability; and other information to determine if special education is needed.

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

If you know of a child who lives in the district, who may have a disability, and may need but is not receiving special education services, please contact:

**Director of Special Education
Monroe County Schools
309 Emberton St.
Tompkinsville, KY 42167
270-487-5456**

Child Find activities continue throughout the school year. As part of these efforts, the district uses screening information, student records, and basic assessment information collected on all children in the district to help locate those children who have a disability and need special education. Any information the district collects through Child Find is maintained confidentially.

Written Policies and Procedures are on file that describes the district's requirements regarding the confidentiality of personally identifiable information and Child Find activities. Copies are maintained in each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

**Director of Special Education
Monroe County Schools
309 Emberton St.
Tompkinsville, KY 42167
270-487-5456**

The district office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

The 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, please contact the Director of Special Education at the address or phone number above.

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STUDENTS

09.423 AP.1

Student Random Drug Testing Procedures

TESTING PROTOCOLS

- I. The High School and Middle School principals will ensure training as necessary to staff members regarding the District's student random drug testing program.
2. Each extracurricular activity sponsor shall establish a roster of student participants and submit the roster to the Drug Testing: Drug Free School Coordinator. Changes in the roster should be reported immediately to the Drug Testing: Drug Free School Coordinator.
3. Students and parents or legal guardians will have the opportunity to participate in a District informational meeting concerning the District's random drug testing policy. Prior to driving to or from school or participating in an athletic team or club not required by a class, students and parents or legal guardians must read Board Policy 09.423 and Board Procedure 09.432 AP.I and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures. Immediately prior to giving a urine specimen, each student shall complete all forms required by the testing company selected by the District.
4. Testing will occur for the following:
 - AMPHETAMINES (AMP) 300 NG/ML
 - AMPHETAMINE 500 NG/ML
 - METHAMPHETAMINE (mAMP) 500 NG/ML
 - MOMA 500 NG/ML
 - MDA 500 NG/ML
 - BARBITURATES (BARB) 300 NG/ML 300 NG/ML
 - BENZODIAZEPINES (BZO) 300 NG/ML 300 NG/ML
 - COCAINE METABOLITE (COC) 300 NG/ML 150 NG/ML
 - OPIATES (OP!) 300 NG/ML
 - CODEINE 300 NG/ML
 - MORPHINE 300 NG/ML
 - HYDROCODONE 300 NG/ML
 - OXYCODONE (OXY) 100 NG/ML 100 NG/ML
 - PHENCYCLIDINE (PCP) 25 NG/ML 25 NG/ML
 - MARIJUANA METABOLITE (THC) 50 NG/ML 15 NG/ML
 - METHADONE (MTD) 300 NG/ML 300 NG/ML
 - METHAQUALONE (MTQ) 300 NG/ML 300 NG/ML
 - PROPOXYPHENE (PPX) 300 NG/ML 300 NG/ML
 - BUPRENORPHINE (BUP) 5 NG/ML 5 NG/ML
 - CREATININE
 - NITRATES
5. No fewer than twenty percent annually of all students anticipated to be subject to random drug testing during the entire school year will be tested.
6. The testing company approved by the Board shall determine which students are to be tested by the random selection of names from among all student participants during the entire school year.
7. The collection of urine specimens shall be conducted by the Superintendent/designee and the scientific analysis of the collected specimens shall be conducted by a professional testing company selected by the Board.
8. Collection procedures for urine specimens shall be developed, maintained, and administered by the testing company in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students' specimens, minimize the likelihood of the adulteration of a urine specimen, and maintain confidentiality of test results.

9. The collection of urine specimens shall be conducted on school premises. If a test result is found to have been adulterated, the student may be required to be retested.
10. Each specimen shall initially be tested using a highly accurate immunoassay technique ("EMIT"). Initial positive results must be confirmed by gas chromatography/mass spectrometry ("GC/MS"). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test result be reported as positive.
11. Survey data will be collected by school personnel. Survey information is anonymous. Results are to be used for the sole purpose of determining program success as related to student, parent, and teacher attitudes toward drug use and the testing program. Surveys conducted for the evaluation of the program are voluntary. Students will not be penalized for not participating in the surveys.
12. A split sample of each urine specimen given by each student shall be preserved by the testing laboratory for a minimum of six (6) months.
13. Written confirmation of all test results shall be forwarded by the testing company to the Drug Testing: Drug Free School Coordinator, who shall provide any positive results to the Principal/Designee and Head Coach or Organization Advisor. All test results are confidential and shall be maintained by the Drug Testing: Drug Free School Coordinator under the strictest security.
14. The test results forwarded to the Drug Testing: Drug Free School Coordinator shall indicate that positive results were confirmed by the GC/MS technique and shall indicate the name of the individual for whom the test results are being reported; the type of test indicated on the custody and control form; the date and location of the test collection; the identity of the persons or entities performing the collection and analysis of the specimens and reporting test results; the verified results of the controlled substances test; and, if positive, the identity of the controlled substance(s) for which the test verified positive. Test results shall be forwarded to the Drug Testing: Drug Free School Coordinator in a manner to ensure that the Drug Testing: Drug Free School Coordinator cannot determine that any test was a presumptive, positive test unable to be confirmed by GC/MS.
15. In the event that a student's urine specimen produces a positive result (after the GC/MS confirmation), the Principal/Designee, the Organization Advisor and/or Head Coach, Drug Testing: Drug Free School Coordinator shall meet with the student and the student's parent(s) or legal guardian(s) to disclose and discuss the test results. At this meeting, the Principal/Designee or Head Coach or Organizational Advisor shall advise the student and the student's parent(s) or legal guardian(s) of further procedural rights under this policy.
16. Any student who has tested positive or the student's parents or legal guardians may contest the test result by informing the Principal within seventy-two (72) hours of receipt of written notice of the positive test result. The student and parent shall be entitled to present any evidence they desire to defend the charge of violation of this policy prior to implementation of sanctions. The Principal may require written documentation (such as a doctor's statement) of any evidence the student may wish to present that the student feels may have affected the test results. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this procedure for a positive test result. Upon request by the student's parents or legal guardians, further laboratory analysis shall be conducted with the student's remaining urine specimen preserved by the testing laboratory at the student's expense.
17. The final determination of the student's eligibility shall be made at the school level by the Principal.
18. Any refusal by a student to be tested shall be treated as a violation, and the appropriate sanctions will be assessed. (See Sanctions.) The student's parents or legal guardians shall be notified by the Principal of the refusal and sanction.
19. Violations shall be deemed to accumulate throughout the student's involvement in all extracurricular activities and driving privileges.
20. Any violation by a student shall be reported to the student's parents or legal guardians, but no disciplinary action will occur.

Student Random Drug Testing Procedures

21. If a student is eighteen (18) years of age or will turn eighteen (18) years of age during the school year, the student must agree to release all test results to the student's parents or legal guardians.
22. One (1) year after the student turns eighteen (18) years old or one (1) year after the student's graduation, whichever is later, all records in regard to this procedure concerning each student shall be destroyed, and at no time shall these results or records be placed in the student's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein. For students who transfer out of the District or otherwise do not fulfill the requirements for graduation, the records of that student shall be destroyed one (1) year after the student turns eighteen (18) years old.
23. A packet of resource information will be offered to the student's parents or legal guardian or the student.

SANCTIONS**1. First violation:**

- A. The student shall be suspended for IO (ten) school days from driving to or from school and/or from extracurricular activities. If necessary, the suspension shall carry over to the student's subsequent participation on another team and/or organization to the following season. Participation consists of practicing, dressing-out, traveling with, or receiving recognition with or for the activity(s) in which the student is involved before reinstatement to the team or organization, or re-issue of the parking permit after a first violation. The student must receive an assessment or evaluation for chemical dependency and provide verification of an assessment by a qualified chemical dependency professional. The evaluation provider must be selected from the approved list issued by the Drug Coordinator. Prior to readmission to the team or organization or re-issue of the parking permit, the student must submit to a new drug test at the student's expense, administered in accordance with the same procedures utilized for random drug testing. The testing company currently under contract with the Board must conduct all subsequent drug tests. A positive result shall be treated as a second violation.
- B. If a student is reinstated to the team or organization, or re-issued a parking permit following a first violation, the student's participation in another team or organization shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior team or organization, or re-issued a parking permit. If the student elects not to seek reinstatement to a team or organization, or re-issue of the parking permit after the first violation (either because of the student's own election or the season concluded prior to the expiration of the student's own suspension), the student is still required to serve the unexpired portion of the suspension before the student can be eligible for any other activity and must provide a negative drug test result from the testing company currently under contract with the Board at the student's expense. A student serving a suspension for one activity may try out for a second activity if the student provides a negative drug test result from the testing company currently under contract with the Board at the student's expense. If the student successfully makes the team/organization, prior to participation, the student must serve the unexpired portion of the previous suspension. A positive result shall be treated as a second violation.

2. Second violation:

- A. The student shall be suspended for the next twelve (12) consecutive weeks from driving to or from school and/or extracurricular activities with no association with teams or organizations. If necessary, the suspension shall carry over to the student's subsequent participation on another team or organization, or the issuing of a parking permit and/or to the following season. Before reinstatement to the team/organization or re-issue of the parking permit after a second violation, the student must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a qualified chemical dependency professional. Prior to readmission to the team or organization, or re-issue of the parking permit, the student must submit to a new drug test at the student's expense, administered in accordance with the same procedure utilized for random drug testing. A positive result shall be treated as a third violation.

Student Random Drug Testing Procedures

B. If a student is reinstated to the team or organization, or re-issued a parking permit following a second violation, the student's participation in another team/organization shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior team or organization, or re-issued a parking permit. If the student elects not to seek reinstatement to a team or organization, or the re-issue of the parking permit after the second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion of the suspension before the student can be eligible for any other activity and must provide a negative drug test result from the testing company currently under contract with the Board at the student's expense. A student serving a suspension for one team or organization or with a revoked parking permit may try out for a second activity if the student provides a negative drug test result from the testing company currently under contract with the Board at the student's expense. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. A positive result shall be treated as a third violation.

3. Third violation:

The student shall be suspended for a period of one (1) calendar year from the date of the most recent test that yielded positive results. The student must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a qualified chemical dependency professional. Also, the student must submit to regular drug testing administered in accordance with the same procedures utilized for random drug testing at the student's expense. A positive test will be treated as a fourth violation.

4. Fourth violation:

The student shall be excluded from obtaining a parking permit and from participation in any extracurricular activity for the remainder of the student's enrollment in the District.

CONFIDENTIALITY

Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results.

NOTICE TO PARTICIPANTS

Prior to participation for any team or organization, or the issue of a student parking permit each year, the District shall provide all participating students and their parent or legal guardian with a written copy of District Policy 09.423 and Procedure 09.423 AP.1, through the Student Code of Acceptable Behavior handbook, which is distributed at the beginning of each school year. Each student who chooses to participate and a parent or legal guardian of that student shall be required to sign a statement indicating that the student and the student's parent or legal guardian have read, understand and agree to be bound by the terms and conditions of the policy and procedure.

Review/Revised:2/11/10

Drug Testing Forms

Student/Parent Drug/Alcohol Testing Consent to Test Form

Student Name: _____

The student and his/her parent(s) or guardian acknowledge that the District has the right to perform random drug and alcohol testing on students who wish to exercise the privilege of participating in extracurricular activities or who wish to exercise the privilege of driving to and from school.

The student and his/her parent(s) or guardian understand that as a condition of the student being allowed to participate in extracurricular activities in the District and/or as a condition of the student being allowed to drive to and from school, the student may be required to undergo and successfully pass a random screening for alcohol, illegal drugs or other banned substances, as set forth in the District's Use of Alcohol, Drugs, and Controlled Substances Policy and Student Random Drug Testing Procedures (09.423 and 09.423 AP.21). The student and his/her parent(s)/guardian acknowledge that they have read and understand this policy and procedure and that they agree to all terms and conditions contained in the policy and procedure.

The student and his/her parent(s) or guardian hereby consent to participate in the random drug and alcohol testing program and to the disclosure of testing results to designated District personnel and parent(s) and guardians. The student and his/her parent(s) or guardian further understand that the student's refusal to submit to a drug screening will be treated in the same manner as if the student had tested positive for banned substances.

No student shall be penalized academically for testing positive for banned substances during random drug testing.

The privilege of being allowed to participate in extracurricular activities in the District and/or being allowed to drive to and from school is contingent on the signing of this consent form.

This consent form shall remain in effect for the entire eligibility period (grades 7-12) of the student from the date is executed. Any revocation of this consent form shall disqualify the student from participating in extracurricular activities or driving to and from school for the entire eligibility period.

I plan to participate in one or more of the following:

_____ Athletic Program- List Sports _____

_____ Extracurricular Activity- List activities and clubs. _____

_____ On-Campus Parking

Student Name (print)

Current Grade

Pupil ID# (leave blank)

Student Signature

Date

Parent/Guardian Name (print)

Work phone

Parent/Guardian Signature

Date

Home Phone

Cell Phone

Drug Testing Forms

**Voluntary Participation in Random Drug/Alcohol
Testing Consent to Test Form**

Student Name: _____

The student does not presently exercise the privilege of participating in extracurricular activities or driving to and from school. However, the student and his/her parent(s) or guardian desire for the student to participate in the random drug and alcohol testing program of the District ("District"). The student and his/her parent(s) or guardian acknowledges that they have read and understand the District's Use of Alcohol, Drugs, and Other Controlled Substances Policy and Student Random Drug Testing Procedures.

The student and his/her parent(s) or guardian hereby voluntarily consent to participate in the random drug and alcohol testing program and to the disclosure of testing results to designated District personnel and parent(s) or guardian.

The student and his/her parent(s) or guardian understand that since the student is voluntarily participating in random drug testing, the student shall not be penalized academically or in any other manner for testing positive for banned substances.

This consent form shall remain in effect for a period for twelve (12) months from the date it is executed. Any revocation of this consent form must be in writing.

_____	_____	_____
Student Name (print)	Current Grade	Pupil ID# (leave blank)
_____	_____	_____
Student Signature		Date
_____	_____	_____
Parent/Guardian Name (print)		Work phone
_____	_____	_____
Parent/Guardian Signature		Date
_____	_____	_____
Home Phone		Cell Phone

Drug Testing Forms

Random Drug/Alcohol Testing Withdrawal Form

I, _____, wish to withdraw from

If withdrawing from parking, please insert decal number here: _____

I will submit this form to the advisor or coach of said activity(s) or athletic program. My name will be withdrawn from the testing pool on the date this form is received by the Principal or designee. Completing this form will impact my participation in all athletic programs, extracurricular activities, school clubs, and on-campus parking. I understand, by withdrawing, I can no longer participate in any of these programs and activities. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new consent form.

STUDENTS HAVE FIFTEEN (15) CALENDAR DAYS TO RECONSIDER THEIR DECISION AND RE-ENTER THE POOL WITH NO CONSEQUENCES.

If the student is under eighteen, parent consent for withdrawal is also required.

_____	_____	_____
Student Signature	Print Name	Date
_____	_____	_____
Parent Signature	Print Name	Date
_____	_____	_____
Advisor Signature	Print Name	Date
_____	_____	_____
Principal Signature	Print Name	Date

Additional Advisors and/or Coaches

_____	_____
_____	_____
_____	_____

Review/Revised: 2/11/10

BUS TRANSPORTATION

Dear Parents,

The list of safety rules and regulations on the right is being given to you so that you can review them with your child. Many of these rules will also be presented in the school to your child. All of the rules are drawn from State regulations and Board policy with one goal in mind, the safe transportation of your child to and from school.

THE PRIVILEGE OF RIDING A SCHOOL BUS IS CONDITIONED UPON GOOD BEHAVIOR BY THE PUPIL. ANY PUPIL WHO VIOLATES THE RULES OR REGULATIONS FOR PASSENGERS ON A SCHOOL BUS WILL BE REPORTED TO THE PUPIL'S PRINCIPAL. CONTINUED UNACCEPTABLE BEHAVIOR MAY CAUSE THE PUPIL TO LOSE BUS RIDING PRIVILEGES.

Waiting for the Bus:

1. Be at your bus stop 5 minutes ahead of time.
2. Respect other people's property.
3. Wait in an orderly manner.
4. Do not enter the roadway.

Boarding the Bus:

1. Only board the bus you are assigned to.
2. Wait for the driver's hand signal before approaching the bus or crossing the road.
3. Use the handrail when boarding.
4. Go quietly to your assigned seat and sit.

Items NOT allowed on School Buses:

1. Weapons
2. Illegal drugs, alcohol and tobacco
3. Radios not under driver's control
4. Glass containers
5. Animals
6. Items that cannot be held in the student's lap without extending above the seatback
7. Any items that is likely to cause a disturbance

Riding the Bus:

1. Obey the driver's directions.
2. Sit quietly in assigned seat.
3. Do not distract the driver's attention.
4. Do not stand in the stepwell or landing.
5. Extend nothing out bus windows.
6. Eating and drinking is not permitted.
7. Keep all carry on items in your lap.
8. Report to the driver any damage to the bus.
9. Do not throw items.

Leaving the Bus:

1. Wait in your seat until the bus stops.
2. Do not crowd or push.
3. Use the handrail.
4. Do not jump off the seats.
5. Leave the bus only at your assigned stop.
6. Wait for the driver's signal before crossing the road.

If there are any questions about the penalties for violating school bus regulations contact the school principal. If there are any questions about policies, contact the district Transportation Director.

RESPONSIBILITIES OF PARENTS

1. Parents should encourage students to observe all safety and conduct regulations established for the safe and efficient operation of the school bus.
2. Parents should see that their children are at the stops five minutes before the bus is scheduled to arrive.
3. Parents should report any misconduct on school buses to the principal.
4. Parents should help supervise large numbers of children at bus stops.

5. Parents should report all traffic hazards and the bus numbers of all buses observed being operated carelessly to the transportation department.

IMPORTANT SCHOOL BUS SAFETY ALERT: *Help us protect your children as they travel to and from school.*

Certain types of children's clothing can create a hazard as your child gets off the school bus.

Especially dangerous are:

1. Long, dangling jacket or sweatshirt drawstrings.
2. Long backpack straps
3. Long scarves or other loose clothing

Such clothing can be caught in the bus handrail, door, or other equipment as the child gets off the bus.

In recent years, a number of children across the U.S. have had their clothing caught as they exited the bus. Several of these children were dragged by the bus and then killed when the bus ran over them.

Please take the time to check your children's clothing to make sure it is safe. Remove drawstrings from clothing whenever possible and cut off the drawstring tabs and knots.

Also, please talk with your child about the following safety rules:

1. Stay away from the Danger Zones around the bus.
2. Make eye contact with your driver before crossing - wait for the driver's signal.
3. Remember other motorists don't always stop for a stopped school bus so use extreme caution whenever getting on or off the bus.
4. Never try to pick up something dropped near the bus - the bus driver might not see you and you could be **run over.**

SCHOOL BUS SAFETY IS A TEAM EFFORT-NOTHING IS MORE PRECIOUS THAN A CHILD'S LIFE.

Monroe County School District

Attendance Policy K-12

Monroe County Students are expected to be in attendance all day on each scheduled school day. The Compulsory Attendance Law requires that all students are to be present in school every day and all day unless they have a valid excuse for the absence or tardy.

Parents/Guardians need to contact the schools on the day of the absence to notify them when a child is absent.

Valid Excuses:

Excused Absence: When a child is absent with one of the following Valid Excuses:

(All excuses must be turned into the attendance clerk within 3 days. Failure to meet this deadline will result in an unexcused absence.)

(It is the responsibility of the parent/student to see that appropriate documents are turned in to the attendance clerks to excuse any absences.)

1. PARENT NOTE for Sickness: 3 days or 3 tardies or a combination totaling 3 per semester can be excused with a PARENT NOTE explaining that the child was sick and unable to attend school. Only 3 Parent Notes per semester are allowed.

2. Medical Statement for Sickness: Statement from Doctor, Other Health Care Provider, or School Nurse will be accepted. Students are expected to return to school unless it is medically necessary to miss the entire day.

Students are allowed 10 Medically Excused Absences per year. After that Form MCATTIO (Appendix A) must be completed by the health care provider to excuse the absence.

3. Death of Family Member: A funeral home card will serve as the excuse.

4. Summons to Court: A copy of the court document requiring the student's attendance will serve as the excuse.

S. Extreme Emergency: These will be excused per the School Principal's discretion.

Home Bound Instruction: Parents of students who must be out of school for five or more consecutive days should contact the school regarding Home Bound Instruction.

Make up work: Students with excused absences will be allowed to make up all work missed. Students with unexcused absences will be allowed to make up work at the discretion of the teacher. All make up work will not be completed during the regular school day.

Unexcused Absences

Truancy: KRS 159.150: Any child whose absences or tardies accumulate to THREE or more days, without valid excuse is a TRUANT.

Habitual Truancy: Any child who has been reported as a TRUANT two or more times is a Habitual Truant.

Procedures to Address Truancy and Habitual Truancy:

Step A: 2 Unexcused Absences or Tardies: Parents are notified by letter by the school stating that the child has 2 Unexcused Absences and will be reported as being a TRUANT if child has one more Unexcused Absence. The Attendance Policy will be attached to this letter.

Step B: 3 Unexcused Absences or Tardies: A letter is sent from the school to the parents/guardian stating that the child has 3 Unexcused Absences and is being reported as being a TRUANT. Middle School and Freshman **Parents will be invited to attend a Truancy Diversion Program Workshop conducted by the Monroe County Board of Education, Department of Juvenile Services, and other Monroe County Agencies.**

Step C: 5 Unexcused Absences or Tardies: A letter is sent from the school to the parents/guardian stating that the child has 5 Unexcused Absences and that they will be referred to the OPP if they have one more unexcused absence.

Step D: 6 Unexcused Absences or Tardies: OPP attempts a home visit and issues the Final Notice to the parents either in person or certified mail.

Step E: 7 Unexcused Absences or Tardies: OPP reports the child and parents to the Court Designated Worker or the County Attorney. See Below:

Elementary Students and Parents will be reported to the County Attorney which may lead to being charged with Unlawful Transaction with a Minor.

Middle School and High School Students will be reported to the Court Designated Worker.

Students who are 18 or older will be held accountable for their attendance and the report will be made to the County Attorney.

EHO Educational Enhancement Opportunity: Parents may request a principal to grant EHO Status for students to be away from school to participate in activities of a special educational nature for a total of IO days per year that are directly related to a specific core content area. EHO Status is determined by the School Principal. EHO application must be submitted to the school before the date of the activity.

Extra-Curricular Program Participation:

Students not in attendance for the entire day will not be allowed to compete/perform/practice in extracurricular activities that day at or after school. The following exceptions will be taken into consideration: Death of a Relative, Doctor's Appointment, Mandatory Court Appearance, Special circumstance (to be determined by principal.)

School Level Policy: Each school will determine school specific rewards for good attendance and consequences for poor attendance. Each SBDM council will make these decisions as well as others to best meet the needs of their students.

Definitions:

Parent Note: A statement written by parent/guardian explaining why the child was absent or tardy. This can be used 3 times per semester. Must be signed by the parent and dated. Parent Notes must be turned in to the Attendance Clerk within 3 days.

Medical Statement: An official statement from a Doctor or other Health Care Provider stating that the child was unable to attend school due to sickness. Must be signed by Doctor or Health Care Provider and turned in to the office within 3 days.

MCATT Form: Required form when student has IO or more doctor's statements. The form must be completed by the Doctor or Health Care Provider for the absence to be excused.

Perfect Attendance: The student must have ZERO absence events as well as no more than 4 tardies to have perfect attendance.