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# **DISTRICT STUDENT HANDBOOK**

**2011-2012**

**Mr. Tim Murley, Superintendent**

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# **WARREN COUNTY PUBLIC SCHOOLS STUDENT HANDBOOK**

## ***Preface***

The District Student Handbook has been adopted by the Warren County Board of Education in an effort to inform students, parents, school faculty staff, and the school community of the policies relating to students of the Warren County Public School District.

Under the Kentucky guidelines for School Based Decision Making councils, schools have authority to establish additional policies within the framework of Board established rules and regulations. Please check with your child's school for specific rules and regulations.

## **LEGAL AUTHORITY *of the* WARREN COUNTY PUBLIC SCHOOLS BOARD OF EDUCATION**

The constitution of the Commonwealth of Kentucky gives the Kentucky General Assembly the power by appropriate legislation to provide for an efficient system of common schools throughout the state. The Warren County Board of Education, a body politic and corporate, is empowered by authority of Kentucky Revised Statute 160.160 to do all things necessary to accomplish the purposes for which it was created.

The Warren County Board of Education discharges all duties and obligations specified by Kentucky Revised Statutes and by administrative regulations adopted by the State Board of Education. Matters not covered by these statutes and regulations are administered in accordance with the intent of the law and within the context of the highest possible ethical and professional standards.

## **KENTUCKY EDUCATION GOALS**

**THE KENTUCKY GENERAL ASSEMBLY HAS SET THE FOLLOWING GOALS FOR SCHOOLS AND STUDENTS:**

- Schools must expect a high level of achievement of all students.
- Schools must develop their students' ability to:
  - a. use basic communication and math skills for situations they will encounter throughout their lives;
  - b. apply principles from math, sciences, arts, humanities, social studies and practical living studies to situations they will encounter throughout their lives;
  - c. become self-sufficient individuals;
  - d. become responsible members of a family, work group or community;

- e. think and solve problems in school situations and in life;
  - f. connect and integrate experiences and new knowledge with what they have previously learned and build on past learning experiences to acquire new information through various sources.
- Schools are to improve their students' rate of school attendance.
  - Schools are to reduce their students' dropout and retention rates.
  - Schools are to reduce physical and mental health barriers to learning.
  - Schools are to be measured on the proportion of students who make a successful transition to work, post-secondary education and the military.

### **MISSION STATEMENT**

The mission of the Warren County Public Schools is to prepare our students to think independently, to learn throughout life, and to be happy, healthy, productive members of a democratic society.

### **EDUCATIONAL BELIEFS**

The mission of the Warren County Schools is the foundation upon which all-educational programs and services are built.

The mission consists of a set of beliefs and goals, both of which give direction to planning and implementing programs and services. Belief statements describe the philosophy of the school district and serve as criteria for judging the degree to which educational philosophy is placed into practice.

### **PUBLIC EDUCATION**

We believe that:

1. Public education is the primary means of perpetuating the fundamental principles and values of a democratic society and shall allow students to acquire understanding of governmental processes as they affect the community, state, nation.
2. Public education has a responsibility for initiating programs that will improve the quality of life for the citizens of Warren County.
3. Public education should provide opportunities for pupils to develop communication skills necessary to function in a complex and changing society.
4. Public education is the responsibility of all citizens of Warren County so that all students may acquire the knowledge to make economic, social and political choices.

5. Public education policy should be set by elected representatives of the citizens of Warren County with the input of competent professionals and interested citizens and parents.
6. Public education should provide equal educational opportunities for the citizens of Warren County, regardless of race, national origin, sex, political affiliation, and physical or mental limitations.
7. Public education should provide all pupils an opportunity for an equal education and a safe and comfortable environment, regardless of school attended or place of residence.
8. Public education shall provide sufficient preparation to choose and pursue a life's work intelligently and enable one to compete favorably with students in other states.

### **COMMUNITY**

We believe that:

1. Communications between schools and community generate community support and contribute to school effectiveness.
2. School and community leaders should model the highest standards of ethical behavior.
3. The citizens of Warren County should be responsible for both assisting with the development of public education and providing adequate financial support.
4. Parents have the primary responsibility, with assistance from the schools, for the education, welfare, and discipline of their children.
5. Parents have the responsibility for helping their children develop positive attitudes about learning, school, and school personnel.

### **PUPILS AS INDIVIDUALS**

We believe that:

1. Each pupil must develop sufficient self-knowledge and knowledge of his mental and physical wellness.
2. Each pupil is an individual with unique characteristics, abilities, and needs deserving of full consideration and respect from school personnel.
3. Each pupil must become a self-sufficient individual.
4. Each pupil is capable of learning and should have an opportunity to learn based on his/her needs, interests, and abilities.
5. Each pupil needs and deserves concern, acceptance, and understanding.

6. All pupils should be responsible for their own behavior, maintain respect for peers and school personnel, school property, and be punctual and regular in attendance to school.

## **EDUCATIONAL PROGRAMS**

We believe that:

1. Educational programs should be organized and delivered as elementary school, middle school, high school, and adult/community education school.
2. The kindergarten should serve the needs and the interests of children and should focus more on individual social and academic readiness than on academic achievement.
3. The elementary school should consist of pupils in grades K-6 with a maximum size of approximately 750 pupils.
4. The middle school should consist of pupils in grades 7-8 with a maximum size of approximately 900 students.
5. The high school should consist of pupils in grades 9-12 with a maximum size of approximately 1,250 pupils.
6. Developing interpersonal relationships among students should be an integral part of school activities so that students may become responsible members of a family, work group or community, including demonstrating effectiveness in community service.
7. Educational programs should address the social-emotional (affective), academic (cognitive), and physical (psychomotor) needs of a pupil, and provide students the ability to think and solve problems in school situations and in a variety of situations they will encounter in life.
8. The process by which a pupil learns is as important to the development of each pupil as the content learned.
9. Programs for exceptional children should be provided in the least restrictive environment and in the best interest of the pupil.
10. Students must develop the ability to apply core concepts and principles from mathematics, the sciences, arts, the humanities, social studies, and practical living studies to situations they will encounter throughout their lives.
11. Schools shall develop the student's abilities to connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build learning experiences to acquire new information through various sources of technology.

12. Educational programs should take into consideration the different states of growth and development of a pupil.
13. All programs and services should be periodically assessed and modified as necessary.
14. Basic skills should be taught in all grades Pre-Primary-12 so that students can use basic communication and math skills for purposes and situations they will encounter throughout their lives.
15. Counseling and guidance programs should be provided as a support to students in all grades.
16. Educational programs should provide sufficient grounding in the arts to enable students to appreciate their cultural and historical heritage.

### **EDUCATIONAL GOALS**

The goals included in the mission are global statements of pupil outcomes and are not action-oriented. They are designed to give the school district direction in planning programs and activities and aid in monitoring the overall progress of the school district, school, or program. Every activity sponsored by Warren County Schools should relate directly to one or more goals.

The individual differences in pupils, especially experiences and abilities, have been considered in the development and adoption of the goal statements.

There are eight general goal statements in this section of the mission, with each statement further described with sub-groups.

Neither the goals nor the sub-groups are presented in any order of importance.

1. **DEVELOP BASIC AND ADVANCED ACADEMIC SKILLS.**
  - a. Learn to read and write.
  - b. Handle basic and advanced math operations.
  - c. Learn to acquire ideas through reading and listening.
  - d. Learn to communicate ideas through writing and speaking.
  - e. Develop the ability to use available sources of information.
2. **DEVELOP THE STUDENTS' CAPACITY TO REASON AND USE KNOWLEDGE.**
  - a. Develop the ability to think rationally, including problem solving skills, skills at applying logic, and skills in using different types of inquiry.
  - b. Develop the ability to evaluate and use knowledge.
  - c. Develop the ability to think critically and independently.
  - d. Nurture curiosity and eagerness for life-long learning.
  - e. Develop the ability to use scientific methods.
  - f. Develop an understanding of the importance of good study habits.



3. **DEVELOP SKILLS THAT ENHANCE CAREER SUCCESSES.**
  - a. Acquire knowledge about career options and current economic conditions.
  - b. Learn to plan for reaching career goals.
  - c. Develop positive attitudes toward work, including an appreciation of the social value and dignity of work and pride in workmanship and respect for employers.
  - d. Develop habits and attitudes that make one productive.
  - e. Develop a positive attitude toward continuing education.
4. **DEVELOP SKILLS AND ATTITUDES THAT ENCOURAGE GOOD CITIZENSHIP.**
  - a. Develop loyalty to American democratic ideas.
  - b. Develop an understanding of our American heritage.
  - c. Acquire knowledge of the basic workings of various governments.
  - d. Acquire knowledge that prepares one for succeeding as a citizen of the world.
  - e. Develop an understanding of the obligations and responsibilities as a citizen of America and the world.
5. **DEVELOP INTERPERSONAL AWARENESS AND SKILLS THAT WILL RESULT IN POSITIVE RELATIONSHIPS.**
  - a. Develop an appreciation for and an understanding of other people and cultures.
  - b. Develop the ability to identify with and advance the goals and concerns of others.
  - c. Develop a concern for humanity and an understanding of interpersonal relationships.
  - d. Develop the ability to see things from the viewpoint of others and to work cooperatively with others.
  - e. Develop leadership ability.
6. **DEVELOP GOOD CHARACTER, HIGH STANDARDS OF PERFORMANCE, AND A FEELING OF SELF-WORTH.**
  - a. Develop behaviors that are morally and ethically sound.
  - b. Develop the self-confidence needed to deal successfully with self and others.
  - c. Develop skills in making decisions.
  - d. Learn to plan and organize for reaching goals.
  - e. Develop willingness to accept responsibility for one's own decisions and their consequences.
7. **DEVELOP EMOTIONALLY AND PHYSICALLY.**
  - a. Develop knowledge of one's own body and adopt sound health practices.
  - b. Develop knowledge of the dangers of addictive substances.
  - c. Learn to use leisure time effectively.
  - d. Develop physical fitness and recreational skills.
  - e. Develop the ability to engage in self-evaluation for self-improvement.
  - f. Develop an understanding of the importance of the family unit.
  - g. Develop methods of coping with anger, jealousy, fear, etc.

8. **DEVELOP CREATIVITY AND AESTHETIC EXPRESSION.**
- a. Develop the ability to deal with problems in creative ways.
  - b. Develop the ability to be flexible and to consider different points of view.
  - c. Develop the ability to experience and enjoy different forms of creative expression.
  - d. Seek to contribute to cultural and social life through one's artistic, vocation and vocational interests.

## **RIGHTS AND RESPONSIBILITIES**

### ***4000. Student Rights and Responsibilities***

- 4000.01 Students have a right to a quality education, within the resources available to the district, which meet their individual needs.

Students have a responsibility to complete assignments, participate in classroom instruction and respect the rights of others.

### ***4010. Teacher Rights and Responsibilities***

- 4010.01 Teachers have a right to receive respect and support from their co-workers, administrators, pupils, and parents/guardians of pupils.

Teachers have a responsibility to present educational materials and the experiences appropriate to the students' abilities in their respective classrooms.

### ***4020. Parent/Guardian Rights and Responsibilities***

- 4020.01 Parents/guardians have a responsibility to instill in their child a sense of responsibility and respect and a personal need for an education.

(A more complete listing of Parent/Guardian Rights and Responsibilities is on file in the Central Office.) Our district receives federal funds for Title I programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s).

If you would like to request this information, please contact the building principal of the school your child attends. Please include your child's name the names of your child's teacher(s) and an address or email address where the information may be sent.

### ***4020.2 Title I Parent Involvement Policy***

This policy and the plan to implement it, have been developed jointly and in agreement with, and will be distributed to, parents of students participating in the Title I program. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand. This policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

#### **Expectations for Parent Involvement**

Contingent on confirmation of resources and other necessary information being provided by state and federal authorities, it is the intent of the Board that parents of participating students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on changing needs of parents and the schools.

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

#### **4030. *Principal/Designated Administrator Rights and Responsibilities***

**4030.01** Principals/Designated Administrators have a right to expect all participants in the schooling process to comply with school and Board of Education policy.

Principals/Designated Administrators have a responsibility to help create and maintain a positive school climate, which allows for respect of the rights of all participants in the schooling process.

#### **4030.02 *Procedure for Ensuring Prompt Resolution of Complaints of Violations of Title 1, Part A, NCLB Section 9304***

NCLB requires the adoption of a written procedure for the receipt and resolution of complaints alleging violations of Title 1, Part A in the administration of the program.

The District procedure is as follows:

The complaint must be in writing and addressed to the District Title 1 Coordinator. The complaint must contain the following: the name of the complainant and contact information; the nature of the complaint (the specific violation of the administration of the Title 1, Part A program).

The Title 1 Coordinator must maintain a complaint log. The log must include the following: the name of the complaint; the receipt date of the complaint; the log-in number assigned to the complaint for tracking purposes; the name of the staff to whom the complaint will be referred (if applicable); and the date of the response to the complaint.

The Title 1 Coordinator must respond to the complaint within thirty (30) working days upon receipt of the complaint.

The Title 1 Coordinator must maintain a copy of the complaint, log, and response on file in the district office.

After the complainant has received a response from the Title 1 Coordinator, the complainant has thirty (30) days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with (704 KAR 3:365).

The Compliant Process for participation of private school children is the same as above.

## **ADMINISTRATIVE REGULATIONS**

### **4040. *Authority Over Students***

- 4040.01 Pupils of the several schools of the district are under the authority of the respective administrators and teachers therein while in school and while in school buildings, on school grounds, participating in co-curricular and extra-curricular activities, and while going to and returning from school or until properly released. (KRS161.180; WCBE Policy 09.221)

### **4050. *Race Relations and Cultural Diversity***

- 4050.01 The Warren County Board of Education will not tolerate acts of bullying, harassment or discrimination. It will not tolerate a climate of hostility created by use of language, conduct or symbols which are commonly understood to convey hatred, contempt or prejudice due to race, color, national origin, age, religion, culture, marital status, sex, or disability.

The Warren County Board of Education shall in its policies and actions deal swiftly and with determination to discipline any offenders under its supervision.

The Warren County Board of Education is committed to promoting racial harmony among its students, staff, and community in a manner that demonstrates the value of multicultural experience.

The Warren County Board of Education and staff shall continue to provide curricular and extra-curricular programs and opportunities for all students to acquire positive attitudes toward racial, cultural, and religious diversity.

The Warren County Board of Education is dedicated to equal access to all programs and opportunities for all students to reach their full potential. (WCBE Policy 03.162 and 09.42811)

### **4060. *Harassment and/or Discrimination***

Bullying, harassment/discrimination due to an individual's race, color, national origin, age, religion, sex, genetic information, marital status, political beliefs, gender or disability is prohibited on school property and off school grounds during school sponsored activities. This prohibition also applies to visitors to the school who may come in contact with employees and students. (WCBE Policy 9.42811)

A student is being bullied or victimized when he or she is exposed, repeatedly over time, to negative actions on the part of one or more students (Olweus 1986 & 1991). It is a negative action when someone intentionally inflicts or attempts to inflict injury or discomfort through physical aggression, verbal threatening, taunting, teasing and name-calling. Bullying differs from peer quarreling/cruelty in that there is an imbalance in power, either real or perceived. Victims of bully

behavior have difficulty defending their selves and are somewhat helpless against the bully.

Harassment/discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Sexual harassment is defined as any unwanted, personally offensive sexual attention, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status;
- (2) Submission to or rejection of such conduct is used as the basis for academic decisions affecting that student; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

A student, or the parent acting on the behalf of the student, should report any suspected violations of this policy (harassment or discrimination) to the principal, assistant principal or counselor at the student's school. An investigation of any reported complaint will be conducted in accordance with approved procedures and action will be taken to provide remedies when harassment or discrimination is discovered.

#### ***4070. Visitors In Schools***

All visitors, including volunteers, to any Warren County School shall enter through the front entrance and immediately stop at the Administrator's Office for further instructions.

All visitors will sign in and be issued a "Visitor" pass when going beyond the Administrator's Office. "Visitor" passes must be worn by visitors and be visible at all times while in the school.

#### ***4090. Regulations for Pupils Riding School Buses***

The privilege of any pupil to ride a school bus is conditioned upon their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal of the school, which the pupil attends for necessary corrective action.

1. The driver is in charge of the bus and pupils. Obey the driver promptly and cheerfully.

2. Be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Be at the bus stop prior to the time the bus is scheduled to arrive.
3. Pupils shall ride their assigned bus and get off at the designated location unless they provide the principal's office a written statement from their parent/guardian indicating a change in bus or location of the stop.
4. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to pay the full cost of repairs before riding privileges are restored.
5. Always cross in front of the bus at a safe distance in order to be seen by the bus driver. (Minimum 10-12 ft.) Cross only on driver's signal.
6. Do not run toward or run across the street in front of a school bus while it is in motion.
7. Never stand in the road while waiting for the bus. Wait in an orderly line off the highway or street.
8. Pupils shall board the bus and immediately take a seat without disturbing other passengers; ride three in a seat and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the bus and not in the doorway.
9. Pupils shall not try to get on or off the bus or move about within the bus while it is in motion.
10. Pupils shall not engage in any activity, which might divert the driver's attention away from driving the bus and cause an accident, such as:
  - a. Loud talking, or laughing, or unnecessary confusion.
  - b. Unnecessary conversation with the driver
  - c. Extending any part of the body out of the bus windows or doors
11. Pupils shall not engage in any activity which might damage or cause excessive wear to the bus or other property.
12. The following activities are prohibited at all times:
  - 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. Possessing weapons such as knives or sharp objects.
  - e. Bringing animals on the bus.

- f. Throwing articles or objects in or from the bus.
  - g. Tampering with mechanical equipment, accessories or controls of the bus driver.
  - i. Obstructing the aisle in any manner.
  - j. Occupying more space in a seat than required. (All items, which students bring on a bus, must be held by the student and will not be placed on seats or in aisle.)
  - k. Tracking mud and dirt onto the bus.
  - l. Littering the bus.
  - m. Opening or closing windows without permission of the driver.
13. No persons other than those assigned to the bus shall be allowed to ride a school bus.
14. Any pupil who persists in violating any of these rules or regulations shall be reported to the principal of the school, which he or she attends for disciplinary actions. After due warning has been given, the principal shall withdraw the privilege of riding the bus for a specified period. Once the privilege of riding a school bus has been withdrawn for the second time riding privileges can only be restored after the pupil has presented evidence that their behavior will improve, and the Transportation Director has granted permission. Written notice of the action of the principal shall be furnished to the parent, but such notice need not precede action by the principal.
15. Any complaints of drivers, pupil, or parents, not specified in the above regulations, shall be reported promptly to the principal or Transportation Director.
16. The Warren County Board has zero tolerance for problems on the school bus involving student behavior. The driver shall do the following to solve these problems:
- \* Assign seats.
  - \* Use the discipline write up forms.
  - \* Our drivers will be firm but fair with students. The school bus is an extension of the classroom and should be a “safe place” for students, not a place where they have to worry about being intimidated or harassed by other students. The following discipline guidelines are in place to handle bus referrals:
    - \* 1st offense - discretion of principal/designee.
    - \* 2nd offense - discretion of principal/designee.

- \* 3rd offense - student suspended from bus for three (3) consecutive days.
- \* 4th offense - student suspended from bus for five (5) consecutive days. (Student and parents must meet with principal and Director of Transportation prior to riding privileges being restored.)
- \* 5th offense - student suspended from bus for ten (10) consecutive days.
- \* 6th offense - student removed from bus for remainder of semester or school year.

#### **4100. Busing/Trips**

**4100.01** The Board of Education provides transportation to and from school for students who do not live within a reasonable walking distance of their assigned school.

The privilege of any pupil to ride a bus is conditioned upon their good behavior and observance of the rules and regulations (Re: Regulations For Pupils Riding School Buses handbook). (WCBE Policy 09.226; 06.34)

**4100.02** Any request for a prearranged destination other than the students home, will be verified by the building Principal or his or her designee. If a request cannot be verified, the pupil will NOT be allowed to travel on a bus that carries her/him to a destination other than his/her home or customary destination.

**4100.03** The Board does not authorize outings or picnics off school grounds except those of a planned educational nature.

A faculty member or administrative staff member will accompany students on all school-sponsored trips, including buses transporting students to and from athletic and academic contests.

Parents/Volunteers must complete a volunteering training and criminal record check before chaperoning for a field trip. Procedures for planning and carrying out educational trips shall be in accordance with the Board policies, on "Field Trips and Excursions." (WCBE Policy 09.36)

#### **4110. Automobile Use**

**4110.01** Under conditions prescribed by the Board of Education and the school Principal, high school pupils may be permitted to drive motor vehicles onto the school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be moved during the school day unless the Principal or his/her designee gives permission. Driving on school grounds is a privilege, which may be revoked at any time. Middle School students are not permitted to drive motor vehicles to school. (WCBE 09.223)



#### **4120. Dismissal From School**

##### **4120.01 Release of Students:**

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. The Principal/designee prior to the student departing school must approve any deviation from the authorized release process, in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

##### **4120.02 Release Process:**

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

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

##### **4120.03 Exceptions:**

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal (WCBE Policy 09.1231)

##### **4120.04 Each student is required to depart promptly from school upon being dismissed unless participating in an activity of the school approved by the Principal.**

**4130. Property Damage**

4130.01 Any pupil who cuts, injures, or defaces, in any way, any portion of the school building, furniture, free textbooks, or any other public property, shall be subject to disciplinary action by the Principal or teacher. Such student and her/his parents or guardian shall be responsible for the full amount of the damages.

Assault or battery or abuse of school personnel or stealing, willfully defacing, or damaging the personal property of school personnel on school property or off school property constitutes cause for suspension or expulsion from school (KRS 158.150; WCBE Policy 09.421)

**4140. Pupils in Building**

4140.01 No pupil shall be permitted in the school building except when under the direct supervision of the Principal, a faculty member, or a certified district employee designated by the Principal.

**4150. Student Medication**

4150.1 Pupils may take medication, which is brought, from home once a completed authorization from the parent/guardian is on file.

Medications dispensed to students by authorized school personnel who have completed training required by law shall be kept in the school following the guidelines set forth in procedure. All medications given must be administered and documented according to procedures developed by the Superintendent.

**Self-Administration:**

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and physician files a completed form each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication.

**4160. Student Dress and Appearance (WCBE Policy 09.427)**

The Warren County School system feels a responsibility to educate students socially as well as academically. Student dress is an important phase of social education.

Students should always dress appropriately for the occasion and avoid extremes in dress, cosmetics, and hairstyles. Students should feel a responsibility to present a suitable appearance in order to reflect credit upon themselves, their families, school, and community.

The Board establishes the following standards because of its conviction that student attitude is closely related to dress and appearance. It is also felt that the

climate for learning in schools is enhanced by a student body that is suitably dressed and well groomed.

- 4160.01      **Elementary (Grades Pre-Primary – 6):**  
Modesty and the avoidance of distracting influences are to be the key to dress. The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which, in the judgment of the Principal, significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited.
- Hats or headdresses may not be worn in school unless they are necessary for religious, health or safety purposes.
- Sunglasses shall not be worn inside the school building without a medical excuse; a doctor's note must be presented beforehand.
- The hair shall be clean and well groomed. Distracting extremes shall not be permitted.
- Shorts may be worn provided proper decorum is maintained. Extremes should be avoided (e.g., shortness and tightness of garment).
- Patches, emblems, and clothing depicting offensive messages, vulgarity or advertising alcoholic beverages or illegal substances shall not be permitted.
- Appropriate shoes shall be required at all times (e.g., gym shoes in P.E. classes).
- 4160.02      **Enforcement:**  
Principals shall enforce the dress code in their schools. In instances involving clothing not specifically included in the preceding regulations or involving variations of clothing covered in the regulations, the Principal shall interpret this policy.
- 4160.03      **Exemptions:**  
On pre-announced days, the Principal or his/her designee may exempt students from any part of the dress code.
- 4160.04      **Violations:**  
This dress code is adopted in the interest of developing and maintaining a student body, which is well-groomed, neat and avoiding disruption of the educational process. When violations of these policies occur the Principal or his/her representative, will inform the student of the violation and instruct him/her to correct the discrepancy. If the student then fails to follow the established policy, disciplinary action may result.

- 4160.05 Middle School and High School (Grades 7-12):**  
Modesty and the avoidance of distracting influences are to be the key to dress. The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions, which in the judgment of the principal, significantly disrupts schoolwork, interrupts scholastic endeavors, or threatens the health of other pupils and/or faculty, is prohibited.
- Hats or headdresses may not be worn in school unless they are necessary for religious, health or safety purposes.
- Sunglasses shall not be worn inside the school building without a medical excuse; a doctor's note must be presented beforehand.
- The hair shall be clean and well groomed. Distracting extremes shall not be permitted.
- Shorts may be worn provided proper decorum is maintained. Extremes should be avoided (e.g., shortness and tightness of garment).
- Skirts and dresses need to be of a length that maintains proper decorum. Extremes should be avoided (e.g., shortness and tightness of garment).
- Prohibited are the nude look, see-through, or cut-away styles that expose the ribcage or any garment that exposes the bare midriff.
- Patches, emblems, and clothing depicting vulgarity or advertising alcoholic beverages or illegal substances shall not be permitted.
- Proper upper body garments shall be required at all times. Full-length coats must be removed upon entering the building.
- 4160.06 Enforcement:**  
Principals shall enforce the dress code in their schools. In instances involving clothing not specifically included in the preceding regulations or involving variations of clothing covered in the regulations, the Principal shall interpret this policy.
- 4160.07 Exemptions:**  
On pre-announced days, students may be exempt from any part of the dress code by the Principal or his/her designee.

4160.08

**Violations:**

This dress code is adopted in the interest of developing and maintaining a student body, which is well-groomed, neat and avoiding disruption of the educational process. When violations of these policies occur, the Principal or his/her representative will inform the student of the violation and instruct him or her in the correction of the discrepancy. If the student then fails to follow the established policy, disciplinary action may result.

**4170. Weapons**

4170.01

The Warren County Schools has adopted a zero tolerance policy for weapons. Violations of this policy will result in demonstrated consequences, which may include suspension and expulsion. 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. Students shall not carry, bring, use or possess any firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap or facsimile thereof (example: toy handgun), in any school building, on school property, in any school vehicle or at any school-sponsored activity or event. A *“firearm”* is defined as *“any instrument that will expel a projectile by the action of an explosive, including, but not limited to, any pistol, handgun, revolver, rifle or shotgun”*. *“Other dangerous or deadly weapons”* are defined as *“instruments, articles or substances which under circumstances in which it is used, attempted to be used, threatened to be used or could be used, is capable of causing death or bodily injury, including but not limited to, any knife, air gun, spring gun, slingshot, bludgeon, billy club, nightstick, blackjack or artificial knuckles”*. *“Dangerous instrument, destructive device or booby trap”* is defined as *“any instrument, article or substance which, under circumstances in which it is used, attempted to be used, threatened to be used or could be used, is capable of causing death or bodily injury (including fireworks, etc.)”* (WCBE Policy 09.424)

The penalty for students possessing a firearm at school or 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 case-by-case modification of the one (1) year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

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

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal

Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.

- 4170.02 For carrying, bringing, using or possessing any firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap or facsimile thereof (Example: toy handgun), the student will immediately be suspended and a recommendation for expulsion will be made. Possession of a pocket-knife is not permitted and shall be dealt with as a Level I offense and the knife will be confiscated. For every occurrence of a student found with an ordinary pocket-knife thereafter, consequences shall include confiscation of the knife and punishment that may include suspension and/or expulsion.

If a student is in possession of or transferring information at school that relates to making of bombs and/or other dangerous substance, the student will be immediately suspended and a recommendation for expulsion will be made.

**4180. *Laser Pointers***

- 4180.01 Due to the risk of injury from misuse, students are prohibited from using laser pointers on school grounds.

**4190. *Paging Devices and Access to Electronic Media***

- 4190.01 During the school instructional day or while being transported on any Warren County school bus, no student shall use or activate a personal telecommunications device while on school property or while attending a school-sponsored or school-related activity. The Principal, on a case-by-case basis, may make exceptions. A personal telecommunications device is defined as one that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Cell phones are considered paging devices.
- 4190.02 A person who discovers a student in possession of a paging device in violation of this section shall report the violation to the appropriate school administrator, who shall confiscate the device. Other disciplinary action may be evoked at the school level. (KRS 158.165)
- 4190.03 Students may be granted access to electronic media involving District technological resources. All use of these resources must meet Warren County Board of Education Policy 08.2323 and the District's Acceptable Use Procedures and Guidelines Document available from the District website.

**4200. *Secret Societies and Gang Activity or Association***

- 4200.01 The Board does not permit the establishment or operation of any secret societies, fraternities, or sororities in any Warren County School. (WCBE 09.32)

**4200.02**

**Gang Activity or Association:**

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:

1. Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives.
2. Present a physical safety hazard to self, students, staff, and other employees.
3. Create an atmosphere in which a student, staff, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, and emblem upon any school or personal property or on one's person. (WCBE Policy 09.427)
5. If a principal has evidence to suspect gang activity, this information will be reported to the police. When this referral to the police is likely to result in a contact being made by the police with a specific pupil and his/her parents, efforts may first be made by the principal or designee to make the parents aware of the information/concerns.

**4210. Student Organizations**

**4210.01**

Membership in student organizations conducted on school premises or organized under the name of the school shall be open to all students. Membership and election of officers shall conform to accepted democratic practices. Provisions of this regulation shall not prohibit such groups as honor clubs, athletic clubs, or other groups where membership is determined by scholarship, special curricular-related interests, or other such qualifications, from restricting membership to students who qualify according to by-laws of the organization approved by the Principal. (WCBE 09.32; 09.321; 09.323)

**4220. Alcohol and Other Drug Policy (Including Tobacco) (WCBE 09.423)**

It is the firm position of the Warren County Schools that the possession and/or use of illicit drugs, alcohol and tobacco is wrong and harmful to one's health.

**4220.01**

**Drugs, Narcotics, Controlled Substances, Alcohol, and Mood Altering Substances Prohibited:**

No student shall purchase, possess, use, be under the influence of, sell or transfer any alcoholic beverage, narcotic, drug, controlled substance, mood altering substance (such as inhalants), over the counter medicines/drugs or drug paraphernalia and/or assist another pupil in the purchase, sale or transfer of

alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants), over the counter medicines/drugs, or drug paraphernalia on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or en route to or from school property or a school-sponsored or sanctioned activity or event.

**4220.02      Drugs, Narcotics, and Controlled Substances Defined:**

Controlled substance means any substance or immediate precursor listed as a drug, narcotic, or controlled substance in Chapter 218A of the Kentucky Revised Statutes or any regulations promulgated there under and/or any other provisions of the Kentucky Revised Statutes or Regulations promulgated there under and/or any Federal Laws or Regulations.

**4220.03      Counterfeit, Look Alike and Simulated Drugs, Narcotics and Controlled Substances:**

No pupil shall purchase, use, sell, possess or transfer any counterfeit, look-alike or simulated narcotics, drugs or controlled substances and/or assist another pupil in the purchase, sale or transfer of any counterfeit, look-alike or simulated narcotics, drugs or controlled substances on school property, in any school vehicle, at any school-sponsored or sanctioned event or activity or en route to or from school property or a school-sponsored or sanctioned event or activity, with the representation or the creation of an impression that the substance which is purchased, used, possessed, sold or transferred is a narcotic, drug or controlled substance.

**4220.04      Authorized Medication:**

All prescription medicines and over the counter medicines must be turned in to the office for dispensing by authorized personnel. These medications should be in the original container. Use of a drug, narcotic or controlled substance prescribed and authorized for a pupil by a physician or dentist and administered in accordance with a prescription shall not be considered in violation of this policy. Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

**4220.05      Penalties:**

For the sale, purchase, possession, transfer, of alcoholic beverages, narcotics, drugs, controlled substances, over the counter, counterfeit, look-alike or simulated narcotics, drugs or controlled substances and/or assistance in the receipt, sale or transfer of alcoholic beverages, drugs, narcotics, controlled substances, drug paraphernalia, counterfeit, look-alike or simulated alcoholic beverages, narcotics, drugs or controlled substances, the student will be immediately disciplined subject to principal discretion. Consideration shall be given to knowledge, intent, or other reckless behavior when penalty is assessed for transfer.



Violation of this policy shall constitute reason for disciplinary action, including, but not limited to, suspension and/or expulsion from school.

**4220.06 Tobacco and Smoking: (WCBE 09.4232)**

No student shall possess or use (smoking, chewing or dipping) cigarettes, cigars, pipes, or any tobacco products in any form on, in or about school buildings, school grounds, school buses, and school premises. In addition, no student shall possess matches or a cigarette lighter while on school property (buses, buildings, grounds, etc).

Violations of the above policy shall result in the following actions by school administrator:

First Offense: One day in the school's Alternate Learning Center CAP program, ABC room, etc.).

Second Offense: Three (3) days in the school's Alternate Learning Center.

Any offense beyond the level described above may result in an immediate out-of-school suspension or expulsion.

**4220.07 Prevention Program:**

The Superintendent shall establish a drug-free/alcohol free awareness program for all students that may include:

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

**4230. Suspension or Expulsion (WCBE 09.434; 09.435)**

**4230.01 Due Process:**

The following due process is to be adhered to in connection with the suspension or expulsion of a pupil from school:

- (1) The pupil is to be given oral or written notice of the charges against him/her, which constitute cause for suspension;
- (2) The pupil is to be given an explanation of the evidence of the charge or charges;

- (3) The pupil is to be given an opportunity to present his/her version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension 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.

- 4230.02 The Superintendent, Principal, or Assistant Principal may suspend a pupil up to a maximum of ten (10) days per incident for conduct as provided for in KRS 158.150 or policies adopted by the Board of Education. Students with disabilities may also, for separate acts, be suspended for shorter periods, which accumulate to total removal from school in excess of 10 days during any single school year, unless the removals constitute a pattern. Any suspension from school shall be reported in writing to the parent and the letter shall include the reason for the suspension, the specific length of time of the suspension and a request for a parent and pupil conference with school staff prior to the expiration of the suspension. A copy of this letter is placed in the pupil's cumulative file, and a copy is sent to the Director for Student Services. The principal may choose to offer involvement in the Student and Family Enrichment Program in lieu of suspension from school.
- 4230.03 The Board of Education may expel any pupil for misconduct as provided for in KRS 158.150 or policies adopted by the Board of Education. Expulsion is not to take place until the pupil and the pupil's parent or guardian has had an opportunity to have a hearing before the Board. The decision of the Board shall be final.
- 4230.04 A pupil recommended for expulsion by the Superintendent shall be suspended from school for a maximum of ten school days per incident. If the Board does not meet within those ten school days to review the case and make a ruling, then the pupil is returned to school and placed in the in-house suspension program pending Board action.
- 4230.05 The following are examples of, but not limited to, offenses that furnish sufficient cause for suspension or expulsion:
- (1) Immoral conduct;
  - (2) Indecent language, either written or spoken;
  - (3) Willful disobedience or defiance of authority;
  - (4) Impropriety in dress or grooming;
  - (5) Persistent disobedience or disorder;
  - (6) Habitual tardiness;
  - (7) Unauthorized absence;
  - (8) Poor personal hygiene;
  - (9) Forgery of signature;

- (10) Leaving school without proper authority;
- (11) Willful misrepresentation of the truth;
- (12) Physical or verbal assault of school or personnel;
- (13) Physical or verbal assault of another student;
- (14) Threats of violence against students or school staff;
- (15) Possession or use of an alcoholic beverage or drug, narcotics, or controlled substance or counterfeit, look-alike or simulated drug, narcotic or controlled substance;
- (16) Possession or use of tobacco on the school premises; or
- (17) Willfully or wantonly defacing, destroying or damaging school property or the personal property of school personnel on school property, off school property, or at school sponsored activities.
- (18) Possession of a firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap or facsimile thereof (example: toy handgun);
- (19) Violation of policies or rules adopted or prescribed by school authorities.
- (20) Such other conduct as may warrant suspension or expulsion.

**4230.06** A suspended student shall not be permitted to make up class activities, assignments and examinations missed during the period of suspension. Students with disabilities must continue IEP services with the 11th day of suspension in a year.

A suspended student shall not be permitted to participate in any school functions, at any Warren County School, during the period of suspension.

**4230.07** In cases that involve students with disabilities, the procedures mandated by federal and state law shall be followed.

**4230.08** Students who are referred to an alternative school, after their initial placement in that facility shall appear before the Warren County Board of Education. The Board shall decide if placement in an alternative school or expulsion is more appropriate.

***4240. Criminal Violations (WCBE 09.438)***

**4240.01** Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations shall be dealt with according to these laws and local school board policy. When criminal violations occur, persons committing these acts may be immediately turned over to the appropriate law enforcement officials.

**4240.02**      **Misconduct, which constitutes a criminal act, may result in immediate removal of said person or student from the school and its environs, pending a hearing before the Board of Education.**

**Assault on School Personnel:**

**Any pupil who physically or verbally assaults or abuses a teacher or other school personnel shall be subject to appropriate disciplinary action and/or legal action.**

**Before a student with a documented history of physical abuse of a school employee or of carrying a weapon on school property or at a school function or with a medical condition that threatens the health and safety of others is assigned to work directly with or to come in contact with any District employee, that person shall be notified in writing of the student's history by the Principal. The notice shall describe the nature of the student's behavior. (WCBE Policy 09.4252)**

**4240.04**      **Prior to the admission of a student to any school, if a student has been adjudicated guilty of the offenses of homicide, assault, or an offense relating to weapons, alcohol or drugs or has been expelled from school for homicide, assault or an offense in violation of state law or school regulations relating to weapons, alcohol or drugs, the parent, guardian or other person or agency responsible for the student shall provide to the school a sworn statement or affirmation that the student has been expelled from school attendance at a public or private school in Kentucky or another state for the offenses set forth herein above.**

**When any student who has been expelled from a school in Kentucky for homicide, assault or an offense in violation of state law or school regulations relating to weapons, alcohol or drugs requests a transfer of the student's records, those records must reflect the charges and final disposition of the expulsion proceedings.**

**When a student who is subject to an expulsion proceeding for homicide, assault or an offense in violation of state law or school regulations relating to weapons, alcohol or drugs, requests a transfer of the student's records to a new school, the records shall not be transferred until the proceeding has been terminated. The records shall reflect the charges and any final disposition of the expulsion proceedings.**

**A person who is an administrator, teacher or other employee of the school is required to promptly make a report to the local police department, sheriff or Kentucky State Police by telephone or otherwise if:**

**The person knows or has reasonable cause to believe that conduct has occurred, which constitutes:**

- (a) a misdemeanor or violation offense under the laws of Kentucky and relates to carrying, possession or use of a deadly weapon or use, possession or sale of controlled substances; or
- (b) any felony offense under the laws of Kentucky; and
- (c) the conduct occurred on the school premises or within one thousand (1,000) feet of the school premises, on a school bus or at a school sponsored or sanctioned event.

A person making the report in good faith shall be immune from any civil or criminal liability that might otherwise be incurred or imposed as a result to making the report and participating in any judicial proceedings that resulted from the report. (WCBE Policy 09.435)

#### **4260. Search and Seizure (WCBE 09.436)**

- 4260.01 Regular Inspection:**  
School property, such as lockers, desks, network systems, technology resources and accounts owned or supplied by the District, are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items that are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker, or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.
- 4260.02 Reasonable Suspicion:**  
No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school/district rule or the law. Search of a pupil's person shall be conducted only with the express authority of the Principal, Assistant Principal or their designee.
- 4260.03 Authorized Personnel:**  
Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal, Assistant Principal or their designee of the school, which the student attends.
- 4260.04 Witness:**  
When a search of pupil's person is conducted, the person conducting the search shall have a witness.
- 4260.05 Personal Searches:**  
No search of a pupil shall be conducted in the presence of other students.

- 4260.06      **Strip Searches:**  
No strip searches of students shall be permitted.
- 4260.07      **Illegal Items:**  
Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.
- 4260.08      **Other Disruptive Items:**  
A staff member may temporarily remove items, which may be used to disrupt or interfere with the educational process, from the pupil's possession. Such items may be returned to the pupil by the staff member or through the Principal's office.
- 4260.09      **Disposition of Items:**  
All items, which have been seized, shall be turned over to the proper authorities or returned to the true owner.
- 4260.10      **Canine Search:**  
The Superintendent may schedule the use of a canine search for drugs at the middle and high school level.
- 4260.11      **Use of Video Cameras:**  
Video cameras may be installed in areas used in the instruction and transportation programs to record student behavior. Evidence of student misbehavior recorded on video may be used to discipline students.
- 4260.12      **Failure to Cooperate:**  
Students, who fail to cooperate with school authorities when requested to, shall be subject to other disciplinary action.

***4270. Students With Disabilities (WCBE 08.131 and 09.13)***

- 4270.01      Students with disabilities may be identified and served through the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act. If eligible under IDEA, an Admissions and Release Committee (ARC) will determine educational services through an Individual Education Plan (IEP). If identified under Section 504 only, a 504 committee will ensure civil rights protection through a 504 Plan. In instances requiring disciplinary measures, the Warren County Public Schools ensure that a student will not be discriminated against due to actions caused by or related to the disability. Parents of students with an IEP or 504 Plan receive a Procedural Safeguards Notice at each team meeting regarding their child; this notice includes specific procedures and rights regarding disciplinary actions. An additional copy may be obtained at the child's school upon request.

- 4270.02 The behavior of identified students and students who have been referred for evaluation for possible special education placement and related services shall be considered during Admissions and Release Committee (ARC) or 504 committee meetings. Behavioral interventions, treatment, and consequences should become a part of any modifications attempted, and the Individual Education Plan or 504 Plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate committee to make changes in the student program, which might result in more appropriate behaviors.
- 4270.03 Since student behavior may be related to or caused by the student's disability, the role of special education includes the instruction of appropriate behavior. When the appropriate committee determines that behavioral interventions that are implemented with non-disabled students would be unsuccessful, the committee should designate appropriate behavioral strategies in the Individual Education Program (IEP) or 504 Plan for that student.
- 4270.04 Students with an IEP or 504 Plan who create a dangerous or disruptive situation may be suspended from school. The due process procedures for short-term suspension are the same for all students and are outlined in the section on suspension and expulsion. For such suspensions utilized as a disciplinary measure, where expulsion is not contemplated, the appropriate committee is not required to, but may convene. Students may be suspended from school for no more than a total of ten (10) days per school year unless the incidences of misconduct constitute a pattern of removal.
- (1) The school may unilaterally (action by the school without parent agreement) place the student in an interim alternative educational setting, to be determined by the ARC, if the student had a weapon at school or a school function, or if the student knowingly possessed, used, sold or solicited the sale of illegal drugs while at school or a school function. The IEP will be implemented in that alternative setting.
  - (2) In instances of extremely serious misconduct in which it appears that maintaining a student in his/her current educational placement is substantially likely to result in serious injury to self or others, the school district may choose to pursue through the judicial system a temporary exclusion of the student from school. This action is initiated only when parents refuse a change of placement.
- 4270.05 Annual Notice of Intent to Bill Medicaid for Service:  
The Warren County School District is an authorized school-based health services provider. When a pupil with a medical card receives speech, occupational therapy, physical therapy, evaluations or other health services through his/her Individual Education Plan (IEP), the parent may choose to give written authorization for the District to bill these services directly to the pupil's medical

card. However, the parent may choose to deny access to this Medicaid billing at any time by indicating refusal on the Parent Medicaid Consent form at the child's school.

Parent and student rights, and the services provided through an IEP, are not affected in any way by the district's participation in the Medicaid program. It is also important that parents understand that the child's benefits under the Medicaid program are not reduced because the district bills Medicaid for appropriate services. In the event a child has a medical card, and also has private health insurance, the district will not bill Medicaid for services provided by the district.

#### ***4280. Zero Tolerance and Structure for Responses to Student Misconduct***

The Warren County School District has adopted a discipline process of zero tolerance for acts of racism and weapons, drugs, alcohol and violence. Zero tolerance means both limit setting and enforcement of that limit. A discipline violation shall cause an automatic office referral which result in demonstrated consequences for the student misbehavior. All threats of violence will be taken seriously. Following investigation by school staff, an immediate suspension may occur. In addition, a police report may be made if circumstances warrant.

The following are examples of student misconduct and responses thereto; however, in a document of this nature it is impossible to list all examples. Therefore, student misconduct and responses thereto are not limited to only those examples and responses, which are listed herein. Responses to violations of the district's drug and alcohol policy are described in this manual. Also, responses to violations of the district's weapons policy are described in (WCBE 09.4; 09.42; 09.424; 09.426; 09.42811; 09.43; 09.431; 09.432; 09.4341; 09.438).

**4280.01**      **Structure for Responses To Student Misconduct:**  
Responses to student misconduct may be modified for students with disabilities in accordance with the IEP or 504 plan, using the appropriate committee and all due process procedures.

**4280.02**      **Level I: Minor misbehavior on the part of the student that 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 support personnel.

- (1)      **Examples:**
  - a.      **Classroom disturbance;**
  - b.      **Classroom tardiness;**
  - c.      **Minor instances of disrespect;**
  - d.      **Non-defiant failure to complete assignments or carry out directions;**
  - e.      **Copying other student's work;**
  - f.      **Gambling;**



- g. Harassment and/or discrimination;
- h. Non-compliance with dress code;

**(2) Disciplinary Response Procedures:**

- a. There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior;
- b. Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator;
- c. A proper and accurate record of the offenses and disciplinary action will be maintained by the staff member.

**(3) Response Options Examples:**

- a. Verbal reprimands;
- b. Behavioral contract;
- c. Counseling;
- d. Withdrawal of privileges;
- e. Strict supervised study;
- f. Peer Mediation;
- g. Social Skills Instruction;
- h. Demerits;
- i. Detention;
- j. Conference with parents;
- k. Student Assistance Program;
- l. In-school suspension;

**4280.03**

**Level II: Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which may result from the continuation of Level I behaviors, 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 misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.**

**(1) Examples:**

- a. Continuation of modified Level I misbehavior;
- b. School tardiness;
- c. Truancy;
- d. Using forged notes or excuses;
- e. Disruptive classroom behavior;
- f. Cutting class;
- g. Destroying property and/or destroying files or deleting work from files or machines;
- h. Displaying or distributing items which have a disruptive effect on the school environment;

- i. Possession of a paging device, including cell phones;
- j. Harassment and/or discrimination;

**(2) Disciplinary Response Procedures:**

- a. The student is referred to the administrator for appropriate disciplinary action;
- b. The administrator meets with the student and/or teacher and affects the most appropriate response;
- c. The teacher is informed of the administrator's action;
- d. The administrator may confer with the parent about the student misconduct;
- e. A proper and accurate record of the offense and disciplinary action is maintained by the administrator;

**(3) Response Options Examples:**

- a. Teacher/schedule change;
- b. Modified day;
- c. Behavior contracts and plans;
- d. Social probation;
- e. Peer mediation;
- f. Referral to outside agency;
- g. In-house Alternate Learning Center/Alternate Behavior Class;
- h. Counseling;
- i. Student Assistance Program;
- j. Detention;
- k. Suspension;

**4280.04** Level III: Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts may result from continuation of Levels I and II behaviors and/or 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 interest of all students.

**(1) Examples:**

- a. Fighting;
- b. Vandalism (depending on severity);
- c. Stealing;
- d. Threats to others;
- e. Sexual Harassment;
- f. Continuation of unmodified Levels I and II behaviors;
- g. Harassment and/or discrimination;

**(2) Disciplinary Response Procedures:**

- a. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences;
- b. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action;
- c. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator;

**(3) Response Options Examples:**

- a. Temporary removal from class;
- b. Alternative School Placement;
- c. Suspension;
- d. Counseling;
- e. In-house Alternate School/Alternate; Behavior Class;
- f. Expulsion;

**4280.05**

**Level IV: Acts which result in violence to another's person or property or which pose a direct threat to the orderly operation of schools and/or safety of others in the school. These acts are so serious, that they always require administrative action, which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of Education.**

**(1) Examples:**

- a. Continuation of Unmodified Levels I, II and III behaviors;
- b. Extortion;
- c. Bomb threats and other threats of harm against schools, school buses, school employees or school function. These offenses are felonies;
- d. Possession or use of firearms, other dangerous or deadly weapons, dangerous instruments, destructive devices or booby traps or facsimiles thereof (Example: toy gun);
- e. Assault/battery;
- f. Vandalism (depending on severity);
- g. Theft/possession/sale of stolen property;
- h. Arson;
- i. Possession, use, sale, receipt or transfer of, and/or assistance in the sale, receipt or transfer of alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as an inhalant) or drug paraphernalia or counterfeit, look-alike or

- simulated narcotics, drugs, controlled substances or mood altering substances;
  - j. Non emergency use of or tampering with fire alarm system;
  - k. Abusive language directed toward school personnel;
  - l. Harassment and/or discrimination;
- (2) Disciplinary Response Procedures:
- a. The administrator verifies the offense;
  - b. Confers with the staff involved; and
  - c. Meets with student and/or parents, and other appropriate persons.
- (3) Response Options Examples:
- a. Suspension;
  - b. An alternative school;
  - c. Expulsion.

#### **4290. Use of Physical Restraint**

##### **4290.01 Use of Physical Restraint:**

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

##### **Physical Restraint and Seclusion Procedures:**

Warren County Public Schools will follow recommendations of the Council for Children with Behavioral Disorders regarding physical restraint and seclusion procedures in school settings.

- \* All children will receive necessary educational and mental health supports and programming in a safe and least restrictive environment.
- \* Behavioral interventions will emphasize prevention and creating positive behavioral supports.
- \* Schools will have adequate staffing levels to effectively provide positive supports to students and should be staffed with appropriately trained personnel.
- \* Warren County Public Schools believes that physical restraint or seclusion procedures should be used in school settings only when the physical safety of the student or others is in immediate danger.
- \* Neither restraints nor seclusion will be used as punishment to force compliance or as a substitute for appropriate educational support.

#### **4300. Weather-Related Schedule Changes**

##### **Weather-Related Schedule Changes:**

Warren County schools may be cancelled due to weather-related situations. Radio and television stations are notified by 6:00 A.M. and are requested to broadcast the announcement as often as possible between 6:00 and 8:00 A.M. Also, there could be a one or two hour delay in the opening of schools. Students, however, may be dropped off at their school on their regular time schedules, as there will be school staff available to supervise them.

Severe weather may also cause schools to end the school day early. A minimum of two hours notification is necessary for personnel to be available to transport students home. Central Office will notify all schools of any early closings prior to the media announcement, which will be made by the Superintendent.

Parents of preschool children should always listen carefully for any special arrangements or cancellations during severe weather.

#### ***4310. Family Resource and Youth Service Centers***

##### **4310.01 Family Resource Centers:**

Many Warren County schools have centers available to assist families. The resources and activities vary at each site according to the needs of the school and/or community. Contact your school for more information.

**4310.02** Individuals aggrieved by actions arising from services rendered from any Warren County Family Resource or Youth Service Center have the right to a hearing and to be heard, including the right of appeal to the Cabinet for Families and Children.

#### ***4320 Release***

**4320.01** Unless otherwise notified in writing by a student's parents/guardians, the schools and the Warren County Board of Education and affiliated agencies are released to prepare a program or production dealing with material that is considered to be of interest to the general public. The cablecast/broadcast may include all or a part of a student's name, likeness, pictures, statement and/or voice.

### **CRITERIA FOR PUPIL ADMISSION**

#### ***4330. Age***

##### **Three and Four Year Old Program:**

Any student who is eligible for Special Education Services will be served as prescribed by the adopted policies and procedures for services to exceptional children.

##### **At-risk preschoolers:**

Children who have turned four years old on or before October 1 of that school year, and whose families meet the guidelines for free lunch. (WCBE 09.121, 09.122)

##### **Preschoolers with disabilities:**

Three or four year old children who have developmental delays or disabilities.

- 4330.03      **First Year Primary Program:**  
Any child whose fifth (5th) birthday is on or before October 1 of the school year in which enrollment is sought may enroll in the first year of Kindergarten. (WCBE 09.121; 09.122)
- 4330.04      **Second Year Primary Program:**  
Any child whose sixth (6th) birthday is on or before October 1 of the school year, in which enrollment is sought, and who has successfully completed a certified kindergarten program, may enroll in First Grade. (WCBE 09.121; 09.122)
- 4330.05      **Sixth Grade Program:**  
Any child who has successfully completed the fifth grade may enroll in the sixth grade provided all other criteria are met, including having a second MMR shot and a physical prior to enrolling in the sixth grade.
- 4330.06      **Alternative to Suspension Program:**  
The Warren County Alternative to Suspension Program provides suspended students with academic support and behavioral mentoring in a safe, challenging learning environment in order to reduce behaviors that impede the learning process in the school setting. This program is designed for grade 7 through 12 students. Student's attendance to ASP may range from 1 to 10 days. Successfully completed schoolwork at ASP is given full credit from the student's home school. Warren County schools allow attendance to this program in lieu of out of school suspension.
- 4340. Health Requirements and Services**
- 4340.01      **Birth Certificate/Social Security Number:**  
Upon initial enrollment in the district in any grade, a child must present her/his original birth certificate or a certified copy of the birth certificate or other reliable proof of the students identity and age with an affidavit explaining the inability to produce a copy of the birth certificate in order that an accurate recording of the date and place of birth may be on the school record. (WCBE 09.21)
- A child's social security number is also requested, but not required, upon initial enrollment.
- 4340.02      **Immunization:**  
No child shall be eligible to attend any school of the district without first presenting a KENTUCKY immunization certificate stating that the immunization program has been completed pursuant to the provision of KRS158.035 (WCBE09.211; 09.212)

- 4340.03 Medical Examination:**  
Upon entering school for the first time in the District, a pupil must present a certificate of physical fitness from her/his physician, or present a health record from the school last attended, showing that she/he had the proper examination within the time prescribed by the State Health Code. (WCBE 09.211)
- 4340.04 Vision Examination:**  
Upon entering school for the first time in Kentucky, a pupil must present a vision examination record by an optometrist or ophthalmologist. Parents may contact the Kentucky Optometric Association, (502)875-3516 or visit their web site (<http://www.kyeyes.org/>) for additional information and/or assistance. Any child enrolled, previous to 2000-2001 school year, is exempt from this requirement.
- 4340.05 Contagious Diseases and Parasites:**  
No pupil that has a contagious or infectious disease or is infected with parasites shall be permitted in the schools. If any pupil is known to have such diseases or parasites, he/she shall be sent home just as soon as arrangements can be made with his/her parents or guardian. He/She shall remain away from school until satisfactory evidence can be presented from his/her physician or the County Health Officer that he/she is free from a contagious disease. In the case of parasites, the school health nurse or school designee can verify that the student is not infested before the student may re-enter school. (WCBE 09.213; KRS)

***4350. Residents Defined***

- 4350.01** Only pupils who are legal residents of the school district, or as otherwise provided by State Law, shall be considered residents and entitled to the privileges of the Warren County Public Schools. All other pupils shall be classified as non-residents for school purposes. (WCBE 09.12)
- 4350.02** Any pupil attending the Warren County Schools shall be living with her/his parents or legal guardian. Guardianship must be established through the courts and a copy of the guardianship papers filed with the school principal or the Director of Student Services.

***4360. Tuition and Refunds***

- 4360.01 Tuition:**  
All non-resident pupils living in the Bowling Green Public School District shall pay tuition, according to a fee schedule adopted by the Warren County Board of Education. Children of employees of the Board may attend with Board permission without payment of tuition. (WCBE 09.12; 03.127, 03.226)
- 4360.02 Refunds:**  
Refunds of tuition paid by non-resident pupils shall be made on a pro rata basis of time in attendance in the Warren County Public Schools. (WCBE 09.124)

**4370. *Non-Residents Who May Attend Warren County Schools***

- 4370.01 Non-resident pupils may be admitted to the Warren County Public Schools upon approval of the Board of Education, and payment of tuition, or otherwise provided by Board policy. (WCBE 09.124)
- 4370.02 Non-resident pupils will be accepted only from those school districts agreeing to transfer to the Warren County Board of Education pupil average daily attendance, as defined under Kentucky's SEEK Law. (WCBE 09.125)
- 4370.03 No non-resident pupil shall be admitted to the detriment or exclusion of any legal resident.

**4380. *Attendance, Compulsory***

- 4380.01 All children between the ages of six (6) and sixteen (16) years shall be enrolled in school according to Kentucky's Compulsory School Law, KRS 159.010, except those exempted by authority of KRS 159.030. (WCBE 09.122)
- 4380.02 Any student between the ages of sixteen (16) and eighteen (18) years of age wishing to terminate his/her education prior to graduating from high school shall have a conference with the Principal, or her/his designee, of the school where he/she is in attendance concerning this matter, and shall have written signed permission for withdrawal from his/her parent, guardian or other person residing in the state and having custody or charge of him/her. (WCBE 09.122)

The student must notify the school in writing sixty (60) days prior to leaving school. Intent to terminate schooling cannot be made prior to the student reaching his sixteenth (16th) birthday; thus, a student must remain in school a minimum of sixty (60) calendar days past his/her 16th birthday.

**4390. *Attendance Policy (WCBE 09.123)***

- 4390.01 Pupils are required to attend regularly and punctually the school in which they are enrolled.

**Truancy Defined:**

Any pupil who has been absent from school without a valid excuse for three (3) or more days, or tardy for three (3) or more days without valid excuse is a truant. Absence for less than sixty (60) minutes of a school day shall be regarded as being tardy. A pupil who has been reported as a truant two (2) or more times (absent and/or tardy six (6) or more times without a valid excuse) may be considered a habitual truant.

Each school may establish absentee/truancy standards in addition to those set forth in this policy. Contact your school principal for absentee/truancy standards for your particular school.



## **Grades Pre-Primary – 8**

4390.03

### **Excused Absences and Tardiness:**

An excused absence or tardiness is one for which work may be made up and which the Principal or designee, has verified, such as:

1. Death or severe illness in the pupil's immediate family;
2. Personal illness of the pupil;
3. Appearance in court of the pupil pursuant to a warrant, subpoena or citation;
4. Participation in school-related activities approved by the Principal or designee;
5. Other valid reasons as determined by the Principal or designee.

### **Unexcused Absences and Tardiness:**

All other absences and tardies shall be considered unexcused; and no make-up work, including tests, shall be allowed for unexcused absences.

### **Notes Required:**

When students return to school, they shall bring notes signed by a parent or physician to the Principal's office. Starting with the sixth (6th) excused absence, the Principal or designee may require the parent to accompany the child back to school, or in the case of illness the parent may provide a physician's statement. The Principal or designee shall determine whether the absence is excused.

## **Grades 9-12**

4390.06

### **Excused Absence or Tardiness:**

An excused absence or tardiness is one for which work may be made up and which the Principal or designee, has verified, such as:

1. Death or severe illness in the pupil's immediate family;
2. Personal illness of the student;
3. Court appearance of the student pursuant to a warrant, subpoena, or citation;
4. Testing for driver's license if accompanied by parent or guardian and upon approval of the Principal or designee;
5. Religious holidays and practices;
6. Participation in school-related activities approved by the Principal or designee;
7. Documented military leave;
8. One (1) day prior to departure of parent/guardian called to active military duty;
9. One (1) day upon the return of parent/guardian from active military duty;

10. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
11. Other valid reasons as determined by the Principal or designee, trips qualifying as educational enhancement opportunities.

**4390.07 Unexcused Absences and Tardiness:**

All other absences and tardies shall be considered unexcused; and no make-up work, including tests, shall be allowed for unexcused absences.

**4390.08 Notes Required:**

When students return to school, they shall bring notes signed by a parent or physician to the Principal's office. Starting with the sixth (6th) absence, the Principal or designee may require the parent to accompany the child back to school, or in the case of illness the parent may provide a physician's statement. The Principal or designee shall determine whether the absence is excused.

- 4390.14** Those students who meet the approved guidelines to qualify for Extended School Services and who are selected to receive these services shall be required to attend regularly and punctually the school in which they are enrolled. Provisions of the Board-approved attendance policy in effect for the regular school day shall also apply to students who are enrolled in Extended School Services activities such as after-school tutoring or summer school.

**4390.15 Co-curricular Activities:**

Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instruction program, and scheduled to minimize absences from classroom instruction.

**4390.16 Regional and State Tournaments:**

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

## **REGISTRATION, PROMOTION, TRANSFERS, REPORTS, AND CLASSIFICATION**

### **4400. Registration**

- 4400.01 In the registration of pupils, the records will show for each pupil information as follows: name, date of admission, the day, month, and year of birth, residence, the name and residence of parent or guardian, occupation of parent or guardian, and the date and manner of discharge from previous school. Parents or guardians shall be required to present official documentary evidence of date of birth, immunizations, and health as specified.

### **4410. Promotion**

- 4410.01 Promotions in the elementary school shall be made by the Principal on recommendation of the teacher and in compliance with primary program and grades 4-6 regulations. (WCBE Policy 08.22)
- 4410.02 Promotions in the middle grades (7-8) are under the direction of the principal. (WCBE Policy 08.22)
- 4410.03 Promotions in the high school level (grades 9-12) shall be made under the direction of the principal. The number of credits earned determines promotion. (WCBE Policy 08.22)

### **4420. Graduation/Promotion Requirements and Related Policies (WCBE Policy 08.113)**

- 4420.01 Graduation shall be considered the completion of the requirements of the program of studies outlined in the currently adopted Warren County Board of Education publication of the Program of Studies and Diplomas for Warren County High Schools in the year prevailing.
- 4420.02 Students shall not participate in graduation ceremonies until all graduation requirements are met.
- 4420.03 All students shall follow the unit requirements as set forth in the Program of Studies and Diplomas manual. In addition, students shall adhere to State Department of Education regulations.
- 4420.04 In a school operating under a six-period day, students must complete a minimum of twenty-two (22) credits and all other state and local requirements in order to graduate from high school in the District.

District alternative schools will require students to complete the number of credits required by the sending Warren County School.

Minimum graduation requirements for schools operating under a six-period day include: 4 math credits, 4 English credits, 3 science credits, 3 social studies

credits, 1 health/physical education credit, 1 visual and performing arts credit, and six elective credits.

Based on local, State, and/or Council on Postsecondary Education requirements, the school council will determine which core and related classes students will need to fulfill requirements for the their diploma choices.

Students shall choose to earn a scholastic diploma or an academic diploma. Course selection should be based upon a student's academic and/or career goals. Courses shall be selected from the Program of Studies. The student will be guided into courses, which are consistent with the student's academic and/or career objectives. Prior performance, teacher recommendation, student choice and parent input will be considered when making course selections.

4420.05 Students less than 21 years of age and currently enrolled in high school may be permitted to earn three (3) units of alternative credit, provided that the alternative credits will enable the student to complete his or her eight (8) semester, four (4) year term of study by allowing them to make up lost credits. Alternative credit shall be any Carnegie Unit equivalent received, through approved alternative school, virtual programs, or collegiate programs. Alternative credits may be earned upon the approval and recommendation of the building principal. Alternative credit may not substitute for regular term credit resultant in accelerated graduation.

4420.06 A student who transfers from an accredited high school elsewhere to high schools in Warren County during his/her senior year will be accepted for graduation if the requirements for graduation in the Warren County Schools are met. However, credit must be completed or earned while enrolled and attending the Warren County High Schools.

Transfers from Non-Accredited Schools:

1. In order to receive credit for a course, the student must achieve a 70% or higher average for the first quarter in a higher-level class;
2. If properly validated, grades and/or credits will be used for completion of diploma requirements and for transcript purposes;
3. Grades and/or credits from non-accredited schools will not be used for purposes of G.P.A., rank-in class, honors, or awards.

4420.07 All students shall be awarded diplomas or certificates that fulfill the requirements as prescribed and set forth in the prevailing Program of Studies and Diplomas Manual adopted concurrent with the year corresponding to the student's entrance into the ninth grade.

4420.08 Pupils in high school must enroll in at least four units of work to be classified as full-time students. Enrollment in fewer than four units of work is subject to the approval of the Principal.

- 4420.09 All graduates shall be required to participate in the graduation exercises, unless circumstances warrant their being excused by the Principal.
- 4420.10 The Principal, with the approval of the Superintendent of Schools, has the authority to deny any senior the privilege of participating in any part or all of the graduating exercises if her/his conduct is such that it will bring discredit to the graduating class or to the school.
- 4420.11 Requirements for grade placement for schools operating under a six-period day are: Sophomore (5 credits), Junior (11 credits), and Senior (16 credits).
- 4420.12 Definition of high school unit of credit:
- a. Credit for one unit shall be given all students enrolled in high school who satisfactorily complete the work in courses meeting one full period per day, five days per week, for the designated instructional term. Partial fulfillment of a full credit course shall not be awarded partial credit.
  - b. One-half unit shall be given all students enrolled in high school who satisfactorily complete the work in courses meeting one full period per day for a minimum of two and one-half days per week for the designated instructional term, or meeting one full period per day for a minimum of five days per week for one semester of the regular school term.
  - c. No pupil may earn a Carnegie Unit in any subject, until eligible for ninth grade classification with the following exception: Algebra I, Biology, Geometry and a foreign language credit may be earned in the middle school grade. The final grades earned shall be used in calculating a student's high school grade point average.

**Exception to Graduation Policy:**

Exceptions to the graduation policy shall be submitted in writing to the Building Principal and Secondary Supervisor. The Secondary Supervisor will make recommendations to the Superintendent and Board of Education for consideration. It shall be the responsibility of the student and her/his family to show cause due to disability or extraordinary hardship in order to allow exception to the adopted graduation policy and procedure.

The notification of approval or disapproval shall be made by the Superintendent of Schools and returned to the student subsequent to a ruling by the Warren County Board of Education.

**Release due to Aging Out/Students with Disabilities** - Aging out means the age of the youth exceeds the mandated service age for a free appropriate public education (twenty-first birthday). In Warren County Public Schools this cessation of services coincide with the student's 21st birthday.

**Weighted Grades:**

Operating within district policy, the specifics of a weighted grade system will be considered an internal matter to be addressed by each school. All grades earned in district high schools are converted back to a four-point scale for the purposes of post secondary placement. Any student achieving a 3.5 G.P.A. on either a weighted or non-weighted scale will be recognized as an "Honor Student." If two or more students have all A's and have taken the same number of weighted classes, those students will be recognized as having achieved the same rank in class.

**4420.16 Working Portfolio Policy:**

Each building principal and his/her designee shall devise a plan for insuring that all students development a writing/working portfolio. This shall include students in all grades. The portfolio is to be transferred with the student as he/she progresses to the next level and/or grade. The Principal or his/her designee shall monitor the working folders of transferring students. In the development of the writing/working portfolio the school shall develop procedures for completion of writing pieces at each level and/or grade.

**4440. Class Changes/Dropping a Course**

**4440.01** Students in high schools organized around a six/seven period day may transfer from one class to another within two (2) weeks (10 school days) after the beginning of the term with approval of the principal.

**4440.02** No pupil shall be allowed to drop a course or make a change in her/his schedule after ten school days in a six/seven period without approval of the Principal. For any class dropped after the ten stated days into the quarter, a failing grade will be recorded for that quarter. That failing grade for that quarter will be recorded on the student's official transcript and will be used to calculate the student's grade point average.

**4450. Transfers**

**4450.01** Transfers of pupils between schools in the district shall be made under the direction of the Director of Student Services, subject to approval of the Superintendent. (WCBE 09.111)

**4460. Reports**

**4460.01** Reports of attendance, conduct, and scholarship of the pupils of the schools shall be prepared by the teachers upon forms approved by the Superintendent of Schools. These reports shall be transmitted to the parent through the pupil quarterly, and shall be promptly returned to the school with the signature of the parent or guardian, except for the final report, which shall be retained by the parent.

**4470. Classification**

**4470.01** The placement of pupils in their respective grades or classes, and all matters concerning their examinations, testing, promotions, and classification of pupils shall be the responsibility of the Principal and teachers of each school, subject to the direction of the Superintendent of Schools.

**4480. No Pass - No Drive Policy (WCBE 09.4294)**

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

A student will be considered academically deficient in the following circumstances:

- a. A student attends a school with a seven (7) period day and fails two or more courses in a semester.
- b. A student attends a school with a six-period day and fails two or more courses in a semester.

A student will be considered deficient in attendance upon:

- a. Dropping out of school.
- b. Accumulating nine (9) unexcused absences in the preceding semester. This includes any absences due to suspension.

Before applying for a driver's permit or license, a student must obtain a School Compliance Verification Form for Drivers License from the school Guidance Office. This form verifies that the student is currently in good standing for academics and attendance. If a student is non-compliant, he/she may not re-apply until the end of the next semester during which attendance and academic requirements are met. Students who become non-compliant for academic or attendance reasons after obtaining a driver's permit or license will be reported to the Transportation Cabinet and the driver's permit or license will be revoked.

**4490. School Attendance Districts (WCBE 09.11)**

**4490.01** The Warren County Public School System includes 13 elementary school (Preschool-6) attendance districts, four middle school (7-8) attendance districts, four senior high school (9-12) attendance districts, the Day Treatment Center, Jackson Academy, GEO Academy, homebound instruction, a virtual high school, and the home-based program. The elementary school attendance districts are as follows: Alvaton, Briarwood, Bristow, Cumberland Trace, Lost River, Natcher, North Warren, Oakland, Plano, Rich Pond, Richardsville, Rockfield, and Warren Elementary. The middle school attendance districts are Drakes Creek Middle, Henry F. Moss Middle, South Warren Middle and Warren East Middle. The high school attendance districts are Greenwood High, South Warren High, Warren Central High and Warren East High. The Bowling Green Area Vocational School is considered a part of the high school attendance districts. Educational Services are also provided at Bellewood Presbyterian Home for Children and Rivendell

**Behavioral Health Services.** Students with disabilities will attend classes in the school in the district as deemed appropriate based on the needs of individual students.

**4490.02** Pupils residing within the boundaries of a school attendance district must attend the school of that district, unless special approval is granted following a written request from the parent or guardian to the Superintendent. (Specific areas served by each of these attendance districts will be marked on a map in the Central Administration office.) Revision of these districts may be made from time to time by the Board in order to attain maximum utilization of school facilities.

**4490.03** When families move from one attendance district to another, the pupil may petition the Board to be permitted to finish the school year (at no cost or service by the Board) in the school in which the pupil last enrolled. The following year, the pupil must enroll in the school in the attendance district of her/his legal residence or obtain permission on a yearly basis to remain at that school.

**4490.04** All pupils are assigned by geographic attendance districts and shall attend the school designated to serve their area of residence. Any request for change of school assignment based on physical, psychological, or educational reasons shall meet one or more of the criteria listed below:

- (1) Physical reasons shall be confirmed by a physician in a formal recommendation, which shall be specific as to why the school requested is preferable to the school assigned;
- (2) Psychological or emotional reasons shall be confirmed by a physician, psychiatrist, or clinical psychologist who has actually had the pupil under her/his care and who shall make a detailed statement as to the psychological or emotional reasons the school requested is therapeutically indicated rather than the school assigned;
- (3) When a specific educational need of a pupil is due to a disability and confirmed by professional staff of the school system, the pupil may be assigned by the ARC to a school other than the school originally assigned.

#### **4500. Fees**

**4500.01** The Warren County Board of Education reserves the right to charge fees when necessary for the purpose of purchasing school supplies, materials and equipment to be used by the students enrolled in the Warren County School System. (WCBE 09.15)

**4500.02** Fees to be charged for items of personal attire, musical instruments or materials other than instructional materials, which become the property of the pupil, shall have prior approval of the Superintendent. (WCBE 09.15)

**4500.03** Fees may be charged for admission and transportation for cultural enrichment programs or field trips, or co-curricular activities under the following conditions:



- a. Participation is voluntary and is not necessary to fulfill the requirements of any course of study;
- b. The activity is of the type authorized by the Board of Education, such as: visits to zoos, theaters, fairs, the State Capitol, and the Parthenon in Nashville, Tennessee;
- c. The activity has been approved by the Superintendent as a qualifying activity;
- d. The program or trip is for other than an athletic activity; and
- e. The school has arranged to pay charges for those students who could not otherwise participate. (WCBE 09.15)

**4500.04 Textbooks:**  
High school pupils may be required to pay a rental fee for textbooks for each two-semester course that requires the use of basal textbooks. Students who qualify under the established guidelines for free and reduced priced meals may be issued free textbooks.

***4510. Solicitation of Pupils***

- 4510.01** There shall be no solicitation or interviewing of pupils while they are under the jurisdiction of the schools without the approval of the Superintendent.
- 4510.02** School authorities shall not furnish any outside organization or individual any list of pupils without the approval of the Superintendent.
- 4510.03** All fund-raising projects involving pupils shall have prior approval of the board. Any and all fund-raising projects approved by the board shall be in compliance with KRS158.290. (WCBE 09.33)

***4520. Athletics***

- 4520.01** Any student representing the high school in athletics must maintain the scholastic average as required by the Kentucky High School Athletic Association as well as all local regulations as may be applied by the Principal or Board. (WCBE 09.31; 09.313)

***4530. Accident Insurance***

- 4530.01** All pupils participating in interscholastic sports are to be insured by a medical insurance policy carried by the parents or guardians unless the Board notifies the parent or guardian of the student athlete that the Board is furnishing medical insurance for the student athlete. The Board shall not be responsible for any medical charges not covered by a policy of medical insurance. (The Board will not finance any general accident insurance program for students.) (WCBE 09.23; 09.312)
- 4530.02** High School Football Insurance Requirements:  
All participating students in grades 10, 11 and 12 must have without exception the High School Football Plan offered through the district or coverage under a parent

policy. (This includes students in grades 7, 8 and 9 moving to practice or competition with students from grade 10-12.)

Students participating in grades 7, 8 and 9 may participate under the coverage of the plan offered through the district coverage or under a parent policy. The plan offered through the district can be either the School-Time Only Plan or the 24-Hour Plan. The student cannot practice or compete with students in grades 10, 11 and 12 under the School-Time Only or the 24-Hour Plan.

Students will not be allowed to participate in practice or contact without insurance coverage.

Coverage under the High School Football Plan is only effective from the time the company with whom the board contracts through the competitive bid process receives the premium and the last regular season or playoff game.

**4540. Student Records (Family Education Rights and Privacy Act and Child Find) (WCBE 09.14)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible" students) certain rights with respect to the student's educational records. These rights apply to all education records equally, and FERPA does not distinguish between the records of students with disabilities and the records of other students. The rights afforded to parents and eligible students are:

**4540.01**

**Right to Inspect Records:**

Parents/guardians may inspect and review the student's educational records within 45 days of the day the District receives a request for access.

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

The Warren County School District will presume that a parent has the authority to review and inspect records relating to his/her children unless the district has been provided with a Court Order, which provides that the parent does not have legal authority.

**4540.02**

**Release of Information:**

Parents/guardians may consent to disclosures of personally identifiable information contained in the student's education records and the district may disclose such information without consent, to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person

employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. The district discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll. Parents may obtain, upon request, a copy of the records transferred. 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 to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. "Directory Information" includes, but is not limited to the student's name, address, telephone listing, 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 the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the Principal of your child's school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

The Principal shall be the records manager for his/her school, and the Director of Student Services shall be the Records Manager for the Office of the Board. The Principal may designate another school official to perform the duties of record manager for him/her.

4540.03

**Amendment of Record:**

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4540.04

**Maintenance of Records of Students with Disabilities (IDEA):**

For students who have been determined eligible for special education services, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services (i.e., 3 years after services have ceased). The Warren County School District will destroy the educational records of a child or youth without a parent's request after the records

have been maintained for a period of three years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security and should keep a copy for this purpose. The Warren County School District retains for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed, and year completed.

Children and youth determined eligible for special education include those children and youth with disabilities who have hearing impairments, vision impairments, emotional-behavior disabilities, both deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, or traumatic brain injuries, and who because of these impairments need specially designed instruction and related services.

**4540.05**

**Child Find:**

The Warren County School District has an ongoing Child Find system, which is designed to find any child or youth, age birth up to 21 years, who may have a disability and need special education. This includes children and youth who are not in school or those who are in school but are not receiving the special education they need to have an appropriate public education.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Warren County School District find any infant, toddler, child, or youth who may have a disability and need special education and related services. If you know of a child or youth who lives in Warren County who may have a disability and is not receiving needed services please telephone, mail or bring the information to:

Director of Special Services  
Warren County Schools  
P.O. Box 51810  
303 Lovers Lane  
Bowling Green, Kentucky 42103  
(270) 781-5150

Any information the district collects through Child Find is maintained confidentially.

**4540.06**

**Confidentiality - Complaint Process:**

Parents, guardians, or eligible students have the right to file a complaint with the U.S. Department of Education related to alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605.

**4540.07**      **Language Translation:**  
If you know of someone who may need this booklet translated to another language, please contact the ESL Coordinator at the address or phone number listed for the Warren County Board of Education.

If you have a parent conference scheduled at a school and need the information translated into another language, given orally, or delivered in some other manner, please contact the school principal to make arrangements.

**4550. *Discrimination***

**4550.01**      The Warren County Board of Education forbids discrimination in educational opportunities and employment on the basis of race, genetic information, marital status, color, national origin, age, religion, sex or disability.

**4550.02**      **Discrimination Complaint Procedure:**

- a.      An employee or student who feels he or she has been discriminated against on the basis of race, marital status, color, national origin, age, religion, sex or disability, may file a written complaint with the Superintendent, Warren County Public School District, P.O. Box 51810, 303 Lovers Lane, Bowling Green, Kentucky 42103. The written complaint shall set forth the basis for the complaint and shall be signed and dated by the complainant;
- b.      A student, or parent on behalf of a student, may report any alleged violations to the principal, or a counselor or teacher at the student's school. The principal is responsible for investigating instances of alleged discrimination involving students, and will advise the student or parent on the process of filing a written complaint if the situation cannot be resolved in an informal manner. Any resolution of the issue may be appealed to the Superintendent; a written response will be made within ten (10) working days. That decision may be appealed to the Board of Education; the matter will be considered at the next regularly scheduled meeting and a written response, which shall be final within the district, will be made within three (3) working days from the date of that meeting.

When involvement of a staff member is alleged, the situation will be immediately reported to the Superintendent. In such circumstances a formal written complaint is required before further action can be taken. A written response will be made by the Superintendent within ten (10) working days; an appeal of the decision may be made to the Board of Education; the matter will be considered at the next regularly scheduled meeting and a written response, which shall be final within the district, will be made within three (3) working days of that meeting. (WCBE Policy 09.42811; 03.162; 03.262)

#### **4560. *Guidance Services***

All schools have available classroom, small group and individual guidance, counseling, and support services. Possible topics include: career planning, orientation to the next phase of a pupil's education, and other topics such as problem-solving, peer relationships, alcohol and other drug issues, and decision-making skills. In addition, students may have the opportunity to voluntarily participate in student surveys designed to gather information for a variety of purposes. If parents have any questions or concerns, they should contact the counselor at their child's school.

#### **4561.0 Acceptable Use Procedures and Guidelines for Electronic Resources**

##### **Part 1 - Definition**

Electronic resources include, but are not limited to, the following types of materials:

- a. Computers and related equipment;
- b. Computer network resources including email and the Internet;
- c. Electronic media such as software, cd-roms, video files, and audio files

##### **Part 2 - Access Privileges and Privacy**

The Warren County Public Schools maintain the right to limit access to all types of electronic resources in order to assure that district resources are used for the intended educational purpose. A network administrator or the District Technology Coordinator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised that placing confidential documents in their user directory may not guarantee absolute security. Network management and monitoring software packages may be used for random access to student and staff monitors to review progress and for security purposes.

##### **Part 3 - General Standards for Users**

Available upon request from the Warren County Technology Coordinator.

#### **45262. *Meal Procedures***

##### **4562.1 Procedures for Charged Meals**

Charges on the serving line are discouraged. However, a student may charge in situations of forgotten or lost money. This service is not designed or intended to provide a credit service for continuous charging. A student will be allowed only three charges, unless other arrangements are made between the school manager and parent, and/or until previous charges have been paid. All charges must be paid before scheduled breaks and the end of the school year.

##### **4562.2 702 Competitive Food Rule - KAR 6:0090**

This regulation is necessary to ensure that students have an opportunity to fully avail themselves of at least one meal planned with their dietary and nutritional needs in mind.

**Section 1.**

- a. This regulation deals with the sale and service of food and beverages in competition with the School Breakfast Program or the National School Lunch Program, by reason of such being conducted by student or parent organizations of school personnel through food sales, snack bars, or vending machines on the school campus.
- b. The sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus during the school day until one-half (1/2) hour after the close of the last lunch serving period.

**4563.0 Checks**

Your personal check is welcome at our school to pay fees and purchase student items. *CHECKS CANNOT BE CASHED AT THE SCHOOL.* In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary, re-deposited by paper draft. You understand and agree that we may collect a returned check processing charge of \$25.00 by the same means and as allowable by state law. If you have questions regarding our check acceptance policy, please call 270-781-5150.

**4564.0 Student Photo/Video Policy**

Each child in Warren County Public Schools is authorized by the Kentucky Department of Education, the Warren County School District and the student's school to use photographic or videotape images of a child for lawful purposes unless a written opt-out form is completed by a parent and filed permanently at the school.

Student's image and identification information (full name, grade and school name) may appear in various education related printed publications, television productions or on the internet sites of the Kentucky Department of Education and/or the local school or district, unless a refusal form is returned by parents. This authorization also allows these entities to submit a child's image and identification information to other publications, media outlets and educational organizations for publicity purposes.

If a parent deems their child's identification or image is not authorized for usage or distribution to media outlets, this can prohibit the student from being recognized for achievements or involvement in activities that are featured in the newspaper, on television, on the District website or other publications.

Parents can obtain a student "opt out" card at their child's school. It must be completed and filed at the school for officials to verify.