

# **Raceland-Worthington Independent Schools**

**100 Rams Blvd., Raceland, KY 41169**

**(606) 836-2144**



**2023-2024**

## **Student Code of Conduct**



## **Larry Coldiron, Superintendent**

Campbell  
Elementary  
550 Rams Blvd.,  
Raceland, KY 41169  
(606) 836-3844  
Lisa Farley, Principal

Raceland-Worthington  
Middle School  
502 Rams Blvd.,  
Raceland, KY 41169  
(606) 836-8014  
Kyle Russell, Principal

Raceland-Worthington  
High School  
500 Rams Blvd.,  
Raceland, KY 41169  
(606) 836-8221  
Tom Collins, Principal

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## **Notice of Non-Discrimination**

As required by federal law, the Raceland-Worthington Independent School District does not discriminate based on race, color, national origin, religion, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to groups such as 4-H clubs, Scout groups, AAU programs and other designated youth groups.

Students, their parents, employees and potential employees of the Raceland-Worthington Independent School District are hereby notified that the Raceland-Worthington Independent School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, genetic information (employees only), or disability in employment programs, vocational programs, or activities set forth in compliance with the Office of Civil Rights Law, Title VI, VII, Title IX and Section 504. The Raceland-Worthington Independent School District offers a variety of options for students for college and career options. Any person having inquiries concerning Raceland-Worthington Independent School District's compliance with the Office of Civil Rights Law, Title IV, Title VII, Title IX and Section 504 is directed to contact the Superintendent.

## **Mental Health Wellness & Suicide Prevention Notification**

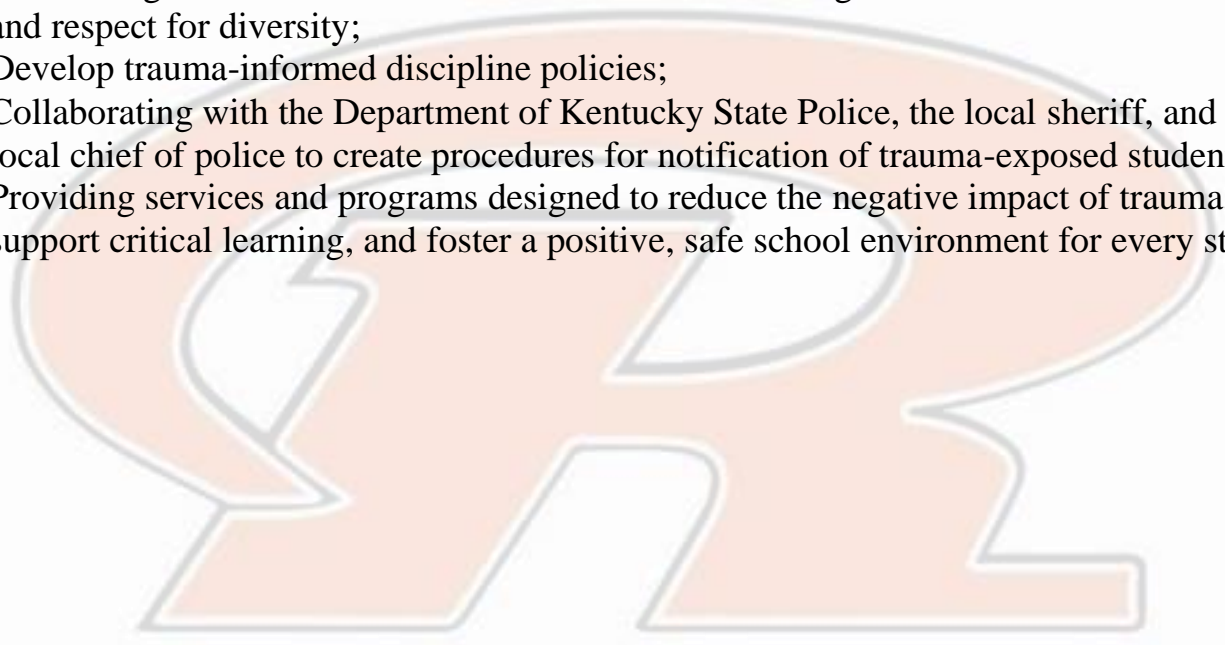
As required by law, suicide prevention materials are presented to students in grades six through twelve before September 15<sup>th</sup> of each school year. The Raceland-Worthington Independent School District recognizes the importance of protecting the health, safety and emotional well-being of students. The state of Kentucky has enacted legislative mandates that require actions on a specific timetable directed at combating the problem of teen suicides. We provide the required training in the suicide prevention and awareness to middle and high school staff and students. We also provide counseling personnel and counseling opportunities to support students. Principals, counselors, and teachers as well as staff that have direct contact with students will complete suicide prevention professional development each year, including the recognition of signs and symptoms of possible mental illness. Reference SB 65, KRSD 161.011, HB 51, and KRS 156.095.

# Trauma-Informed Approach

“Trauma-Informed Approach” means incorporating principles of trauma awareness and trauma-informed practices, as recommended by the federal Substance Abuse and Mental Health Services Administration, in a school in order to foster a safe, stable, and understanding learning environment for all students and staff and ensuring that all students are known well by at least one (1) adult in the school setting.

The Board shall develop a plan for implementing a trauma-informed approach in the district. The plan shall be based on the Trauma-Informed Toolkit from KDE and include but not limited to:

- a. Strategies for enhancing trauma awareness throughout the school community;
- b. Conducting an assessment of the school climate including but not limited to inclusiveness and respect for diversity;
- c. Develop trauma-informed discipline policies;
- d. Collaborating with the Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students; and
- e. Providing services and programs designed to reduce the negative impact of trauma, support critical learning, and foster a positive, safe school environment for every student.



# Notification of Right to Request Teacher Qualifications

Raceland-Worthington Independent School District is committed to providing a quality instructional program for your child.

Our district receives federal funds for Title I, Part A program as a part of Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s).

If you request this information, the district will provide you with the following:

- Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject areas in which the teacher is providing instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact Kristen Waller, Director of Pupil Personnel at our Central Office.

Kristen Waller, DPP  
kristen.waller@raceland.kyschools.us  
(606) 836-7946

Please include the following in your request:

Child's name

Name of Child's School

Teacher Names you are requesting

The address or email where you would like the information to be sent.

Thank you for your interest and involvement in your child's education.

# Terroristic Threatening Notification

The most important function in the Raceland-Worthington Independent School District is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30<sup>th</sup> of the 2018 school year, Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

*(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:*

- a) Makes false statements by any means, including by electronic communication, for the purpose of:*
  - 1. Causing evacuation of a school building, school property, or school-sanctioned activity;*
  - 2. Causing cancellation of school classes or school-sanctioned activity; or*
  - 3. Creating fear of serious bodily harm among students, parents, or school personnel*

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact Kristen Waller, Director of Pupil Personnel and Safe Schools Coordinator.

### Definitions of Terroristic Threatening:

#### *508.78 Terroristic threatening in the second degree.*

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

#### Penalties

*Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).*

*Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).*

*Violating a felony (juvenile) fine not to exceed \$500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.*

# Local Review Process

## Individual Review Procedures

The Raceland-Worthington school system has strived to develop codes which address the unique standards and expectations of the community by allowing for flexibility and individual review in consideration of extenuating circumstances.

The building principals will handle each case referred to them on its own merit using appropriate methods of counseling and guidance suitable to each situation.

## Annual Review Procedures

The local school district discipline code shall undergo an annual review by the local administrative staff.

If amendments and revisions are recommended, the superintendent shall make such recommendations to the local board of education.

## Annual Orientation Procedures

Each building principal shall develop an effective distribution and orientation process by which students, parents, teachers and administrators may become fully familiar with the student discipline code.

Each student will receive a copy of the student discipline code at the beginning of the year.

Students entering during the year will be given a copy of the code during the enrollment process. All amendments and revisions shall be distributed in the same manner.

The students are to receive orientation relative to the code during the first week of the school year in a general student assembly or in individual classrooms.



# Students Rights

## **Students in the Raceland-Worthington School District have the right to:**

- a free public education until they have successfully completed a twelve-year educational program or have reached the age of 21;
- examine their school records if they have reached the age of 18 years;
- participate in school activities and programs to organize and have memberships without being subject to discrimination based on sex, race, religion, marital status, or handicap, as long as it does not disrupt the orderly educational process;
- freedom of expression as related to speech, appearance, assemble, association, publication, and petition, as long as this can be exercised without violation of other's rights and does not interfere with the educational process related to board policy 09.426;
- procedural due process related to disciplinary actions;
- be treated in a fair and equitable manner;
- consultation with teachers, counselors, and administrators;
- protection of property and physical well-being, and from verbal and physical abuse;
- be given reasonable and timely notice of all rules, regulations, notices, and penalties to which they may be subject;
- receive academic grades based only upon academic performance; and,
- make up any work missed from excused absence(s) within the timeframe established by the policy; and
- expect a safe and healthy environment free from harassment and physical harm.

## **Student Responsibility**

## **Students in the Raceland-Worthington School District have the responsibility to:**

- become informed of rules and regulations and be accountable for conduct in consideration of other's rights and property;
- dress and groom in a manner that meets reasonable standards of health, cleanliness and safety;
- be present, punctual and prepared for school and classwork;
- will refrain from any illegal or prohibitive activities, obscenities, libel or slanderous remarks;
- respect the reasonable exercise of authority by school personnel in maintaining discipline in the school;
- become actively involved in the educational process in preparation for life;
- practice self-control;
- care for physical facilities and equipment of the school;
- abstain from possession and use of all illegal substances and materials;
- exhibit pride in self and school; and
- be honest and act with integrity in all conduct.

# Parent/Guardian Rights

**Parents/guardians of students in the Raceland-Worthington School District have the right to:**

- expect that their children are sent to a valued learning environment;
- expect that unacceptable behavior will likely be dealt with quickly and effectively;
- expect effective instruction conducted with minimal interruption;
- expect a safe and healthy environment free from harassment and physical harm;
- examine their child's personal school records (providing the child is not emancipated);
- high academic and accreditation standards;
- address questions or grievances to the proper school authority and expect a reply; and
- expect students to be treated in a fair and equitable manner.

# Parent/Guardian Responsibility

**Parents/guardians of students in the Raceland-Worthington School District have the responsibility to:**

- instill a respect for education and academic pursuit;
- instill a sense of respect for fellow students and school personnel;
- become familiar with educational programs, policies and procedures;
- help their children attend school and class regularly, facilitate getting their children to the bus stop on time, arrangement of alternative transportation for their children in the event of denied bus privileges due to disciplinary reasons;
- demonstrate respect for school personnel;
- ensure that their children complete assignments and establish good work habits;
- develop good rapport with their children's teachers; and
- discuss issues needing clarification with school officials.

# Teacher Rights

**Teachers in the Raceland-Worthington School District have the right to:**

- be involved in formulation of policies relating to students;
- expect that students comply with reasonable directives and assignments;
- expect that all assignments be completed in a timely manner;
- freedom from verbal abuse and physical harm;
- the support and cooperation of fellow teachers and administrators;
- expect cooperation from parents in dealing with students;
- carry out appropriate disciplinary action when behavior is disruptive;
- work in a positive learning environment;
- take prudent action in emergencies to protect students or property;
- expect a safe and orderly environment; and
- 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.

## Teacher Responsibilities

**Teachers in the Raceland-Worthington School District have the responsibility to:**

- present subject matter in such a manner as to enhance maximum learning;
- evaluate student's progress; inform parents and recommend retention of students who do not meet requirements;
- aid in planning a differentiated curriculum which meets student needs;
- maintain high academic standards;
- exhibit exemplary standards in actions, speech, personal dress, and hygiene;
- use good judgement and prudence in the scope of their job;
- maintain an orderly classroom;
- exhibit respect for the individual rights of students and parents;
- cooperate with school personnel and parents;
- treat each student in a fair and consistent manner;
- enforce rules and regulations of the board of education; and
- maintain accurate records.

# Principal/Administrator Rights

**Principals and Administrators in the Raceland-Worthington School District have the right to:**

- expect all students, teachers and other personnel to comply with school policy;
- the support and respect of students, parents, and teachers in implementing procedures and policies of the board of education;
- take necessary action to protect their own person or property or the persons or property of those in their care;
- remove any person whose conduct disrupts the educational process;
- provide input into procedures, policies and regulations that relate to the school;
- safety from physical harm and verbal abuse; and
- 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.

## Principal/Administrator Responsibilities

**Principals and Administrators in the Raceland-Worthington School District have the responsibility to:**

- administer the school in a manner which fosters a proper learning environment;
- administer discipline fairly, following guidelines in the code of conduct;
- exhibit exemplary behavior in action, speech, personal dress and hygiene;
- follow board of education policy;
- disseminate the code of conduct to school and community;
- evaluate and revise the educational program to best meet student needs;
- use good judgement and prudence in dealing with problems in the school;
- be knowledgeable of regulations of federal, state and local agencies;
- treat all school personnel, parents and students in a fair and equitable manner; and
- respond to appropriate concerns of students, parents and staff.

# Attendance

Pupils are required to attend regularly and punctually to the school in which they are enrolled. Students are expected to be in school every day unless there is a valid reason to be absent. Attendance events occur when a student is absent from school for any reason at any time during the school day.

A student who is absent for sixty (60) minutes or less of the regularly scheduled school day is tardy.

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

Students may accumulate no more than five (5) attendance events per year, without valid excuse. Parents may write a note from home in order to excuse an attendance event. If a student has produced the maximum of five (5) parent notes, covering the first five attendance events, a medical excuse is required for any subsequent attendance event.

When a student accumulates five (5) unexcused attendance events, the Director of Pupil Personnel is required to deliver in person or by US Mail, a Final Notice. This letter explains that the student has reached a critical point with attendance and must not be absent without a valid medical excuse.

When a student continues to accumulate unexcused attendance events beyond the Final Notice, the Director of Pupil Personnel is required to proceed against the student/parent through the Greenup County Court System.

When a student accumulates more than ten (10) attendance events, whether excused or unexcused, the following consequences may be incurred:

- Exclusion from activities considered extra or non-essential to the academic process.
- Forfeiture of their driving privilege.

## Excused Absences

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

1. Death or severe illness in the pupil's immediate family (principal discretion);
2. Illness of the pupil (written verification from a medical professional is required for the fourth and all subsequent days of absence for personal illness);
3. Emergency medical or dental appointments as verified by a statement from a medical professional (students are excused only for the time required to meet and complete the appointment);
4. Religious holidays and practices;
5. One (1) day for attendance at the Kentucky State Fair;
6. Documented military leave;
7. One (1) day prior to departure of parent/guardian called to active military duty;
8. One (1) day upon the return of parent/guardian from active military duty;
9. Scholarship interviews with written verification from the institution; and
10. Other valid reasons as determined by the Principal, including trips qualifying as Educational Enhancement Opportunities. In order to qualify for an Educational Enhancement Opportunity. The EEO form must be completed at least seven (7) days prior to the absence. This form may be found on the district website or at your child's school office.
  - a. Students shall be granted an excused absence for up to ten (10) school days to pursue an education enhancement opportunity determined by the Principal to be of significant educational value.
  - b. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling with District or State testing periods shall not be granted.
  - c. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board of Education under its grievance policy and procedures.
  - d. Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

The parent/guardian will notify the school stating the reason for the student's absence. Without prior notification, an attendance event shall be designated unexcused. Written excuse will not be accepted after five (5) school days.

All absences for reasons other than those stated above shall be considered unexcused.

Make up work shall be permitted for excused attendance events only and must be completed within the time frame specified by the Principal. It is the student's responsibility to contact the teacher for make-up work.

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Days missed due to suspension shall be considered unexcused attendance events for which a teacher may not grant credit.

If a student accumulates more than the allowable five (5) unexcused attendance events during a school year, an appeal may be made to the school's attendance committee. If the committee declares the attendance event excused, the work missed that was made up within the required time frame will be allowed for credit. No credit is allowed for any unexcused attendance event.

An appeal to the attendance committee must be made within three (3) days of the students' return to school after each attendance event beyond the five (5) day limit. Requests shall not be granted after the three (3) day limit has passed.

### **Tardies**

When a student is absent from school for a portion of the day, that is less than 60 minutes, the student is considered tardy.

When a student accumulates tardies, adding up to more than 60 minutes, it will constitute an attendance event.

### **Class Truancy**

No student may leave the school premises or classroom without permission during regular school hours. Infraction of the policy may result in suspension and/or expulsion.

### **Notification**

Parents of students who are absent should call the school office by 9:00 am on the morning of the absence. Students must bring written excuses signed by the parent when they return to school. Prior notification is required for absences due to family trips.

### **Secondary Attendance**

In addition to these provisions, the following shall be applied without exception to all students in grades nine (9) through twelve (12).

### **Credit Requirements**

To receive academic credit for a course, a student must meet all course requirements and must be in regular attendance.

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## **Procedure to Return**

After an absence, a student shall report to the attendance clerk to obtain an admit slip to be taken to all classes that were missed. Teachers shall not admit any student back to class without an admit slip.

## **Students with Disabilities**

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

## **Dismissal from School**

No student shall be dismissed early from school without permission from the Principal. Any student who leaves the school grounds without permission from the Principal shall be subject to appropriate disciplinary action, including assignment to detention or suspension.

## **Release of Students**

No student shall be dismissed early from school without permission from the custodial parent given in writing, in person, or by phone. The custodial parent/guardian or designee who picks up the student shall report to the main office. Emancipated students may sign for their own dismissal.

## **Exception**

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/guardian shall be notified at the earliest opportunity.



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# Transportation

Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations.

Instruction in bus conduct and safety shall be provided to all transported students. Instruction shall include the following rules:

- Pupils to wait at assigned stop
  - Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
- Crossing on Driver's Signal
  - Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.
- Crossing in Driver's Vision
  - When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
- Seating
  - When pupils enter the bus, they shall proceed directly to a seat.
  - Pupils shall remain seated until the bus has come to a complete stop.
  - Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.
- Body Not to Protrude from Window
  - Pupils shall not extend their arms, legs, or heads out the bus windows.
- Pupil Noise
  - Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the drivers

## **Bicycle Use**

Pupils shall be permitted to ride bicycles onto school grounds under rules developed by the Principal of each individual school.

## **Motor Vehicle Use**

With parental request and under conditions prescribed by 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 visited or moved during the school day unless permission is given by the Principal.

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This privilege may be revoked. Driving on the school grounds is a privilege, which may be revoked if conditions are violated.

### **Driver's License Revocation**

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

### **Academic and Attendance Deficiencies**

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

- The student shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses taken in the preceding semester.
- They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

### **Reinstatement of Driving Privilege**

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

## **School and Personal Property**

Pupils shall be held responsible for damage to school property.

Any pupil, organization, or group of pupils participating in activities who destroy, deface, damage, or remove school property shall be subject to disciplinary action and liability for the cost of restoring the property.

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

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

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

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

## **Bullying & Hazing**

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

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange or opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject too appropriate disciplinary action.

### **Reports**

Students that believe they are victims of bullying and/or hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

### **Other Claims**

When a complaint is received that does not to appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by policy 09.42811.

### **Training**

All staff will undergo training specific to bullying in accordance with KRS 158.148. Students will be informed through specific assemblies, and classroom instruction, geared to raise awareness of acceptable and unacceptable behavior. Students should be aware of the correct reporting procedures. Retaliation for reporting is strictly prohibited.

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# Drug and Alcohol Procedures

The Raceland-Worthington Independent School District's drug/alcohol policy and procedures are enforceable on all students as a cumulative record within the district.

Prescription medications are to be construed as exception to the policy when used by the individual for whom they are prescribed and, in the manner, and amount prescribed.

Any substance possessed, sold or transferred with the representation or upon the creation of an impression that the substance, which is sold or transferred, is a controlled substance, or any substance designed in any manner, including but not limited to design of the item or its container, markings, or color, to simulate a controlled substance.

- I. Drugs, Look-a-Like Drugs, and Alcohol
  - a. For the purpose of determining whether a substance is a "look-a-like" drug or controlled substance, the administrator or other authority shall include in consideration the following:
    - i. Whether the non-controlled substance was packaged in a manner normally used for the illegal sale of controlled substances.
    - ii. Whether the sale or attempted sale included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable value of the non-controlled substance.
    - iii. Whether the physical appearance of the non-controlled substance is substantially identical to that of a controlled substance.

For possession, use or being under the influence of alcohol or mood-altering drugs not prescribed by a physician, look-a-like drugs or in possession of related drug paraphernalia at any time on school property, at school-sponsored activities on or away from school grounds, shall automatically be subject to the following:

**First Offense:** Any student verified to be in violation of this policy for the first time during his or her enrollment in the Raceland-Worthington Independent School District will automatically be suspended according to the following procedures:

- Detained under administrative supervision until parents or legal guardians are called and informed of the violation. No suspensions until the parent/guardian is contacted.
- A letter documenting the charges of suspension must be mailed or given to the parent/guardian. A copy of this letter must be sent to the superintendent.
- Juvenile charges must be filed on this violation. Confiscated substance will be given to the police for laboratory analysis.

- The student will be suspended five (5) to ten (10) days. Student expulsion or alternative placement may occur under certain circumstances, provided KRS guidelines are followed.
- A hearing with the superintendent, principal, and parents is scheduled before the student may be readmitted to school or put in an alternative placement. **The failure of the student to comply will result in an expulsion hearing.**

**Second Offense:** is defined as the second violation of this policy while attending the Raceland-Worthington Independent School District. The parent/guardian will be contacted immediately upon verification of the violation. The student will be suspended for ten (10) days and a hearing with the superintendent, principal, and parent/guardian must be scheduled. The superintendent may recommend expulsion or alternative placement.

**If the superintendent recommends expulsion to the board, the board of education may hold the expulsion in abeyance, if there are extenuating circumstances reasonably related to the offense and the drug and alcohol policy.**

If the board does not expel the student, then that student will be required to adhere to a behavioral contract or alternative placement.

- II. Sale of Drugs, Look-a-Like Drugs, Drug Paraphernalia, or Alcohol on school grounds, at school-sponsored activities, or away from school.
  - a. For the sale, possession or transmission of alcoholic beverages, narcotics, drugs, counterfeit controlled substances or look-a-like, the student will immediately be suspended and a hearing will be held with the superintendent.

### **Medication Use at School**

The use of medication at school by students must conform to all state and federal laws, as well as, local school board policy.

All medication (prescription or non-prescription) must be brought to school in its original container with the label intact and given to school personnel for appropriate storage and dispensing.

Only medication authorized by a physician and parental guardian will be dispensed.

Students may be permitted to medication for certain medical conditions (such as an inhaler for asthma) provided there is a prior physician authorization and school personnel are aware the student is carrying it.

Students who violate this procedure are subject to disciplinary action by the principal.

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# **Tobacco Procedures**

Students shall not be permitted to use or possess any tobacco product on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

## **Assault and Threats of Violence**

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

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

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

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

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

Removal of students from a bus shall be made in compliance with 702 KAR 005:080.

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

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

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act as occurred on school property or at a school-

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

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

## **Disrupting the Education Process**

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

- Conduct which threatens the health, safety, or welfare of others;
- Conduct which may damage public or private property, including the property of students or staff;
- Illegal activity;
- Conduct that materially or substantially interferes with another student's access to education opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
- Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.
- When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations.

## **Telecommunication Devices**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, student shall be permitted to possess and use personal telecommunication devices as defined by law, and other related electronic devices, provided they observe the following conditions:

- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day.

- When students violate this provision, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
- Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
- Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
- Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures.

## **Dress and Appearance**

The wearing of any item that materially or substantially disrupts the educational process or threatens the health or safety of the wearer or of other students or staff members is prohibited. If a school council chooses to develop a dress code, it shall be consistent with Board standards set out in the Code of Conduct.

## **Harassment and Discrimination**

Students, parents, and potential employees of the Raceland-Worthington Independent School District are hereby notified the Raceland-Worthington Independent School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, gender, or disability in employment programs, career and technical education (vocational) or activities set forth in compliance with the Office of Civil Rights Laws, Title VI, Title VII, Title IX, ADA and/or Section 504.

Any person having inquiries concerning Raceland-Worthington Independent School District's compliance with the Office of Civil Rights Law, Title VI, Title VII, Title IX, ADA and/or Section 504 is directed to contact the Superintendent, who has been designated by the Raceland-Worthington Independent School District to coordinate the District's efforts to comply with the Office of Civil Rights Laws, Title VI, Title VII, Title IX, ADA and/or Section 504.

Harassment/discrimination is unlawful behavior based on race, color, national origin, age, religion, marital status, political benefits, gender or disability that is sufficiently severe, pervasive, or objectively offensive that is adversely affects a student's education or creates a hostile or abusive educational environment.



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Students who engage in harassment/discrimination of any employee or another student based on race, color, national origin, age, religion, marital status, political beliefs, gender or disability shall be subject to disciplinary action as directed by the Superintendent.

Conduct and/or actions prohibited under this policy include, but are not limited to:

- Name calling, stories, jokes, pictures or objects that are offensive to one's race, color, national origin, age, religion, marital status, political beliefs, gender or disability;
- Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors;
- Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an education decision will be based on whether or not the student submits to unwelcome sexual conduct;
- Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
- Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students because of disability are unable to comprehend fully or consent to the activity and;
- Destroying or damaging an individual's property based on any of the protected categories.

No one shall retaliate against a student because he or she filed a written grievance, assists or participates in an investigation, proceeding or hearing regarding the charge of harassment/discrimination of an individual or because he or she has opposed language or conduct that violates this policy. Upon resolution of allegations the Superintendent shall assume that students are protected against retaliation.

## **Cheating**

Cheating in academic or athletic activities shall not be tolerated. The offending student shall be subject to appropriate disciplinary action, including, but not limited to, loss of privileges and removal of the student from school, class, or school related activity.

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# Levels of Behavior and Response

## Level I

### Definition

Minor misbehaving which impedes orderly classroom procedures or interfere with the orderly operation of the school such as classroom disturbance, classroom tardiness, inappropriate language, failure to complete assignments or carry out direction, disrespect, inappropriate dress, and any other violations which we expressly listed in the written school rules and related procedures that fall within the category, are usually managed by a classroom teacher.

### Disciplinary Procedures

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may result in a parent/teacher conference, and/or a conference with the counselor or Principal. The staff member maintains a proper and accurate record of offenses and disciplinary action.

### Response Options

Verbal reprimand; written reflection; a behavioral contract; counseling; withdrawal of privileges, strict supervised study; and school or teacher assigned detention. Other options deemed appropriate by the Principal or designee.

## Level II

### Definition

Misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school are managed by the teacher and Principal. These infractions, which usually result from the continuation of Level I misbehaviors, may result in the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation. Some of these misbehaviors are repeated violations of Level I offenses, out of assigned area (e.g., skipping class, truant behavior, using forged notes or excuses, disruptive classroom behavior, trespassing, disrespectful including use of profanity, and/or obscene gesture(s) or disrespectful speech towards another person.

### Disciplinary Procedures

The student is referred to the Principal for appropriate disciplinary action. The administrator meets with the student and/or teacher and determines the most appropriate response. The

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teacher is informed of the administrator's action. The administrator maintains a proper and accurate record of the offense and the disciplinary action. A parent conference may be held.

### **Response Options**

Behavior modifications; social probation; referral to an outside agency; transfer alternative educational setting; strict supervised study; written reflection, detention, denial of bus privileges, suspension, and work details. Other options deemed appropriate by the principal or designee.

## **Level III**

### **Definition**

Acts against persons or property whose consequences indirectly endanger the health or safety of others in the school 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 mediation of the situation in the best interests of all students. Examples of Level III misbehaviors are repeated violations of Level I and/or Level II offenses, fighting, vandalism (minor), defacing or disfiguring school property, interfering with school personnel in impeding their ability to carry out their responsibilities, possessing and/or using a lighter, matches, or tobacco products at school, stealing, harassment/discrimination, assaulting or threatening to assault another student, encouraging or inciting discord or civil disturbance, gambling, improper use of mother vehicle while on school property.

### **Disciplinary Procedures**

The administrator initiates action by investigating the infraction. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. The administrator maintains proper and accurate documentation of the offenses and disciplinary actions.

### **Response Options**

Temporary removal from class, referrals to outside agencies, alternative education setting, Saturday school, suspensions, and denial of bus privileges. Other options deemed appropriate by the principal or designee.

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## **Level IV**

### **Definition**

Acts which result in violence to another person on property or which pose a direct threat to the safety of others in the school are so serious that they require administrative actions, which may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the board of education. This will include repeated violations of Level I, II, and III. Examples of Level IV misbehaviors are federal and state offenses such as: arson, the internal setting of fire; assault, physical threat of life or violence directed towards persons; school related trespassing; criminal mischief; burglary or larceny; possession of explosives (explosives are not permitted on school property or at school sponsored events); possession, use or transfer of dangerous weapons; extortion; blackmail, or coercion of another student; gambling; malicious computer hacking; property damage; vandalism, or activation a false fire alarm; robbery; sale, exchanging, possessing or under the influence of alcohol or drugs or any substance purported to be alcohol or drugs; sexual contact, and unlawful interfering school personnel by force or violence.

### **Disciplinary Procedures**

The administrator verifies offense, confers with those involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified. School officials must then contact law enforcement agency and assist in prosecuting the offender. A complete and accurate report is submitted to the Superintendent and a hearing is held to determine appropriate consequences.

### **Response Options**

Suspension; expulsion; alternative placement; and, follow drug and alcohol policy procedures.

### **Due Process**

#### **Right to Due Process**

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

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

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## **Students with Disabilities**

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

### **Detention**

The Principal or Principal's designee may establish a detention hall as an alternative disciplinary method.

A pupil's parent/guardian must be notified prior to the detention so that transportation may be arranged by the parent.

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.

## **Students with Disabilities**

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

### **Suspension**

#### **Who May Suspend**

In accordance with KRS 158.150, the Superintendent or the Principal may suspend a pupil up to a maximum of ten (10) days per incident.

#### **Length of Suspension**

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

#### **Prior Due Process Required**

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

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## **Imminent Danger**

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

## **Written Report Required**

The Principal shall report any suspension in writing to the Superintendent, the Director of Pupil Personnel and to the parent/guardian of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement. One such condition shall be that one or both parents will be requested to accompany the student for a conference with school officials prior to reinstatement.

## **Students with Disabilities**

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

## **Restrictions**

A student on suspension shall not be allowed to participate in school related activities or to come onto school property, without permission of school personnel.

## **Alternative Education**

### **Assignment**

For conduct that disrupts the educational process, a student may be assigned to the alternative education program by the Principal or the Principal's designee. The duration of the assignment shall be fixed by the Principal or the Principal's designee.

### **Notification**

The Principal or the Principal's designee shall notify the parents by letter of their child's assignment to the alternative education program. The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

### **Supervision**

The student shall remain in the regular school setting but shall be isolated from the regular school schedule. Opportunities shall be provided for the student to continue regular school work under the supervision of the school staff, and counseling services shall be provided to address school related problems.

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## **Expulsion**

### **Who May Expel**

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

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

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

Except for extreme cases, a pupil shall be brought before the board for expulsion only after reasonable efforts on the part of the school have failed. Such efforts shall include conferences involving the Principal, teacher(s), parent/guardian and pupil, as well as the full use of guidance services and other appropriate social agencies.

### **Hearing and Records Required**

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

The board's decision shall be final.

### **Students with Disabilities**

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)

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## **Transfer of Records**

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

# **Search and Seizure**

## **Reasonable Suspicion**

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

## **Authorized Personnel**

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

## **Witness of Personal Searches**

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

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

## **Strip Searches**

No strip searches of students shall be permitted.



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## **Failure to Cooperate**

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

## **Regular Inspection**

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

## **Illegal Items**

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

## **Other Disruptive Items**

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

## **Disposition of Items**

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

# **Police Officers in the Schools**

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

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

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## **Crimes off School Property**

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

- Parent/guardian(s) shall be notified by school officials as soon as possible.
- If the parent/guardian(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.
- If the parent/guardian(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order, or juvenile petition or arrange to interview the student off the school grounds.
- Parental notification/permission shall not be required if the student is an alleged victim of abuse by the parents.

## **Crimes on School Property**

Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the District calls law enforcement officials to question students concerning crimes committed on school property, the Principal shall make an effort to notify their parent/guardian(s).

# **Grievances**

## **General**

Any student who wishes to express and educational concern or grievance shall observe the following order of appeal:

- From student to teacher;
- From teacher to Principal;
- From Principal to Superintendent;
- From Superintendent to Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns the discipline of an individual student, the Board may, on a case-by-case basis determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

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## **Procedures**

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

## **Exception**

Sexual harassment allegations shall be governed by Policy 09.42811.

## **Students Reporting of Code Violations**

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

## **Retaliation Prohibited**

Employees and other students shall not retaliate against a student because he or she reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

# **Employee Reports of Criminal Activity**

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

- When the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to property, the Principal shall immediately report the act to the appropriate law enforcement agency. For purposes of this section, “school property” means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.
- An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Kentucky State Police, by telephone or otherwise; if the

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

- A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
  - Carrying, possession, or use of a deadly weapon; or
  - Use, possession, or sale of controlled substances; or
- Any felony offense under the laws of this Commonwealth; and the conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

## **Supervision of Students**

Students will be under the supervision of a qualified adult.

### **Strict Account**

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities, except that a non-faculty coach or non-faculty assistant may accompany students on athletic trips as provided in statute.

### **Access to School Property During the School Day**

Unless they are authorized visitors, only those students who are enrolled in the District and on property for an official school purpose, such as receiving instruction or participating in a school sponsored extra-curricular activity, shall be permitted on the property during the school day. If a student who is officially absent or on home/hospital instruction wishes to come onto property during the school day, the student shall first go to the Principal/designee, seek permission to be on the property, and check in. Permission may be granted for the student to be on school property if the purpose relates to educational needs of the student that cannot be accomplished outside of school hours, and the student remains on the property only for the time needed to accomplish that purpose. This requirement is necessary to address supervision and safety concerns of students who come on property during the school day.

### **Errands**

No employees shall send a student on an errand off school property without prior approval of the Principal.

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## **After Hours**

Only those students who are involved in school activities and under the direct supervision of faculty member or other approved school personnel shall be permitted in school buildings on weekends or after school hours.

# **Computer and Network Access to Electronic Media**

## **Acceptable Use Policy**

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

## **Safety Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media.

Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the internet, email, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the internet and world wide web;
- Safety and security of minors when they are using electronic mail and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor’s access to materials harmful to them.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its internet safety measures.

Specific expectations for appropriate internet use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students.

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## **Permission/Agreement Form**

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

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

## **Employee Use**

Employees shall use electronic mail on for purposes directly related to work-related activities.

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his or her own password.

## **Community Use**

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the internet and other electronic information sources and programs available through the District's technology system, provided they attend any requiring training and abide by the rules of usage established by the Superintendent/designee.

## **Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating any part of this acceptable use policy rules and regulations established by the school and/or District.

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## **Responsibility for Damages/Theft/Abuse**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District website or otherwise make unauthorized changes to a website shall be in subject to disciplinary action, up to and including expulsion and termination, as deemed appropriate.

## **Responding to Concerns**

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

## **Audit of Use**

Users with network access shall not utilize District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not limited to:

- Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or with respect to computers with internet access by minors, harmful to minors.
- Maintaining and securing a usage log.
- Monitoring any and all online activities.
- A comprehensive use policy can be referenced in board policy 08.2323.

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# District Discipline Team

Larry Coldiron, Superintendent

Kristen Waller, Director of Pupil Personnel

Tom Collins, Raceland-Worthington High School Principal

Andrea Coldiron, Raceland-Worthington High School Counselor

Kyle Russell, Raceland-Worthington Middle School Principal

JR Cook, Raceland-Worthington Middle School Assistant Principal

Geni Ison, Raceland-Worthington Middle School Counselor

Lisa Farley, Campbell Elementary Principal

Jujuana Hieneman, Campbell Elementary Counselor



# Raceland-Worthington Independent Schools

100 Rams Blvd., Raceland, KY 41169

(606) 836-2144

2023-2024

## Student Code of Conduct

### Student & Parent/Guardian Acknowledgement

**Printed Student Name:** \_\_\_\_\_

**Printed Parent/Guardian Name:** \_\_\_\_\_

*Our signatures below verify that we have read and understand the Raceland-Worthington Independent School District Student Code of Conduct and will hereby abide by the policies within.*

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

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

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

For Office Use Only

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_