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# LESLIE COUNTY BOARD OF EDUCATION

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## CODE OF STUDENT CONDUCT AND SUBSTANCE ABUSE POLICY

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2020 - 2021

Superintendent: Brett Wilson

*Leslie County Board of Education ● P O Box 949 ● 27 Eagle Lane ● Hyden, Kentucky 41749*

*Telephone: (606) 672-2397 ● <http://www.leslie.kyschools.us>*

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## DISTRICT CONTACTS

Brett Wilson	Superintendent	District Office	672-2397
Vickie Buckle	Finance Director	District Office	672-2397
Jerry D. Combs	Transportation Director	District	672-2442
Daniel Day	DPP/DAC	District Office	672-2397
Crystal Farler	Itn. Special Ed Preschool	District Office	672-2397
Anthony Little	Safe Schools	District Office	672-2397
Hillary Meehan	School Psychologist	District Office	672-2397
Harold Morgan	CIO/Federal Programs	District Office	672-7577
Melissa Morgan	Food Service Director	District Office	672-2397
Rhonda Sizemore	Director of Special Ed/504	District Office	672-2397
Todd Horton	Principal	LCHS	672-2337
Mark Collett	Assistant Principal/A.D.	LCHS	672-2337
Justin Rice	Principal	LC-ATC	672-1750
Jocelyn White	Principal	Hayes Lewis	279-4121
Heather Gay	Principal	Mt. View	672-2425
Brian Hubbard	Assistant Principal	Mt. View	672-2425
Brent Collins	Principal	Stinnett	374-3641
Merlene Lewis	Principal	W. B. Muncy	279-4155

## Introduction

The Leslie County Discipline and Attendance Code Task Force has worked together to formulate a uniform Discipline and Attendance Code Handbook, which will apply to all students in our schools. The code was developed by a committee of teachers, guidance counselors, supervisors, students, parents, principals, and district office personnel and was approved by the Leslie County Board of Education in August 1991. The committee was expanded to become a task force which developed the Discipline Code contained in this handbook.

The Discipline and Attendance Code was received and approved by the Leslie County Board of Education and the Kentucky Department of Education in August 1991.

## Mission & Beliefs

### **MISSION STATEMENT**

The Leslie County School System is committed to removing barriers to education that will ensure that every student has the best opportunity to become college and career ready without remediation.

### **VISION STATEMENT**

The Leslie County Schools are committed to the goal of having every student graduate from Leslie County High School, prepared to be a healthy, productive, self-sufficient citizen.

### ***MOTTO "Together We Can"***

### **BELIEF STATEMENTS**

We Believe That...

- All decisions should be data driven and based on the best interest of students.
- The opinions of all stakeholders are valued, respected and will be considered.
- Proficiency of fundamental skills are essential at the primary, intermediate and high school levels.
- The responsibility for education lies with all stakeholders; students, family, community and schools.

### **PARAMETERS**

- We will make all decisions based on the best interest of all students.
- We will pursue a school climate and culture that is safe, welcoming, and conducive to learning.
- Our mission will provide the focus for our resources, programs, and practices.
- Individuals are responsible for their actions.
- Building Principals and Site-based councils, will be given full consideration and authority in the decision making process.

## Statement of Nondiscrimination

Students, their parents, and employees of the Leslie County School System are hereby notified this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, parental status, veteran status, or disability in educational programs, services, or activities or in employment and required by law and set forth in Title V, Title VI, Title IX, and Section 504. Individuals who have questions concerning compliance with this requirement should contact Harold Morgan or Daniel Day, Leslie County Board of Education, P O Box 949 Hyden, Kentucky 41749.

Parents (of students) who have a disability may request the district to make reasonable accommodations necessary for them to participate in essential instructional activities. Students who are at least eighteen (18) years of age may submit their own request. Reasonable accommodations shall be provided as required by law.

### TITLE IX/SECTION 504/ADA COORDINATOR

Title IX/Section 504/ADA Coordinator: the employee designated to coordinate the District's efforts to comply with equity regulations and facilitate processing of complaints. Harold Morgan and Rhonda Sizemore, telephone number 672-2397, address Leslie County Board of Education, P.O. Box 949 Hyden, Kentucky 41749, office hours 8:00 A.M. - 4:00 P.M.

Each school shall have designated Title IX/Section 504/ADA Compliance Officer who shall: (a) be familiar with the discrimination policy and procedures; (b) maintain a resource manual in each school; and (c) keep on file copies of the discrimination policy and procedures and grievance forms. (09.13)

## Code of Student Conduct Review Committees

### Leslie County High School

Todd Horton- Principal

Dustin Napier- Teacher

Samantha Caudill- Teacher

### Hayes Lewis Elementary

Jocelyn White- Principal

Teresia Davidson- Guidance Counselor

Denise Roberts- Teacher

Victoria Fields- Teacher

### Stinnett Elementary

Brent Collins– Principal

LeeAnne Wooton- Guidance Counselor

Travis Hacker- Teacher

Alexis Brock-Teacher

### Mt. View Elementary

Heather Gay- Principal

Michelle Wilson- Teacher

Mary Osborne- Teacher

### W.B. Muncy Elementary

Merlene Lewis - Principal

LeeAnne Wooton- Guidance Counselor

Shannon Napier- Teacher

### Superintendent's Office

Brett Wilson - Superintendent

Daniel Day – DPP/DAC

Harold Morgan- CIO/Federal Programs

Melissa Morgan – Director of Food Services

Rhonda Sizemore - Director of Special Ed/504

## Letter from the Superintendent

I would like to take this opportunity to welcome all Leslie County Students, Parents and Staff back for the 2020-2021 school year.

Each year, we distribute student handbooks to establish the rules, regulations and policies approved by the School Board concerning dress, behavior and consequences for behavior violations.

The application of this code to matters of student behavior is not limited to school buildings and grounds or to times when the student is in route to or from school, but extends to any activity that is school related or school sponsored, either on or off the school campus. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

The mission of the Leslie County School District is to provide a quality, equitable education for all students. By clearly defining our expectations and consequences of behavior violations we will avoid many problems as well as provide a safe and orderly environment for all our students.

Sincerely,

Brett Wilson, Superintendent

## Orientation and Review

### Students

At the beginning of each school year orientation activities will be provided for the students to acquaint them with the Discipline and Attendance Code of Leslie County.

A copy of the Leslie County Discipline and Attendance Code will be made available to students and their parents or guardians.

Students entering school after completion of the orientation activities will receive Orientation from the principal or designee. A copy of the Leslie County Discipline and Attendance Code will be made available to the student and his/her family. It will also be available for review in each public school, in the Leslie County Board of Education office, and on the district Internet Web site.

### Teachers

Every teacher will be trained in methods of orientating students to the Discipline and Attendance Code. This training will be done prior to the opening of school.

### Parents

Upon request, parents will have the opportunity to attend a session on the Discipline and Attendance Code at each school. A complete copy of the Leslie County Discipline and Attendance code is available for review in each school.

### Directory Information

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

Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before September 30 of each school year or within 30 days of distribution of the Student Directory Information Notification form which allows parents to so notify the school district.

## Philosophy

It is the intent of the Leslie County Board of Education to prepare students to fulfill positive roles in society. In order for this to be accomplished, a school climate in which respect and trust between students, teachers, administrators, and parents/guardians is an absolute necessity. This code of conduct has been developed to ensure that federal and state laws which guarantee rights and freedoms to every citizen are followed. At the same time, every citizen has the responsibility to respect the individual rights of others. For students to have a successful educational experience, they must understand that individual rights and responsibilities go hand in hand. In this regard, the student discipline code becomes an integral component of the educational process and a symbol of the commitment of parents, students, and administrators to maintain an effective learning environment.

## Rationale

Each student is an individual with specific needs and characteristics. It is the school's responsibility to meet those needs and help each child reach his/her potential. However, in order to serve the students, it is necessary for the school to provide a complete understanding of the specific rights and responsibilities of each student, their parents, and all others involved in the education process. The primary objective of this handbook is to explain these rights and responsibilities.

## Assurance of Legal Counsel

This is to certify that the discipline and attendance code for the Leslie County School District has been reviewed by Legal Counsel for Leslie County Board of Education

\_\_\_\_\_  
Brett Wilson, Superintendent

SUBSCRIBED AND SWORN TO BEFORE ME BY \_\_\_\_\_

AT HYDEN, KY THIS THE \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE

MY COMMISSION EXPIRES \_\_\_\_\_

Student handbook revised and approved by Leslie County Board of Education on July 2019.

## Student Assistance Program – Substance Abuse Policy

Let it be known by all students of the Leslie County School System the policies and rules governing the illegal and/or illicit use of mood-altering chemicals as prescribed by the Leslie County Board of Education are as follows:

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be “under the influence” of narcotics, drugs, alcohol, materials/substances represented to be drug controlled substances, or use chemical substances which can affect psychological functioning or affect the educational system of the schools. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to all applicable school policies, Federal and State laws governing prescription use.

Let it be clear that this policy is effective at or on “property owned, leased, or maintained” by the school district, all “school sanctioned activities on or off campus,” on “vehicles used to transport students to and from school or at other activities,” and in any vehicle (belonging to the school or to another owner) “parked on school property.”

\*This policy defines “under the influence” as manifesting signs of chemical use/misuse such as staggering, or odor or chemicals on breath on person, reddened eyes, nervousness, restless, falling asleep, memory loss, or inappropriate behavior.”

“SAP participation” refers to participation in school requested meetings/conferences, participation in school sponsored or school based services programs, which may be deemed appropriate/necessary by school personnel, or a student who seeks the professional assistance/advice (and take appropriate/recommended Action based on assistance recommendation).

**REFER TO THE STUDENT ASSISTANCE PROGRAM SUBSTANCE ABUSE POLICY HANDBOOK FOR ADDITIONAL POLICY INFORMATION.**

**(SEE APPENDIX I FOR COMPLETE HANDBOOK)**

## Use of Alcohol, Drugs and Other Controlled Substances

### Drugs and Alcohol

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

#### Alcoholic beverages;

Controlled drug substances and drug paraphernalia;

Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

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

### Drugs Defined

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to [KRS 218A.010](#).

### Authorized Medication

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

### Penalty

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

### Reporting

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

## Drug Testing Program

This policy applies to all students choosing to participate in any extracurricular activity, including students/players at the varsity and sub varsity levels and to students who drive or park on school property.

Athletic teams covered by this policy shall apply to all high-school varsity and sub-varsity athletic activities, including but not limited to baseball, basketball, cheerleading, cross-country, dance team, football, softball, tennis, track, and volleyball. The subsequent addition of any varsity or sub-varsity sport shall immediately be subject to this policy.

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

All student athletes/extracurricular participant/drivers and their parents/guardians must sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form before the student shall be permitted to try out for any athletic team at the high-school or middle school level, participate in any extra-curricular activity, or be authorized to drive or park on school property.

A Substance Abuse Prevention Committee (Committee) shall be established and shall establish procedures as needed to implement the policy fairly and efficiently and shall review and evaluate the effectiveness of the drug-testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee shall not have access to any of the test results. The Committee’s purpose is limited to procedures and evaluation of this policy.

Testing shall be accomplished by the analysis of urine specimen obtained from the student participants.

Collection and testing procedures shall be established, maintained, and administered to ensure:

- Randomness of selection procedures;
- Proper student identification;
- Identification of each specimen with the appropriate student participant;
- Maintenance of the unadulterated integrity of the specimen; and
- Integrity of the collection and testing process, as well as the confidentiality of test results.
- The specific testing process shall be on file at the testing laboratory approved by the Board.

## *Code of Conduct*

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

Amphetamines;	Opiates;	Methamphetamine;
Marijuana (THC);	Phencyclidine (PCP);	Methadone;
Cocaine and its derivatives;	Benzodiazepine;	Barbiturates;

And other abused, illegal, or controlled substances as determined by the Committee.

NOTE: With the enactment of this policy, all student athletes/extracurricular participants/drivers shall take an initial drug test.

### Random Screening

The Board has established a random drug testing program that will allow for a random sampling of up to forty-nine percent (49%) of students in the Testing Pool annually.

## Consequences

### First Violation

A student testing positive will be suspended for the next four (4) consecutive interscholastic/extracurricular events or the next four (4) weeks of the season, whichever is greater in time. Student drivers may be denied permission to drive and/or park on school property for the next four (4) consecutive weeks of school. The suspension will begin the date that the results are received. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season. Before reinstatement after the first violation, the student participant must receive an assessment or evaluation for chemical dependency.

Prior to readmission to participation to the athletic team/extracurricular activity or reauthorization to drive, the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

If a student is reinstated to the athletic team/extracurricular activity or driving privileges following the first violation, the student's participation in another activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after a first violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion of the suspension before becoming eligible for participation in any other extracurricular activity. A student serving a suspension for any sport may try out for a second sport if the student provides a negative drug test result from the testing laboratory under contract. If the student successfully makes the team or joins an extracurricular group, prior to participation, the student must serve the unexpired portion of the previous suspension.

The student must complete all forms required for participation on another extracurricular activity, and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

## Second Violation

For a second violation, the student participant shall be suspended for the next eighteen (18) consecutive interscholastic/extracurricular events or eighteen (18) consecutive weeks, whichever is greater in time. Student drivers with a second violation shall be denied permission to drive and/or park on school property for the next eighteen (18) consecutive weeks of school. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season.

Before reinstatement to the activity after a second violation, the student participant must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a treatment counselor. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

If a student is reinstated to the activity following a second violation, the student's participation in another activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to an activity after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion of the suspension before becoming eligible for any other extracurricular activity.

A student serving a suspension for one sport/activity may try out for a second sport or join a second activity if the student provides a negative drug test result from the testing laboratory under contract. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

## Third Violation

The student participant or driver shall be excluded from participation in any extracurricular activity for the remainder of the student's eligibility.

A third violation shall disqualify the student's involvement in all extracurricular activities (varsity and sub varsity) or from driving/parking on school property for the remainder of his/her enrollment in the District

## Notice to Participants.

Prior to tryouts for an athletic team or joining an extracurricular activity, the Head Coach shall provide all students choosing to participate in the athletic team/extracurricular activity and their parents/guardians with a copy of this policy. Parents of students wishing to drive to or to park on school property shall also be provided a copy. Each student who chooses to participate and a parent/guardian of that student shall be required to sign a statement indicating that they have received, read, and understand and fully agree to be bound by the terms, conditions, and procedures under this policy.

## Confidentiality

Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results. Access to drug-testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent.

## Prevention Program

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

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

Adopted/Amended: 11/15/2005

Order #: 58

## Bylaw 1. Responsibility for Eligibility

The principal of a school shall be held ultimately responsible in all matters in the school that concern eligibility, and inter-school contests. The Principal of each member school may annually designate an individual at the school to serve as the Designated Representative for the purpose of conducting the interscholastic program at that school. The Principal or Designated Representative shall sign all forms

requiring authorized signature. If a member school principal fails to make the designation prior to August 31, the building principal shall automatically be the designated representative for the current year.

## Bylaw 2. Physician's Certificate and Parent's Consent

The Superintendent or Principal shall have each student who is trying for a place as a participant on an athletic team or cheerleading squad present a physician's certificate to the effect that he/she is physically fit to participate without undue risk. While the exam and its components may be performed by a variety of health care providers, the form must be signed by a medical doctor or doctor of osteopathy. The parent's consent for the child's participation and acknowledgement of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall also be required.

Any student, prior to participation or trying for a place on athletic team or cheerleading squad shall have in place medical insurance with coverage limits up to the deductible of the of the KHSAA. Catastrophic insurance program and such insurance shall remain in force throughout participation. It is the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

## Bylaw 3. Age

A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen on or after August 1 shall remain eligible for the entire school year. The Board of Control and the Commissioner may not adopt administrative procedures that allow for waiver of this rule under any condition.

Due to differences in physical size and age of players/students, the following age restrictions will be placed upon players/students. Players/students turning 11 before August 1 will not be eligible to play on the C-team. However, these players-students are eligible to play on the B-team. Players/students turning 13 before August 1 will not be eligible to play on the B-team. However, these players-students are eligible to play on the A-team. Players/students turning 15 before August 1 will not be eligible to play on any elementary sports team.

## Bylaw 5. Minimum Academic Requirement

On the first day of each school year, a student must be at his /her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous credit grading period, and must be on schedule to graduate on the first day of school.

*A one-time reinstatement of students failing an academic year may occur during elementary, however a student who fails an additional year should no longer be eligible. The reinstated student may play as long as he or she **passes all** academic classes.*

Pre-secondary students grades (1-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled in order to be eligible.

*School Council policies may set stricter guidelines on academics.*

## Bylaw 6. Transfer Rule

### Sec. 1 Domestic Students

No student enrolled in grades 3-8 who has participated in an in county team game, including scrimmage or panorama shall be eligible to represent a second member school during that school year unless the student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (h) below.

*Any student who leaves an elementary school after the sports season has begun must meet one of the understated requirements before he or she may play for the other school:*

- A. Child has moved residence (this is valid only if other conditions don't exist at the school the child is leaving)
- B. A divorce where the custodial parents residence is in other school's district
- C. Guardianship/legal custody changes
- D. Death of parents or guardians in unusual situation in which moving the child to another school would be to his benefit
- E. Boarding School
- F. Academic Concern (school is in crisis)
- G. Reassignment by board of education
- H. Transfer from non-member school

## Bylaw 7. Conduct-Student or other Representative Under Penalty

Any student, contest official or other official school representative who is under penalty or discipline or whose conduct is such as to reflect discredit upon the school or the KHSAA is not eligible.

## Bylaw 11. Practice of Sportsmanship

It is a clear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, official representatives of member schools and the general public. The Commissioner and the Board of Control of representatives (*athletic director, superintendent or his designee and principal representatives*) shall have full authority to suspend the coach, student or any member of a school whose representatives may be convicted on competent evidence of the violation of this obligation. Any violation of this rule in interscholastic contest shall be immediately

reported to the (*Athletic Director*) by the principal(s) of the school(s) involved and the by the game officials who work in the contest.

It shall also be considered a violation of this rule if any school or school representatives uses or allows the use of illegal equipment which gains a competitive edge in the contest and which is expressly prohibited by the rules adopted for that sport.

Any student, coach, of official team representative ejected from an interscholastic contest due to a violation of this obligation must be reinstated by (*the athletic director, superintendent or his designee*) prior to returning to interscholastic contests. Any student or coach using insulting language to another player or coach or to any official in any interscholastic contest, or who has been ruled out of such contest because of unsportsmanlike tactics, shall be disqualified from competition until reinstated by the (*athletic director, superintendent or his designee*).

The name of the student or coach shall be reported to the (athletic director) by the principal of the school that the student attends. When an official disqualifies a student or coach he or she shall report the disqualification to the principal or his/her representative and to the (athletic director). If the (*athletic director, superintendent or designee, and principal representatives*) finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified.

The suspension of the player or coach is for the remainder of the contest for that day and a minimum of a one-contest suspension following the day of ejection. The (*Athletic Director, Superintendent*) may add additional contests or recommend disqualification of the coach or player.

***There are more examples in KHSAA manual.***

## Bylaw 21. Seeding Tournaments

The representative making the written declaration shall decide all issues related to seeding. Though there are no statewide regulations on a seeding method, the most common and recommended means of seeding is the record of games played within a district provided all teams have played all other teams.

*In the Leslie County School District, the most common procedure in breaking a two-way tie for a seeding position is by a coin toss. In the event of a 3-way tie, flipping a coin for each school (odd man gets highest seed) and the traditional toss to break the remaining tie is an accepted method. However, a school representative should be invited from each school to view the toss.*

### *Tournament Meetings and Pairings*

District (seeded)

5 team- Seed 5 plays 4, 2 plays 3, 1 plays the winner of 5 vs. 4 remaining winners meet for championship

6 team- Seed 3 plays 6, 4 plays 5, 2 plays the winner of 3 vs. 6, 1 pays the winner of 4 vs. 5, remaining winners meet for championships.

### Officials

The officials at the elementary ball games should be licensed officials in good standing. For the County Tournament, the officials should be obtained through the 14<sup>th</sup> region, assigning secretary, who will impartially designate the referees.

Schools may report improper referees to the AD who may ban them from further calling in Leslie Co. elementary games.

### **Leslie Co. Cancellation Policy**

The schedule will be played as sent out by the Athletic Director with the following exceptions:

Any school, which cancels a game without one of the following emergencies, must forfeit the game in the league championship count.

Death or Serious illness in coaches' immediate family

The physical condition of the building is prohibitive to play (the other team must be given the option of hosting the game before cancellation)

Death of a player on the team

Weather is dangerous for travel to the school

A coach's personal emergency such as night class or other work related emergency will not be accepted as good reason to cancel and the team must forfeit. Other school related events such as beauty pageants, dances, open house, etc. will not be accepted as emergencies and the team must forfeit

**LESLIE COUNTY PUBLIC SCHOOLS****ELEMENTARY (Grades K-8) ATHLETICS****PLAYOFF SEEDING AND TIEBREAKERS** (Inter-County Championship and Championship Tournament)**INTER-COUNTY REGULAR SEASON CHAMPIONSHIP**

When your regular season comes to a close the following system shall be used to determine the Inter-County Regular Season Champion(s).

**Inter-County Regular Season Winning Percentage**

In the event that two or more teams have the same winning percentage, the following tie-breaking system determines the Champion:

**Head-to-head record**

In the event that the tie-breaking system does not apply, team(s) will be considered Regular Season Co-Champions.

**PLAYOFF SEEDING – COUNTY CHAMPIONSHIP TOURNAMENT**

When your regular season converts into playoff mode the system automatically generates a seed for each team in county based on the Inter-County Regular Season results. The seeds determine where the system places each team in the playoffs. The primary factors which determine seeds are:

1. Inter-County Regular Season Champion(s)
2. Inter-County Regular Season Winning Percentage

In the event that two or more teams have the same winning percentage within the Inter-County Regular Season, and have played the same number of head-to-head games between them, the following tiebreaking system determines the seed:

- 1 - Head-to-head record
- 2 - 4 - Coin Flip \*\* Coin flip event will be conducted by the Elementary Athletic Director at the Leslie County Board of Education; all coaches involved in the tie-breaking event shall be invited to the event.

Inter-County Regular Season is defined as - only those games scheduled by the athletic director as inter-county regular season games.

**INTER-COUNTY REGULAR SEASON CHAMPIONSHIP AND COUNTY TOURNAMENT TROPHY PRESENTATION PROCEDURE:**

Only trophies purchased by the host school or the Leslie County Board of Education may be presented at the conclusion of the County Tournament Championship.

## Attendance Requirements

There is a direct relationship between school attendance and achievement. The academic progress of a student greatly depends on the punctuality and regularity of school attendance. It is the responsibility of the school to provide a meaningful educational program and the responsibility of parents/guardians to send their children to school every day it is in session. The intent of this attendance code is to help students, their parents and school personnel understand the importance of school attendance.

### EXPLANATION OF TERMS

#### *Compulsory Attendance: KRS 159.010*

Except as provided in KRS 159.030 each parent, guardian or other person residing in the state and having Custody or charge, and child between the ages of (6) six and (18) eighteen, shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the Board of Education of the district makes provisions for the child to attend.

A child must be five years of age as of August 1 to enroll in kindergarten in a Kentucky public school. A child must be enrolled in kindergarten by the time they are six.

An application for early admittance can be submitted if your child turns five years of age on or before October 1<sup>st</sup>. The completed application must be submitted to the school principal no later than June 30. The assessment of early admittance must take place prior to the July school board meeting as the enrollment of any child meeting the following criteria must be approved by the local school board.

A child who enrolls in a school is expected to remain in that school unless the residence is changed or other reasons indicate that a school change is needed.

#### *Definition of Truancy: KRS 159.150*

Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy on 3 or more days, is a truant. Any child who has been reported as a truant two (2) or more times is a habitual truant. For the purpose of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year and transfers from school to school with the student. **Parents are responsible for children's violations.**

By definition of truancy (KRS 159.150 and House Bill 900) any child who has been absent or tardy from school without a valid excuse for three (3) or more days is a truant. The Director of Pupil Personnel (DPP) has the authority to initiate truancy proceedings in **Court** after three (3) unexcused absences or tardies are reported to the Central Office. (09.123)

#### *Excused Absences*

All students are expected to attend school regularly. Students who are absent from school are required to have a legitimate excuse. Within two (2) days of a student's return to school, he/she shall present a note

signed by his/her parent/guardian to the designated school personnel. **If the note is not received within two (2) days the absence shall be deemed unexcused.** The note should include the current date, the student's name, date of absence, the reason for the absence and the parent/guardian signature.

Pupils are not absent when participating in school activities which are provided in KRS 158.240, attending classes for moral instruction; and KRS 159.035, participating in 4-H activities. KRS 159.047 states that boards of education shall allow one day excused absences for attendance at the Kentucky State Fair for students applying for excuse for this purpose."

The following situations are valid reasons for being absent from school and will be considered excused absences. If there is a question about the validity of an excuse, please contact the school.

Medical and Dental Appointments (times and dates shall be verified by the physician's signed statement. Students will be excused only for the length of time of a scheduled appointment and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused.

Up to ten (10) days per school year may be excused with a health care provider's note. Any absent event due to medical reasons in excess of ten (10) health care provider's notes will require the presentation of the Medical Excuse form before the absence will be excused. After ten (10) days of absence in a school year for medical reasons, the Medical Excuse form shall be completed in order for the student to receive additional medical excuses. The Medical Excuse form is available at each school and the office of the Director of Pupil Personnel. Medical reasons after ten (10) absent events will be excused ONLY if the Medical Excuse form is presented.

Death in the immediate family (verification required);

Family emergencies;

Religious holidays;

Court summons (verification required);

Driver's license or permit (½ day of each);

Transportation (failure of the bus to run);

School sponsored trips (students required to complete work missed);

Other approved circumstances (conference with parent/guardian required);

A student will be excused for one day for the military deployment of a parent/guardian and one day when a parent/guardian returns from military deployment.

Visitation for up to ten days with the student's parent who while on active military duty stationed outside of the country, is granted rest and recuperation leave.

**Three parent notes/conferences per semester (Total three days excused absence).**

The Attendance Committee requires prior approval for planned absences. (09.123)

*Unexcused Absences*

Absences for reasons other than those listed above will be considered unexcused. The following is a list of unexcused absences:

Indifference of parents/guardians;

Working;

Transportation (missed the bus);

Distance;

Overslept;

Suspension;

Juvenile Detention;

Baby-sitting;

Other activities deemed inexcusable by the school personnel.

*Make-Up Work*

Requesting and completing make-up work is the responsibility of the student.

Students are not entitled to make-up daily work missed for absences because of suspension from school. For all other unexcused absences the following criteria applies:

Take major tests, such as final examinations or unit tests, for credit upon returning from a suspension; and

Hand in for credit major projects or term papers assigned before the period of suspension but due during the time the suspension occurred.

Any new material presented/graded/evaluated on date of unexcused absence is not permitted to be made up.

Calculation of Daily Attendance

*702 KAR 7:125. Pupil attendance.*

Section 3. The guidelines in this section shall be used to calculate student attendance for state funding purposes after June 30, 2010.

(1) A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.

(2) A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.

(3) A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.

(4) A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

Parents will need to send a signed note to school anytime a child is absent including tardies within two days of the student returning to school after an absence. If a valid note is not received within the two day limit, the absence will be recorded as unexcused. A note is required even if the parent noted the reason on the sign-in/sign out log at the time of check in or check out.

A student who is not seated in his/her homeroom, classroom or other assigned areas when the tardy bell rings is considered tardy. **Extended School Services (ESS) may be required to make up lost instructional time due to absences.**

After three unexcused tardies in one class or homeroom in any twenty school days, parents will be notified and may be asked to come to school for a conference.

Documentation of parent contact is required after three (3), and six (6) unexcused absences. If the parent does not attend a school conference or cannot be contacted by phone, a home visit may be warranted.

### *Early Sign-Outs*

No student may be signed out of school during school hours by any person other than parent/guardian or anyone listed on the consent to pick-up form. Once a student has signed out, he/she must leave school immediately.

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 (i.e., driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Students coming in late or checked out early from the school day must present an excuse for their absences. (09.1231)

Parents Responsible for Children's Violations: KRS 159.180

Every parent, guardian or custodian of a child residing in any school district in this state is legally responsible for any violations of KRS 150.010 to 159.170 by the child. Before any proceedings are instituted against the parent, guardian or custodian for violation of KRS 159.010 to 159.170, a written notice of the violation shall be served on the person by the Director of Pupil Personnel, and (1) one day shall be given for the termination

of the violation. After such notice if the violation is continued or if the provisions of KRS 159.010 to 159.170 are again violated during the school term by the child, no further notice shall be necessary and the parent or guardian shall be punishable as provided in KRS 159.999. A notice by certified mail return receipt or by personal service by the Director of Pupil Personnel shall be a legal notice.

### Students with Disabilities

Before a student with a disability is referred to the Director of Pupil Personnel, the Admissions and Release Committee (ARC) shall meet and determine if the disability is related to the absences. If the disability is related, the Individual Education Program (IEP) shall be modified according to Kentucky Administrative Regulations. If the disability is not related to the attendance, the Conference Summary shall be submitted to the Director of Pupil Personnel.

### Driver's License Revocation

The Leslie County School District will pursue revocation of the driver's license for students who are academically deficient, drop out of school, or accumulate nine or more unexcused absences in the preceding semester. Students meeting any of the aforementioned criteria shall be reported to the Transportation Cabinet for driver's license.

### Visitors to the Schools

As a safety measure, all visitors are required to get permission for their presence in a school building from the principal's office. Possible dangers to students resulting from unauthorized or unknown persons being in the school building make this policy necessary.

The Board of Education also has a policy regarding students visiting other schools and having guests. Students or groups of students shall not visit another school during regular school hours except by written permission from the principals of both schools prior to the visit. Further, a student shall not be permitted to have any visitors or guests during regular school hours unless such persons have previously reported to the office of the principal and obtained permission to visit with the student.

### Use of Tobacco Prohibited

The use of any tobacco and/or vaping product is prohibited in any building owned or operated by the Leslie County Board of Education. (10.5)

### Dispensing Medication by School Personnel (9.2241)

Schools shall not provide internal medicine, including aspirin, to pupils. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Pupils may take medicine that is brought from home with written parental request, provided the following conditions are met.

1. Medication shall be brought to school in the original prescription container.
2. Information listed on the container shall include the student's name and the name and prescribed dosage of the medicine.

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, (e.g., an asthma inhaler).

Students shall not share prescription or over-the counter medication with another student.

### Head Lice

School personnel shall actively pursue the prevention and control of head lice in the District's schools by developing a consistent screening and follow-up program for all students.

## STUDENT RIGHTS AND REGULATIONS

Under the democratic system an existence of individual rights is unquestionable. Equally unquestionable is the necessity of corresponding responsibilities. It is to the principals that this code of Student Rights and Responsibilities is directed.

### STUDENT RIGHTS

To an education preparing the student within the limits of abilities to each maximum potential for contributing to the individual's welfare and that of society.

- To freedom of speech and expression.
- To request an explanation of the purpose of rules.
- To suggest rules or changes.

To "due process" in regard to disciplinary action, including the right to hear charges, state his/her side, and to appeal decisions honestly believed unjust from teacher to principal, to Superintendent, to Board of Education according to established procedures.

To protection of person and property to the fullest extent possible by the school.

To participate in all school programs and activities within the limits of capabilities and the established standards without regard to race, creed, or sex.

To confidentiality of personal school records.

### STUDENT RESPONSIBILITIES

To attend school regularly and to take advantage of the opportunities offered by cooperating with those trying to teach and working at the job of learning and not to interfere with the rights of fellow students to an education.

To responsibly use freedom in such a way as not to offend the rights of others with obscene or damaging words or actions and, within the limits of good taste, to avoid the use of language in a discourteous, offensive, or inflammatory manner.

To obey rules, and to question them in a way earnestly seeking explanation for understanding and not just for the purpose of an argument.

To make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all, not just one or a few individuals.

To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals and to refrain from making false accusations for petty or vicious reasons.

To refrain from acts or actions which would endanger self or others, including property, and to take precautions necessary to protect self and possessions.

To make the best contributions possible within individual abilities, to support the school in all phases of program or activity, and to behave in such a way that participation will be a contribution and not a detriment.

To follow established procedures in requesting release of personal records to persons not legally entities to such records without proper consent.

## TEACHER RIGHTS.

Teachers have the right to:

Expect the support of their fellow teachers and administration.

Work in a positive school climate with a minimum of disruption.

Expect all students' assignments to be completed as requested.

Remove and temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate.

Be safe from physical harm.

Be free from verbal abuse.

Provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel.

Take action necessary in emergency pertaining to the protection of person or property.

## TEACHER RESPONSIBILITIES.

Teachers have the responsibility to:

Present the educational materials and experiences appropriate to their course or grade level.

Inform students and parents/guardians of achievement and progress.

Plan a flexible course of study, which meets the needs of all students.

Maintain high standards of academic achievement.

Administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.

Provide feedback on student assignments as soon as possible.

Exhibit exemplary behavior in terms of dress, action, and voice.

Inform parents/guardians of their student's success, problems and failures.

Reward exemplary student work and/or class room behavior.

Exhibit respect for all students.

Maintain a classroom atmosphere conducive to good behavior.

Follow the rules and regulations of the Board of Education and the local school.

## PARENT/GUARDIAN RIGHTS.

Parents/Guardians have the right to:

Send their student to a school with a positive educational climate.

Expect all disruptive behavior to be dealt with fairly, firmly, and quickly.

Enroll their student in regularly scheduled classes with minimal interruptions.

Expect their school maintain high academic and accreditation standards.

Examine their student's personal school record.

Address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances. Generally, building principal or assistant principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department.

## PARENT/GUARDIAN RESPONSIBILITIES.

Parents/Guardians have the responsibility to:

Instill in their student the need for an education.

Instill in their student a sense of responsibility.

Assist their student in understanding the need for a positive school-learning environment.

Become familiar with the educational policies and programs of the Board of Education.

Aid their student in understanding the disciplinary procedures of the school.

Encourage their students to follow all school policies.

See that their student is regular in attendance.

Inform the school officials of any long-term illness affecting their student.

Demonstrate respect for all school personnel at school and related activities.

Inform school officials of concerns pertaining to disciplinary procedures.

Instill in their student the need for proper and appropriate student attire and hygiene.

Exhibit concern for the progress and grades of their student.

## PRINCIPAL/DESIGNATED ADMINISTRATOR.

Principals/Designated Administrators have the right to:

Expect all participants in the schooling process to comply with school and Board of Education Policy.

Suspend any student who disrupts the educational environment.

Expect respect from students, parents/guardians, and the school staff.

## Notice to Individuals Complaining of Harassment/Discrimination

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

Are made explicitly or implicitly a term or condition of an individual's educational status or employment;

Are used as a basis for educational or employment decisions affecting such individual or

Have the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment. (09.42811)

Two forms of sexual harassment are recognized under this policy:

Requiring an employee or a student to submit to unwelcome sexual advances or conduct as an express or implied condition of receipt or maintenance of employment benefits or educational programs, grades, etc.

Subjecting an employee or a student to a demeaning sexual stereotype, innuendo, intimidation or insult such that a pervasively offensive or hostile employment or educational environment is created.

This conduct and other behaviors may constitute sexual harassment and are unacceptable conduct and will **NOT** be tolerated or condoned.

The Leslie County School District prohibits all forms of improper conduct, including sexual harassment and discrimination. Please be aware of the following provisions:

The District Title IX Coordinator is Daniel Day. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact him as follows: P.O. Box 949, Hyden, Kentucky 41749. The telephone number is 672-2397.

The Leslie County School District will investigate all allegations of harassment/discrimination brought to its attention. During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness (es); and (c) exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in insuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remedy any harassment/discrimination that may have occurred, please feel free to contact the Title IX Coordinator.

If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board. (09.4281)

If it is concluded following the investigation that the allegations have merit and that action will be taken to remedy the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX Coordinator and/or Investigator.

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation by anyone against an individual, who has reported improper conduct, including sexual harassment/discrimination, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Title IX Coordinator and/or Investigator immediately.

## Grievances

The Leslie County Board of Education has adopted policies that provide students with the opportunity to appeal issues regarding equal educational opportunities and educational concerns or practices. When a student or parent has an educational concern, a complaint must be filed using Grievance Procedure (9.4281 AP.1). A copy of the procedure for filing a complaint is available at the local school or at the District Office.

## BULLYING

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.

Bullying refers to intentional, repeated hurtful acts, words or other behaviors that involve an imbalance of power. These may include, but are not limited to, name calling, teasing, threatening, social exclusion, and cyberbullying. **Cyberbullying refers to the use of Information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else.** Cyberbullying is a sub-set or method of bullying. Cyberbullying can include a wide range of unacceptable behaviors, including harassment, threats and insults, and like face-to-face bullying, cyberbullying is designed to cause distress and harm. Bullying may be physical, verbal, emotional or sexual in nature.

The use of lewd, profane or vulgar language is prohibited. In addition to bullying, students shall not engage in behaviors such as hazing, menacing, taunting, verbal or physical abuse of others, or other behavior that disrupts a student's access to an education or is harmful to his/her well-being. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process. However, students who violate this policy shall be subject to appropriate disciplinary action. Any student who feels he/she has been the victim of bullying/hazing should immediately report the incident to any bus driver, teacher, counselor or administrator in the student's school.

Harassment/Discrimination allegations shall be governed by policy 09.42811.

## Food Services

The Leslie County Board of Education shall provide nutritious meals in compliance with applicable statutes and regulations. Effective with the 2013-14 school year, all Leslie County Schools will operate the National School Lunch and School Breakfast Programs under the Community Eligibility Option (CEO). Students shall be provided with one meal per meal service at no cost. All seconds shall be sold as an a la carte sale and the full price charged.

### MEAL PRICES

Students will be provided with one meal per meal service at no cost. Adult meal and a la carte pricing will be set annually. Contact the Cafeteria Manager of your child's school for more detailed information.

### HOUSEHOLD INCOME FORMS

Students will be asked at the beginning of the school year to complete and return a household income form. This form will not be used to determine cost for school meals due to the participation in the CEO program, but household income information is required to be collected. In the event that your family should have a change in income at any time during the school year, a new application should be completed. Household income forms will be available at each school.

## Student Disciplinary Responses

### Disrupting the Educational Process

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

The Principal/designee shall notify the Superintendent, as appropriate.

The Principal and staff shall make every effort to keep the disturbance isolated and keep uninvolved students from the scene.

A staff member should accompany the Principal/designee to the area in which the disturbance is occurring. If the students involved do not respond to the Principal's directions, the staff member is to telephone for additional staff assistance or for the police as directed by the Principal.

School schedules and operations shall be maintained at a normal level.

Teachers shall continue normal classroom activities unless otherwise instructed.

Teachers shall not permit students to leave the room; however, teachers should not try to physically restrain students from leaving the room.

The staff shall avoid physical involvement except for self-protection or protection of students.

The staff shall cooperate with the Principal and shall identify those involved in the disruption.

Normal disciplinary action shall be administered to those involved in the disturbance.

## Disciplinary Response to Student's Misconduct

### Teacher Alternatives

Disciplinary problems, which are of a common or minor nature, are handled by the classroom teacher, who may use a variety of methods including the following (which are detailed in the charts on pages ):

Verbal warning/reprimand;

Individual conference with student;

Notifying parents/guardian;

Temporary isolation within classroom;

Temporary withdrawal of privileges;

Establishment of behavior management program;

Factors determining reasonable and appropriate means of discipline:

Level of Misconduct;

Age of student;

Physical condition, stature and strength of the pupil;

Previous methods attempted and documented;

Maturity of the pupil.

### Administrative Alternatives

Disciplinary problems referred to the school administrator are usually handled by measures short of suspension and/or expulsion. Discipline problems, which are of a serious nature, must be referred to the principal or designee. The staff member making the referral to the principal shall deliver in writing, using a Discipline Referral Form, which includes the following information:

Name of student;

Class;

Date/Time of incident;

Reason for referral;

Teacher's signature

The alternatives available to the principal include the following:

Setting up conferences with the parents/guardians which may include the referring teacher, counselor, or other staff member;

Extended loss of school privileges;

Detention (after school and Saturdays)

In-School Suspension

Out-of-School Suspension

Discipline problems, which are dealt with in the classroom or those referred to the principal, must be documented. Repeated infractions indicate that the disciplinary measures being used are ineffective and alternative methods should be sought. This may require consultation with others in the development of a specific plan of action. Teacher Assistant Teams may be developed in schools to provide consultation and assistance with the development of intervention plans.

## Conduct Warranting Disciplinary Action

### DISORDERLY CONDUCT

(Including profanity, pornography, and obscene behavior)

Conduct and/or behavior, which is disruptive to the orderly educational procedure of the school. Scuffling and horseplay may lead to more serious conflicts; therefore, it is not allowed in halls, classrooms, or campus, buses, or on the way to and from school. Radios, "jamboxes," lasers, "ipods", cellphones, and other items deemed inappropriate by the site-based councils are not appropriate at school and will be taken by the teacher/principal. Parents must pick these items up at school. (Level 1/Level 2) Actions may result in violations being reported to legal and/or social authorities.

### DEFIANCE OF AUTHORITY

Refusal to comply with reasonable request of school personnel or disobeying general rules of school conduct such as leaving the school campus without following the proper dismissal procedure. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

### UNLAWFUL ASSEMBLY (KRS 525.050)

A person guilty of unlawful assembly when:

He assembles with five or more persons for the purpose of engaging or preparing to engage with them in disorderly behavior (gang-type activities).

Being present at an assembly, which either has or develops such a purpose, he/she remains there with intent to advance that purpose. (Level 2/Level 3) Actions may result in violators being reported to legal and/or social authorities.

### WANTON ENDANGERMENT (KRS 508.060)

A person is guilty of wanton endangerment when he/she wantonly engages in conduct, which creates a substantial danger of physical injury to him/herself and/or another person. (Level 2/Level 3) Actions may result in violators being reported to legal and/or social authorities.

### HAZING (KRS 164.375); (09.422)

Hazing, bullying, menacing or abuse of students or staff members will not be tolerated. Any student or employee who engages in an act that injures, degrades or disgraces another student or staff member shall be subject to appropriate disciplinary actions. Levels I-IV.

## FIGHTING

Students who willingly engage in physical contact for the purpose of inflicting harm on the other person. (Level 1/Level 2/Level 3/ Level 4) Actions may result in violators being reported to legal and/or social authorities.

## HARASSMENT (KRS 525.070)

**Definition:** 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 manner as to be commonly understood to convey hatred, contempt, prejudice or to have the effect of insulting or stigmatizing an individual.

**Prohibition:** Harassment/discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

**Disciplinary Action:** Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national original, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary Action involving but not limited to suspension and expulsion. (Level 2/Level 3/ Level 4) Actions may result in violators being reported to legal and/or social authorities.

**Procedures:** Students who believe they have been a victim of an act of harassment/discrimination or have observed other students being victimized shall, as soon as reasonably practicable, inform their teacher, guidance counselor or Principal of the incident.

**Prohibited Contact:** Examples of 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 gender, race, color, national origin, religion, or disability.

Unwanted touching, sexual advances, request for sexual favors, and spreading sexual rumors;

Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;

Impeding the progress of a student in class by questioning the student's ability to do the required classroom based on the gender, race, color, religion, national origin, or disability of the student;

Limiting a student's access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and

Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

### MALICIOUS REMARKS

To willfully intimidate, insult, or in other manner abuse verbally or in writing any member of the school staff or student body. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

### TERRORISTIC THREATENING (KRS 508.080)

A person is guilty of terroristic threatening when:

He threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to other person; or

He intentionally makes false statements for the purpose of causing evacuation of building, place of assembly, or facility of public transportation. (Level 2/Level 3/Level 4) Actions may result in violators being reported to legal and/or social authorities.

### FORGERY (KRS 516.020)

The act of falsely using the name of another person, or falsifying documents or correspondence such as absences/excuses. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

### TOBACCO POSSESSION/USE BY STUDENTS (KRS 438.050); (09.4232)

The possession of and/or use of tobacco, tobacco products, and/or tobacco-related paraphernalia (i.e., lighters, matches, tobacco containers, vaping) is prohibited on school property and during school-related trips. Levels I-IV. Actions may result in violators being reported to legal and/or social authorities.

The following disciplinary options may be considered in order: (1) In-school suspension; (2) After-school detention; (3) Suspension; (4) Go before Board for recommendation for parent/child counseling before child is allowed back to school; (5) Board recommendation for expulsion.

If the child refuses to appear for detention, he/she will be subject to additional disciplinary Action.

### GAMBLING (KRS 528.010); (09.4292)

Participating in games of chance for the express purpose of exchanging money. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

### MENACING (KRS 508.050)

A person is guilty of menacing when he intentionally places another person in reasonable apprehension of imminent physical injury. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

### PHYSICAL ASSAULT (KRS 508.010)

Physical attacks of one person or a group of persons upon one or more persons who do not wish to engage in the conflict. Any provocation, verbal or physical, may be considered a mitigation of the charge. A person who finds himself the victim of an assault has the right to defend himself against the attack and use such force in defense as to be reasonably necessary. (Level 2/Level 3/Level 4) actions may result in violators being reported to legal and/or social authorities.

### BURGLARY (KRS 434B.1-020)

A person is guilty of burglary when:

With the intent to commit a crime, he knowingly enters or remains unlawfully:

In a dwelling;

In a building, and when in effecting entry or while in the building or in the immediate flight there from, he or another participates in the crime with one or more of the following conditions existing:

Is armed with explosives or a deadly weapon; or

Causes physical injury to any person who is not a participant in the crime; or

Uses or threatens the use of a dangerous instrument against any person who is not a participant in the crime;

With the intent to commit a crime, he knowingly enters or remains unlawful in an inhabited building.

With the intent to commit a crime, he knowingly enters or remains unlawfully in an uninhabited building.

(Level 3/Level 4) Actions may result in violators being reported to legal and/or social authorities.

### ROBBERY (KRS 515.020)

A person is guilty of robbery when, in the course of committing theft, he uses or threatens the immediate use of physical force upon another person with intent to accomplish the theft. (Level 3/Level 4) Actions may result in violators being reported to legal and/or social authorities.

### VANDALISM (KRS 525.113)

The unprovoked or willful destruction, defacing or marring of property located on school premises. Negligent - with restitution or intentional - with restitution (Level 1/Level 2/ Level 3) Actions may result in violators being reported to legal and/or social authorities.

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

### POSSESSION OF WEAPONS (KRS 527.070)

The possession of any instrument, such as fireworks, explosives, mace, knives, spikes, clubs, guns, chains and the like that can be used to inflict bodily injury to another person. (Level 2/ Levels 3 or 4) Actions may result in violators being reported to legal and/or social authorities.

### EXTORTION (KRS 514.080)

The solicitation of money or something of value from another student, regardless of amount, in return for protection or in connection with a threat to inflict harm. (Level 2/Level 3) Actions may result in violators being reported to legal and/or social authorities.

### THEFT AND RELATED OFFENSES (KRS 514.040)

The taking of property of others (students, teachers, visitors, etc.) without their consent, possession of stolen property or possession without owner's permission, selling of school property. Value under \$100.00 (Level 1 or 2) or Value over \$100.00 (Level 3 or 4) Actions may result in violators being reported to legal and/or social authorities.

### LOITERING BY UNAUTHORIZED STUDENTS (KRS 525.090)

Being on school grounds or in the school without authority or permission of school personnel. This would include students on shortened programs, suspended students and students that have been expelled. A petition/warrant will be signed. (Level 2/Level 3) Actions may result in violators being reported to legal and/or social authorities.

### CRIMINAL TRESPASS (KRS 511.060)

A person guilty of criminal trespass when:

He knowingly enters or remains unlawfully in a dwelling;

He knowingly enters or remains unlawfully in a building or upon premises on which notice against trespass is given by fencing or other enclosure;

He knowingly enters or remains unlawfully in or upon premises. (Level 2/ Level 3 or 4) Actions may result in violators being reported to legal and/or social authorities.

### CRIMINAL USE OF NOXIOUS SUBSTANCE (KRS 512.050)

A person is guilty of criminal use of a noxious substance when he unlawfully deposits on the land or in the building or vehicle of another any stink bomb, device, or irritant with the intent to interfere with another's use of the land, building, or vehicle. (Level 1/ Level 2/ Level 3) Actions may result in violators being reported to legal and/or social authorities.

### USE OF WEAPONS (KRS 527.020)

The use of any instrument, such as fireworks, explosives, knives, clubs, guns, chains (capable of being used as a weapon), metal combs, razor blades, and the like that can be used to inflict bodily injury to another person. (Level 3/ Level 4) Actions may result in violators being reported to legal and/or social authorities.

### USE OF ALCOHOL, DRUGS & OTHER CONTROLLED SUBSTANCES (KRS 158.150, KRS 218.A.020, 09.423)

#### Drugs and Alcohol

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

Alcoholic beverages;

The District's policies and related procedures on drug-free/alcohol-free schools;

The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled substances.

Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and

Penalties that may be imposed upon students for drug/alcohol abuse violations. Levels III & IV apply and extracurricular consequences referenced in Board Policy 9.423.

### AGGRESSIVE MISBEHAVIOR TOWARD ANY SCHOOL EMPLOYEE

Physical contact or threat of physical contact toward employees with the intention of doing bodily harm by a student or group of students. (Level 2/ Level 3/ Level 4) Actions may result in violators being reported to legal and/or social authorities.

### BOMB THREAT (KRS. 508.080)

Making a threat that a bomb has been placed, or is about to explode in a school. (Level 3/Level 4) ACTIONS may result in violators being reported to legal and/or social authorities.

### FALSE FIRE ALARM (KRS 519.040)

Falsely alerting the fire department or school to a nonexistent fire. (Level 2/ Level 3) ACTIONS may result in violators being reported to legal and/or social authorities.

### ARSON OR ATTEMPTED ARSON (KRS 513.020)

Starting a fire within the school or on the school grounds for any purpose that results in destruction or disruption. (Level 3/Level 4) Actions may result in violators being reported to legal and/or social authorities.

### INTIMIDATION OF WITNESS (KRS 524.040)

Any physical or verbal intimidation of any witness to any school violation. (Level 1/Level 2/ Level 3/ Level 4) ACTIONS may result in violators being reported to legal and/or social authorities.

### REPEATED VIOLATIONS

Repeatedly failing to comply with directions of teachers, student teachers, substitute teachers, teacher's aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. (Level 2/3/4) Actions may result in violators being reported to legal and/or social authorities.

### NON-SCHOOL VIOLATIONS

Students will be subject to school discipline for any violation of this code with regard to school personnel and property during non-school time. (Level 2/3/4) Actions may result in violators being reported to legal and/or social authorities.

### DEFAMATION

Harming another person's character or reputation by saying things which are not true and which are intended to bring harm. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

### MISREPRESENTING FACTS

Knowingly deceiving school administrators and/or staff. (Level 1/ Level 2) Actions may result in violators being reported to legal and/or social authorities.

## TELECOMMUNICATION DEVICES

No student shall have in his/her possession any Telecommunication Device during the Instructional School Day. This applies to each individual school in the district. Level 1/ Level 2.

## PUBLICATIONS

In the case of official publications, i.e., where the paper or magazine is described as “published” by the school, and/or the school provides a faculty advisor and/or the funds for printing and distribution, the school, the student author, and the student editors are liable and accountable for whatever is published. Accordingly, the school has a paramount right to ensure that whatever is published observes the strictures against malicious injury, defamation, obscenity and incitement to disorder, injury or illegal acts. Levels 1, 2 & 3.

## SKIPPING CLASSES

A student who is not where he/she is assigned to be at any given time is skipping class. Level 1/ Level 2.

## RECKLESS DRIVING AND/OR SPEEDING ON SCHOOL PROPERTY IS PROHIBITED

Level 3/Level 4

## RADIOS, MUSIC BOXES, TV'S, TAPE PLAYERS

Any of these items brought to school will be confiscated from the person bringing them. Level 1/Level 2.

**DRESS CODE AND INAPPROPRIATE CLOTHING**

## Dress Code and Inappropriate Clothing

**The following are stipulations related to student dress:**

**Head/face coverings:** Caps, hats, and bandannas are not permitted to be worn on school grounds during school hours. Sunglasses are not to be worn in the building without written justification from a medical professional on file at the school. (With prior approval by Principal special school-wide incentives such as cap day are permissible).

**Shoes:** No boots with heel taps, chains, or metal toe guards are allowed on school grounds. No personal student writings, drawings, etc. are permitted on shoes while on school grounds.

**Shirts:** Halter tops, tank tops, backless tops, muscle shirts, tops with thin or no straps, midriff tops or tops that over expose the body are not permitted. All shirts must have a modest neckline.

**Pants:** The waistband of all pants must be worn above the hips. They must be size appropriate.

**Skirts:** All skirts must be size appropriate. The length of the skirts must not be shorter than four inches above the knee.

**Shorts:** Shorts which are no shorter than four inches above the knee are allowed. All others are prohibited.

**General Dress:**

**(1)** Clothing or tattoos which displays profanity, sexually suggestive phrases, alcohol, tobacco, drugs and/or drug advertisements, gang related material, are not permitted .

**(2)** Articles of clothing that have been torn or have holes in them that are considered revealing are not permitted.

**(3)** No see-through clothing of any kind is permitted.

**(4)** All clothing must be size appropriate.

**(5)** Form fitting or overly tight clothing is not permitted.

**(6)** Clothing with a message that is obscene, profane, lewd, vulgar, or that harasses, threatens, intimidates, or demeans an individual or group of individuals because of gender, color, race, religion, disability, national origin, or sexual orientation is not permitted.

**(7)** Clothing, makeup, jewelry or any other personal adornment that disrupts the educational process as determined by the school administrator(s) are prohibited.

**(8)** Belts must be plain and of appropriate size and material. No extra-large belt buckles or chains used as a belt or as jewelry, etc. are permitted.

**(9)** Any article of clothing or jewelry that may cause injury to student(s) or may possibly be used as a weapon is not permitted.

**(10)** No coats in excess of knee length are permitted.

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

## Level I Misconduct

Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

### **EXAMPLES**

- Classroom disturbance
- Classroom tardiness
- Abusive language
- Non-defiant failure to complete assignments or carry out directions.

### **DISCIPLINARY RESPONSE PROCEDURES**

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

Repeated misbehavior requires a parent/teacher conference; Strict supervised study

A proper and accurate record of the offenses and disciplinary Action is maintained by the staff member.

### **RESPONSE OPTIONS**

- Verbal reprimand
- Special Assignment
- Behavioral Contract
- Withdrawal of Privilege
- Demerits
- Behavioral Management strategies

## Level II Misconduct

### LEVELS OF MISCONDUCT

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative Level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this Level are 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.

### EXAMPLES

- Continuation of unmodified LEVEL I misbehavior
- School Tardiness
- Truancy
- Using forged notes or excuses
- Disruptive classroom behavior
- Cutting class

### DISCIPLINARY RESPONSE PROCEDURES

The student is referred to the administrator for appropriate disciplinary Action.

The administrator meets with the student and/or teacher and effects the most appropriate response. The teacher is informed of the administrator's Action. A proper and accurate record of the offense and disciplinary Action is maintained by the administrator.

A parental conference is held.

### RESPONSE OPTIONS

- Teacher/schedule change
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- After-school Detention
- Detention

## Level III Misconduct

### LEVELS OF MISCONDUCT

Acts directed against persons or property but whose consequences do not seriously endanger the health of safety of others in the school.

These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remitting the situation in the best interests of all students.

### EXAMPLES

- Fighting (simple)
- Vandalism (minor)
- Possession or use of an unauthorized substance
- Stealing
- Threats to others

### DISCIPLINARY RESPONSE PROCEDURES

The administrator initiates disciplinary Action by investigating the infraction and conferring with staff on the extent of the consequences.

The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary Action.

A proper and accurate record of offenses and disciplinary Actions is maintained by the administrator.

### RESPONSE OPTIONS

- Temporary removal from class
- Social adjustment classes (counselor)
- Temporary out-of-school suspension
- Counseling

## Level IV Misconduct

### LEVELS OF MISCONDUCT

Acts which result in violence to another's person or property or which poses a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative Action which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of school directors.

### EXAMPLES

- Unmodified LEVEL III misconducts
- Extortion
- Bomb threat
- Possession, use, transfer of dangerous weapons
- Assault & battery
- Vandalism
- Theft, possession, sale of stolen property
- Arson
- Furnishing, selling, possession of unauthorized substances

### DISCIPLINARY RESPONSE PROCEDURES

The administrator verifies the offense, confers with the staff involved and meets with student.

The student is immediately removed from the school environment. Parents are notified.

School officials contact law enforcement agency and assists in prosecuting offender.

A complete and accurate report is submitted to the superintendent for board Action.

The student is given a full due process hearing before the board.

### RESPONSE OPTIONS

- Expulsion
- Other board Action which results in appropriate placement (see discussion of expulsion issue)

## Behavior Violations

The student shall be disciplined by the principal or his/her designee for committing the offenses listed below. Certain violations will be handled with informal or in-school disciplinary measures. However, some of these offenses may result in suspension, placement in an alternative educational program, or expulsion from the Leslie County Public Schools. [Disciplinary actions occurring at the end of a school year may be carried over to the succeeding year.](#)

- Failure to follow class/school rules;
- Unexcused tardiness to class/school;
- Non-attendance of class;
- Failure to sign in or out of school;
- Leaving school grounds without permission;
- Forgery or the falsifying of documents and signatures;
- Student disruptions or any deliberate action by the student which results in serious disruption of the education process;
- Failure to follow directives - the willful refusal by a student to respond to any reasonable directives of an authorized school personnel, including failure to identify oneself or to accept school disciplinary measures;
- Possession of tobacco products;
- Profanity and vulgarity;
- Cheating in academics or co-curricular or extra-curricular activities (09.4293);
- Fighting; the use of serious physical force between two or more students;
- Interference with school purposes;
- Gambling with games of chance or skill for money or profit;
- Fighting or striking school personnel;
- Intimidating, Bullying or interfering with school personnel or students; preventing or attempting to prevent school personnel or students from performing their responsibilities through threats, violence, or harassment including verbal abuse;
- Assault; intending to or causing physical injury to another person by means of a deadly weapon or dangerous instrument, or intentionally causing physical injury to another person. Physical sexual abuse of any kind is also considered assault;
- Theft: the stealing of property belonging to the school or another person;
- Extortion: the obtaining of property from an unwilling person by intimidation or physical force;
- Robbery: theft involving the use of physical force, deadly weapons, or dangerous instruments;
- False activation of a fire alarm or making a bomb threat;
- Vandalism: damaging or defacing school property or the property of school personnel/students;
- Arson: intentionally damaging school buildings or property of another person by starting a fire or causing an explosion;

- Use of possession of drugs, alcohol, or fireworks:
- Sale of drugs, alcohol, or fireworks:
- Possession of weapons by carrying, storing, or using deadly weapons on school property;

## Behavior Consequence Charts for Violation of the Code of Student Conduct

Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions. Therefore, different disciplinary measures have been developed to reflect different levels of maturity and self-discipline. Each of the following three charts for elementary, middle and high school indicates specific consequences for each specific offense, and the consequences that will occur if there are repeated violations. The consequences for each violation hold the student progressively more responsible for his/her behavior as he/she moves toward the culmination of his/her education in the public schools.

The following disciplinary measures may be used. The severity of the offense and the discretion of the disciplinarian will determine the penalty.

ELEMENTARY SCHOOL	Actions				
BEHAVIOR VIOLATIONS	In-class Interventions	Parent/Guardian Conference/Letter	In-School Discipline Measure	Suspension	Expulsion Procedure Initiated
Unexcused tardiness to school or class	X	X	X		In a very extreme case where other formal methods of discipline have proven ineffective or inappropriate, expulsion may be necessary.
Non-attendance of class	X	X	X		
Leaving school grounds without permission		X	X	X	
Failure to follow school bus rules *	X	X	X	X	
Deliberate disruption	X	X	X	X	
Profanity/vulgarity	X	X	X	X	
Fighting - students	X	X	X	X	
Fighting/intimidation/Bullying	X	X	X	X	
Possession of Telecommunications Device/VPN Use		X	X	X	
Smoking/ gambling		X	X	X	
Vandalism **		X	X	X	
Theft extortion	X	X	X	X	
False Fire alarm/bomb threat		X	X	X	
Possession of weapons, drugs, alcohol, fireworks, vaping product		X	X	X	
Sale of drugs, alcohol, vaping product		X	X	X	
Sale of fireworks		X	X	X	
Assault/sexual abuse		X	X	X	
Arson		X	X	X	
Violation/repetition of suspension or expulsion		X	X	X	

\* Suspension from riding school bus

\*\* Punishment will include payment for damages

The following disciplinary measures may be used. The severity of the offense and the discretion of the disciplinarian will determine the penalty.

MIDDLE SCHOOL	Actions				
BEHAVIOR VIOLATIONS	In-class Interventions	In-school Discipline Measures	Parent/Guardian Conference/Letter	Suspension	Expulsion Procedure Initiated
Unexcused tardiness to Class/HR	X	X	X	X	
Non-attendance of class	X	X	X	X	
Failure to sign in or out of class		X	X	X	
Deliberate classroom disruption	X	X	X	X	
Failure to follow directions	X	X	X	X	
Failure to follow school bus regulations *	X	X	X	X	
Forgery	X	X	X	X	
Profanity/vulgarity	X	X	X	X	
Leaving school grounds without permission		X	X	X	
Failure to comply with regulations	X	X	X	X	
Gambling		X	X	X	
Fighting	X	X	X	X	
Intimidation/harassment/Bullying	X	X		X	X
Fighting/striking of faculty members				X	X
Possession of Telecommunication Devices/VPN Use		X	X	X	
Use/possession of drugs/alcohol/fireworks/vape products		X	X	X	X
Violating conditions of suspension					X
Theft/Vandalism **		X	X	X	X
Repetition of suspension					X
Assault/Sexual Abuse				X	X
Arson				X	X
Extortion/robbery				X	X
Possession of weapons				X	X
Sale/distribution - drugs, alcohol, vape product		X	X	X	X
Sale of fireworks		X	X	X	X
Bomb threats - activating false fire alarms		X	X	X	X

The following disciplinary measures may be used. The severity of the offense and the discretion of the disciplinarian will determine the penalty.

HIGH SCHOOL	Actions				
	In-class Interventions	In-school Discipline Measures	Parent/Guardian conference/Letter	Suspension	Expulsion Procedure Initiated
BEHAVIOR VIOLATIONS					
Unexcused tardiness to Class/HR		X	X	X	
Non-attendance of class		X	X	X	
Failure to sign in or out of class		X	X	X	
Deliberate classroom disruption	X	X	X	X	
Failure to follow directions	X	X	X	X	
Failure to follow school bus regulations		X	X	X	
Forgery		X	X	X	
Profanity/vulgarity	X	X	X	X	
Leaving school grounds without permission		X	X	X	
Failure to comply with regulations*		X	X	X	
Gambling		X	X	X	
Fighting		X	X	X	
Intimidation/harassment/Bullying		X		X	X
Fighting/striking of faculty members				X	X
Possession of Telecommunication Devices/VPN Use	X	X	X	X	
Use/possession of drugs/alcohol/fireworks/vape products		X	X	X	X
Violating conditions of suspension					X
Theft/Vandalism **	X	X	X	X	X
Repetition of suspension					X
Assault/Sexual Abuse				X	X
Arson				X	X
Extortion/robbery				X	X
Possession of weapons				X	X
Sale/distribution - drugs, alcohol, vape products		X	X	X	X
Sale of fireworks		X	X	X	X
Bomb threats - activating false fire alarms		X	X	X	X

\*Suspension from riding school bus

\*\*Punishment will include payment for damages

## Alternatives for Severe (Persistent) Behavior Violations

### PROBATION

Probation is a period of time during which the student must exhibit good behavior for a specified period of time and may be used as an alternative to suspension. Probation may be imposed for infraction of school rules or policies where the infraction does not necessarily warrant removal from school by suspension. Written notice of probation shall be given to the student or his/her parent(s) and shall be placed in the student's file. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the other authorized Actions pursuant to the discipline policy.

### SUSPENSION

Suspension shall mean denial, for a stated period of time, attendance at any single subject class, at any full schedule of subjects or classes for any other type of activity conducted by or on behalf of Leslie County Public Schools.

Suspension shall not exceed ten (10) school days. Cumulative suspensions of ten (10) days or more within one school year will require a school based meeting to determine the appropriateness of the school placement.

All suspensions will be unexcused absences. Written notice to parents shall be delivered within three (3) school days and must include a description of the offense and a beginning and ending date for the suspension. During suspension the student will receive no credit for work missed.

A suspended pupil will not represent the school or participate in any co-curricular activities sponsored by the school during the time of suspension.

A suspended student will not be able to use school transportation.

A suspended student will not be allowed on school property or to attend school events.

For a suspension of ten (10) days or less, constitutional due process requires the following procedures to be followed for all students. (09.434)

### DUE PROCESS

**Notification:** Oral or written notice of the charges, the rule violations and the specific act committed, to the student and/or parent/guardian.

**Evidence:** If the pupil denies the charge, an explanation of the evidence must be given to the student. The rule broken must be defensible, and documentation should be available.

**Rights:** An opportunity for the student to present his/her own version of the case at an informal, impartial hearing.

Records: Written notification of the Action taken should be provided: If the student is to be suspended from one to ten days, a copy of the suspension shall be given to the parent/guardian, superintendent and one copy placed in the student's file.

#### SUSPENSION OF DISABLED STUDENTS

The LEA shall ensure that appropriate procedures are followed in the suspension and expulsion of children or youth with disabilities.

Suspension of a child or youth with disabilities for more than ten (10) days during a school year shall constitute a change of educational placement.

The ARC shall meet to:

Review placement and make recommendations for continued placement or a change in placement; and

Determine if regular suspension or expulsion procedures apply.

If the suspension is for a minor infraction and no further disciplinary Action is planned, then an ARC meeting shall not be required unless requested by the parent or principal or other service providers.

If the LEA considers a suspension that will cumulatively exceed ten (10) days and notice of an ARC meeting consistent with Section 5 of this administrative regulation.

When the ARC convenes to consider suspension or expulsion, the ARC shall determine:

If the IEP and placement are appropriate and being fully and correctly implemented; and

Whether the behavior or misconduct is a manifestation of the disability.

If the ARC finds that the IEP or placement are not appropriate or not being fully and correctly implemented, appropriate modifications are determined at the ARC meeting and no further discipline Action occurs.

If the ARC determines that the behavior of a child or youth with disabilities is related to the disability, the child or youth shall not be subject to further suspension or expulsion.

The LEA may seek injunctive relief through the courts if the parent and the other members of the ARC cannot agree upon placement and the current placement will substantially likely result in injury to the child or youth or to others.

If the ARC determines that the behavior is not related to the disability, the LEA services may follow its regular suspension or expulsion procedures; however, educational services for the child or youth shall not be terminated during the period of expulsion.

If the parent disagrees with the proposed Action of ARC, the parent may request a due process hearing and the child shall remain in his current educational placement during any administrative or judicial proceedings unless the LEA and parent agree otherwise. A full and complete explanation of parental rights shall accompany the notice of the proposed Action.

The code of student conduct shall include the guidelines for suspension and expulsion of children and youth with disabilities. (Refer to Leslie County Special Education Policies and Procedures Manual 3.0, Section 14).

### EXPULSION

Expulsions shall mean a denial of attendance at any single subject or class at any full schedule of subjects or classes, a denial of attendance at any other type of activity conducted by or in behalf of Leslie County Public Schools and any combination of the foregoing; for a period of time up to one calendar year. An expulsion may also include a denial of admission to or entry upon real or personal property owned, leased, rented or controlled by the Leslie County Board of Education. (09.435)

### EXPULSION OF DISABLED STUDENTS

The Admissions and Release Committee (ARC) should convene prior to expulsion of any student receiving specially designed instruction. This committee should consist of the superintendent or his/her designee, parent, special education, and possible support persons.

Parent should be informed of their rights to request a hearing.

If a hearing is requested and granted, the student should remain in his/her present program until a decision is reached.

### ARC Considerations

Insure that the Individual Education Program (IEP) and placement are appropriate and are being fully implemented. This should be documented.

Consider the student's disabling condition and determine whether it is the basis of the discipline program.

If the ARC concludes that the placement is appropriate, the IEP is appropriate and in the process of implementation, and the disabling condition is not the basis of the student's inappropriate behavior, then the ARC should give this determination to the Board of Education. At this time the Board will proceed as with other students. However, educational services shall not be terminated during a period of expulsion.

If the student's disabling condition is found to be the basis of the discipline procedure then the ARC should so state in its written determination. In this instance, expulsion would be inappropriate, and changes in the student's program should be considered.

### Criminal Offense

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school will require immediate Action by school personnel. The Action taken will be notification of the proper authorities and removal of the student from school, pending a hearing before the Board in accordance with KRS 158.150.

### Student Search & Search

Students have legitimate expectations of privacy and are, therefore, protected by the Fourth Amendment's protection against unreasonable searches and seizures. However, because of the school's equally legitimate need to maintain a suitable learning environment, school officials are subject to less strict requirements than are other public authorities. School officials do not need to obtain a search warrant prior to any search. Also, school officials are not subject to the requirement that probable cause must exist that something violative of the law will be found before a search can take place. School officials can legitimately search a student, his/her locker, or his/her personal belongings if all the circumstances of the search are reasonable. However, the method of the search must be reasonable related to the objectives of the search and must not be excessive, taking into consideration the student's age, sex, and the nature of the infraction. (09.436)

## After-School Behavior Modification

### **Purpose**

After-School Behavior Modification hereafter called ASBM, is to deter negative student behavior while at school or while riding a school bus. For the middle school and high school groups, we believe that ASBM can discourage negative behavior by temporarily prohibiting the student from his/her normal social life.

ASBM enables the student to maintain their studies and grades, and learn to respect their privilege of living and associating with others in a positive manner.

### **Responsibilities**

Students have the responsibility to refrain from behaving in any manner which infringes on the rights of others or disrupts the learning environment.

Teachers and administrators have the responsibility to maintain an atmosphere conducive to good behavior and an attitude of respect for students.

### **Procedures**

If all other disciplinary procedures as listed in the Discipline and Attendance Code have been tried and failed to result in the designed behavior of a student, he/she may be assigned to ASBM by the principal or assistant principal. The length of the assignment may vary depending on the severity and frequency of the offense. The student will be under close supervision by a certified member at all times.

PARENTS will be notified by phone, if possible, upon each assignment to ASBM, if the Parents can not be reached by phone a written notice shall be mailed the day of the assignment. A parent conference will be requested and strongly encouraged any time a student is reassigned to ASBM.

The parent and/or student may request a conference with a counselor, teacher or any other staff member. Students who exhibit unacceptable behavior while in ASBM may be assigned additional time, Saturday detention or suspension.

## Telecommunication Devices

### Possession and Use

Electronic devices shall not be used or visible during the school day. If they are used or visible, they will be confiscated and returned to the student's parent or guardian by the school administrator. After the third (3rd) violation of this policy, the student is subject to the consequences of continuation of unmodified misbehavior which is outlined in the student code of conduct.

**This policy is effective once the child is on campus property in the morning to begin their regular instructional day until the end of the instructional day in the afternoon.**

**STUDENTS ARE RESPONSIBLE FOR KEEPING UP WITH DEVICES THEY BRING TO SCHOOL. THE DISTRICT IS NOT RESPONSIBLE FOR LOSS, THEFT, OR DESTRUCTION OF DEVICES BROUGHT ONTO SCHOOL PROPERTY. SCHOOL PERSONNEL IS NOT RESPONSIBLE FOR THE INVESTIGATION OF INCIDENTS.**

If an electronic device is used for cheating or inappropriate picture taking, it will be confiscated. This is a violation of privacy and could be subject to legal action.

## School Bus Regulations

The privilege of pupils to ride school bus is conditioned on their good behavior and their observation of rules and regulations regarding the proper behavior for riding school buses. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the principal. After due warning has been given to the pupil, the principal shall then forbid such disobedient pupil the privilege of riding any school bus until permission to ride again had been given by the Director of Transportation of the principal's action. It shall be sent to the Parents and a copy sent to the Director of Transportation, but such notice need precede action by the principal.

A student may be ejected by a driver if pupil's conduct on the bus is such that it endangers the life of passengers, the run cannot be safely completed, and the student refuses to cease the behavior. If this occurs the driver may eject the pupil from the bus or send for assistance whichever the circumstances dictate. Ejecting a pupil from the bus shall be done only in the most extreme circumstances. Ejection is not recommended for younger students or during severe weather conditions. When ejection from the bus is required, the driver shall notify the principal of the school that the child attends, the district superintendent or some other authority of the action taken as soon as possible.

Students should be ejected only at safe locations. Very few circumstances would require immediate ejection. Only when there is a clear and objective danger to students' lives or safety should an ejection occur, and, if such is the case, assistance from school administrators or law enforcement officials is warranted. If the threat to life or safety can be removed by other Action, no ejection should occur.

Most incidents can be handled by the later suspension of bus privileges. (09.226)

### **Bus Rules**

The privilege of any student to ride a school bus is conditioned upon his/her 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. We need the support of both the student and the parent.

The driver is in full charge of the bus and pupils. Pupils shall obey the driver cheerfully and promptly.

Pupils shall occupy the space designated for them by the driver.

Pupils shall be on time; the bus cannot wait for those who are not on time.

Pupils are never to stand on the road while waiting for the bus.

Pupils are to clean their feet before entering the bus.

Pupils are not to throw waste paper or other rubbish on the floor of the bus.

Pupils are not to mar or otherwise deface the bus.

Pupils are not allowed to carry a knife or any sharp instrument on the bus.

Pupils are not to start to school when sick or when any member of the family has a contagious disease.

The following activities are **prohibited at all times**:

Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, or similar offensive acts;

Smoking/Vaping on the bus;

Eating or drinking on the bus;

Throwing articles or objects into or from the bus;

Placing musical instruments or other articles at the door;

Obstructing the aisle in any manner:

Occupying more space in a seat than required.

Pupils are to avoid unnecessary conversation with the driver;

Pupils are to keep arms and head inside the bus at all times;

Pupils are not to get off the bus except at home or school, unless prior approval has been authorized by a note from home;

Pupils are to remain in their seats at all times unless they are getting on or off the bus;

Pupils are to respect persons whom they pass on the routes;

Pupils are to walk on the left side of the road facing the traffic;

Pupils who must cross the road after exiting from the bus shall pass in front of the bus and not behind it;

Should any of the violations or other circumstances persist, the principal has the authority to deny the pupil the privilege of riding the bus.

**Serious misconduct on the bus, which hinders the safety of students or operation of the bus, may cause a student to be prohibited from riding the bus.**

#### **Bus Disciplinary Procedures**

The Parents/students are responsible for the student's conduct on the bus.

The principal of the school is responsible for disciplinary action for bus incidents, when necessary.

If a student refuses to do as instructed by the bus driver, he/she will be taken back to his/her school for disciplinary action.

If a student is acting in such an extremely violent manner as to make it unsafe for the bus to continue, he/she may be placed off the bus by the bus driver. Should this happen, the bus driver shall notify the principal immediately.

In extreme situations, the driver has the authority not to pick up a student the next morning. The procedures shall be as follows:

The principal and Director of Transportation are notified;

The Parents are notified by the principal;

A conference involving student, parent, driver, principal is held;

The principal may make a decision for additional disciplinary action.

Students who repeatedly violate bus regulations may be suspended by the principal from riding the bus.

## Regular Bus Stops

### **Discharge of Pupils**

The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the Principal to discharge a pupil at another location. Preschool students shall be transported in accordance with applicable regulations.

The Principal shall have a written authorization from a child's parents before permitting discharge at a location other than the regular stop.

### **Exception**

The driver may discharge a pupil for disciplinary reasons.

## Bus Misconduct Report

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 Student's Name

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 School

Driver's Name		Bus #				Date of Incident		
Mark	Behavior Violation	Disciplinary Options						
		Warning	3 Days Off Bus	5 Days Off Bus	10 Days Off Bus	Handled Under Student Discipline Code	Referred For Possible Bus Expulsion	Driver Removes Student Immediately
	Physical Abuse of School Personnel					X	X	X
	Dangerous Weapons/Drugs/Alcohol/Vape				X	X	X	X
	Fighting/Open Flame/Fireworks			X	X		X	
	Sexual Behavior			X	X		X	
	Use of Tobacco Products			X	X		X	
	Verbal Abuse of School Personnel		X	X	X		X	
	Profanity	X	X	X	X	X	X	
	Vandalism (restitution to be made)	X	X	X	X			
	Refusing to Sit in Assigned Seat	X	X	X	X			
	Refusing to Follow Instructions	X	X	X	X			
	Not Staying Seated/Pushing/Tripping	X	X	X	X			
	Screaming/Hanging out Windows	X	X	X	X			
	Eating/Drinking/Littering	X	X	X	X			
	Excessive Mischief/Annoying	X	X	X	X			
	Possession of Prohibited Items	X	X	X	X			
	Not Riding Assigned Bus	X	X	X	X			
	Exiting Bus Unapproved Stop	X	X			X		
	Other:	X	X	X	X	X	X	X
	<b>Preliminary Action Taken By Driver</b>	<b>Driver's Comments</b>						
	Student Warned							
	Student Assigned Seat							
	Contact Parent/Legal Guardian	Driver's Signature						
	<b>Present Action Taken By Principal</b>	<b>Principal's Comments</b>						
	Student Warned							
	Conference with Student's Parent							
	Student Suspended From All Buses For _____ Days, Beginning _____	Principal's Signature						

## Acknowledgement of Handbook Review Forms

PLEASE SIGN, DETACH AND RETURN THE FOLLOWING FORMS TO YOUR CHILD'S HOMEROOM TEACHER

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School of Enrollment Student's Name

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Homeroom Teacher

As the parent(s) or guardian(s) of \_\_\_\_\_, I/we have read and discussed the 2019-2020 Leslie County School's Code of Acceptable Behavior and Discipline, and Substance Abuse Policies and Procedures with my/our child.

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Parent's/Guardian's Signature Date

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Student's Signature Date

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ACKNOWLEDGMENT OF RECEIPT OF THE LESLIE COUNTY BOARD OF EDUCATION'S STUDENT SUBSTANCE ABUSE

**POLICIES AND PROCEDURES HANDBOOK**

I have received and am aware of the contents of the Leslie County Board of Education's Student Substance Abuse Policies and Procedures Handbook.

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Parent/Guardian's Signature                      Date

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Student's Signature                                  Date

## Internet & Electronic Media Permission Form

### Acceptable Use of Technology—Student Policy

#### Section 1: Purpose of Technology Use

The Leslie County School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

#### Section 2: The Opportunities and Risks of Technology Use

In accordance with the Children’s Internet Protection Act, the District installs and operates filtering software to limit users’ Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or
- The consequences that may come from failure to follow District policy and procedures governing the use of technology.

The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

### **Section 3: Privileges and Responsibilities**

Students may access technology for only educational purposes. The actions of student's accessing networks through the District reflect on the District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the Districts computers and networks.

Student users of technology shall

- Use or access District technology only for educational purposes
- Comply with copyright laws and software licensing agreements
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Students may not use District technology including property issued under the 1:1 program or BYOD devices on school networks or property for improper uses. These uses include, but are not limited to:

- Any and all illegal purposes;
- Any and all obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material;
- Any and all discriminatory purposes, including harassment and bullying of individuals based on race, gender, religion, sexual orientation, or disability, among others;
- Any and all purposes that would violate state, federal or international law.
- Any use of profanity, obscenity, or language that is offensive or threatening;
- Reposting or forwarding personal communications without the author's prior consent;
- Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;

- Destruction, alteration, disfigurement or unauthorized access of hardware, software, or firmware;
- Plagiarizing (claiming another person's writings as your own);
- Disrupting the use of others to any process, program or tool, including downloading or otherwise spreading computer viruses;
- Engaging in hacking of any kind, including, but not limited to, the illegal or unauthorized access;
- Allowing others to use Property issued to them without District authorization, including students whose access privileges have been suspended or revoked;
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual.
- Use of VPNs or other technologies that attempt to avoid District safeguards and filtering technologies.
- Any and all other purposes that would violate the Leslie County School District Student Code of Conduct.

**Internet Safety:**

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat room or newsgroups. If a person asks for such personal information, students must have approval of their parent or guardian before providing the information.
- Students should not post photographs of themselves in newsgroups or on websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they "meet" on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student's parent/guardian must attend.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student's parent should provide a copy to the student's principal.

**Section 4: Disciplinary Actions**

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

## **Section 5: No Expectation of Privacy**

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

## **Section 6: Access and Use of Email and Microsoft O365**

In accordance with 701 KAR 005:120 stating "...a local school district shall limit electronic mail use to those systems approved by the Kentucky Department of Education as meeting standards for electronic mail systems as provided in the Master Plan for Education Technology, 701 KAR 5:110, for the Kentucky Education Technology System", the District provides Microsoft Office to all students including Outlook email. It is required that students use this district provided system for all school related communications.

**Microsoft Live@EDU:** The Outlook Live e-mail solution is provided to your child by the district as part of the Live@Edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@Edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@Edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

## **Section 7: 1:1 Program Agreement**

The District is pleased to offer a 1:1 program, (the "District's Technology") for educational purposes. The District Technology is issued to students for their own personal, school-related uses at school.

All District Technology issued under the 1:1 program, including computers, are educational tools and may only be used in that capacity. Any use of the District Technology for other purposes (such as personal purposes) must be minimal only, and failure to comply may lead to termination of rights under the 1:1 program.

**Title/Ownership:**

District maintains the legal title of any District Technology issued to students. Students are authorized to possess and use the District Technology so long as they comply with the AUP, but they do not have any ownership rights in the District Technology.

**No Warranties:**

The District makes no warranties regarding the District Technology. The District shall not be liable for any damage or loss of or other claims of any and all kinds resulting directly or indirectly from use or inability to use District Technology.

**Costs:**

Manufacturer defects will be covered by the manufacturer's warranty and/or by District. Each student may be required to pay a for damage, theft, or loss based upon the specific circumstances and available warranty. Damage or loss that is the result of a student's failure to exercise reasonable care or willful and wanton conduct in violation of any District policy or procedure governing the use of the computer will not be covered by insurance. If District Technology is damaged, stolen, or lost while signed out to a student and the damage or loss is not covered by insurance or the manufacturer's warranty, the student will have the sole responsibility of paying replacement and repair costs.

If the computer is stolen, the police must be notified within twenty-four (24) hours of the discovery of the theft. A police report must be filed and failure to do so will result in the parent/guardian's complete responsibility for the computer's replacement. If the computer is stolen or lost, the parent/guardian of the student shall notify the Educational Technology department of District that the computer is stolen or lost within twenty-four (24) hours of the discovery of loss or theft.

**District Technology Return:**

When a student withdraws from enrollment at District, or has his or her rights terminated, the student must return any District Technology issued by the educational technology department immediately. In no event shall the student retain the District Technology for more than two school days after the date of such expiration, withdrawal, or termination. If a student fails to return the

District Technology in a timely fashion, the student and his or her parent or guardian will be subject to paying replacement costs.

**Appeal Process:**

If a student receives consequences for a violation of the district policy or if the parent is required to pay replacement or repair costs, the student's parent or guardian may appeal by requesting an appeal in writing within ten school days of notification of the decision to issue consequences or of notification of payment due. All requests for appeal must be addressed to the Superintendent and should include a full description of the parent or guardian's reasons for disagreeing with the decision. The Superintendent or designee will then review the decision and will respond to the parent within ten school days after receipt of the request for appeal. A meeting may be held by the Superintendent or designee to obtain additional information from the student, the parents and/or guardian and/or District staff, in the Superintendent's discretion. The Superintendent or designee's decision on appeal shall be final.

All Property must be returned to the Leslie County School District Educational Technology department pending the resolution of any appeal. Fees will be assessed pursuant to this policy if not timely returned.

**District Technology Transport and Use:**

Once District Technology is issued to the student, the student and his or her parent or guardian are responsible for the District Technology at all times that the District Technology is signed out to the student. Students and their parents or guardians must take reasonable care to protect and properly use District Technology issued under the program at all times. Among other things, this means:

- The District is not responsible for District Technology, including computers, assigned to a student at any time, including when they are left unsupervised in a classroom, hallway, locker or elsewhere.
- The student is the only authorized user of his/her assigned computer or other District Technology. Students may not share or trade their assigned computers or other District Technology with other individuals, including other students, other than their parents, guardians, or school officials.
- Students must bring their computers and other District Technology fully charged and with the power cord to school daily if an allowance is made to take these devices off campus. Repeated failure to bring the computer to class daily may result in discipline or other consequences under District's technology policies
- Computers and other District Technology must not be marked with markers, stickers, or other similar materials.
- District applied labels, asset tags and other identifiers may not be removed from computers or other District Technology.

- Computers and other District Technology should not be left in automobiles, as they cannot tolerate extreme heat or cold and may become damaged.

## **Section 8: Auditing**

- Proxy server software shall be implemented and maintained at each District and at every school on a twenty-four (24) hour, seven (7) day a week basis.
- Logs of Internet activity shall be examined periodically to detect access to sexually explicit or other objectionable material.
- Responsibility for log maintenance, examination, security and retention will be the responsibility of the individual District site. All logs will be examined on a regular basis by the school designated staff member and will be retained for at least thirty (30) days. Security for these logs will be limited to those designated by the school for examination.
- Electronic mail shall be monitored periodically to ensure that non-compliant email systems are not being used by teachers, faculty, or staff with school resources.
- Additional rules and restrictions may be applied by an individual school as deemed appropriate by the School Site Based Council.

## **Section 9: Permission/Agreement Form**

An Internet Student User Contract shall be required prior to the student being granted independent access to electronic media involving District technological resources. The required permission/agreement form, which shall specify acceptable uses of on-line behavior, access privileges, and penalties for policy/procedural violation, must be signed by the parent or legal guardian of minor students [those under eighteen (18) years old] and also by the student. This document shall be kept on file as a legal and binding document. In order to modify or rescind the agreement the student's parent/guardian [or the student who is at least eighteen (18) years old] must provide the Superintendent with a written request.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

## Internet and Media Student Publication Form

The Leslie County School system is pleased to have the resources available to educators to publish student work, photos, projects, etc., via Internet, video recordings, and school and district newspapers. We believe that recognition of the students' accomplishments by publishing student work and photos can be valuable for both motivation and esteem building. In addition, public recognition and display of high quality student products helps create a school culture that values excellence in student performance. However, some parents may feel that publication of student work and photos through the use of these media sources may pose a threat to their child. To that end, the Leslie County Board of Education supports and respects each family's right to decide whether to allow such publishing of their child's photo or work.

### **Safeguards and Assurances**

In order to help ensure the safety of our students, the Leslie County Board of Education utilizes technology tools to filter, monitor, and log activities of our users. These tools allow designated staff to monitor each student's internet activity to insure compliance with policy and also allows for investigation into any suspected inappropriate activity. The board of education also has the right to monitor all email sent or received by our network users as well as any files stored on district owned hardware. Audits are conducted randomly throughout the year to ensure compliance by all users. Any suspected activity in violation of board policy is reported to the site supervisor for further action.

Schools will endeavor to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Also, schools will avoid publishing the first name and last name of individuals in any photograph or video posted on websites.

## Internet and Electronic Media Permission Form

As a user of the Leslie County Schools computer network, I hereby agree to comply with the school district Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions.

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

Yes: \_\_\_\_\_ No: \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services such as electronic mail and the internet. I accept responsibility for guidance for Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

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

Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Internet and Media Student Publication Form

**As a student of the Leslie County Schools, I hereby consent to have my photo or work published by way of the Internet, video, or school and district newspapers.**

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

As the parent or legal guardian of the student signing above, I grant permission for photos of my child or my child’s work to be published by way of the Internet, video, or school and district newspapers

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

***This document shall be kept on file as a legal and binding document. In order to modify or rescind the agreement the student’s parent/guardian (or student who is at least 18 years old) must provide the Superintendent with a written request.***

**NOTICE:** The contents of this “Leslie County School’s Code of Acceptable Behavior and Discipline” is subject to change during the school year as regulation changes occur at the Governmental level in Frankfort

## FERPA Rights

STUDENTS 09.14 AP.111

### Notification of FERPA Rights

Distribute this notice annually to parents and students.

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

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

Parents or eligible students should submit to the school Principal/designee 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 record(s) may be inspected.

***The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

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

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

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

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

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

The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

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

***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605