
Pulaski County Schools

2025-2026

Code of Acceptable Behavior and Attendance Policy

July 1998 | Amended July 2025

Pulaski County Board of Education
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Introduction

Mission Statement

Pulaski County Schools will provide a safe, supportive environment to meet the individual needs of all students and ensure they are ready for the transition to college or a career.

Student Code of Acceptable Behavior and Attendance Policy

The Pulaski County School System requires high standards of personal conduct from all employees, parents, and students. It is expected that each respect the rights of others as well as comply with state and federal law, the administrative procedures and policies of the school district, and procedures and policies of each individual school.

Code Development and Review

This Code was initially developed during the summer of 1988. Revisions have been made since that time and may be made at any time with proper notification to parents and students. The Code is reviewed annually by a committee consisting of the administration staff of the Pulaski County School System appointed by the Superintendent. The committee recommends annual changes, which are then approved by the Board.

Annual Orientation to the Code

Each school shall develop an effective distribution and orientation process by which student, parents, legal guardians, teachers, administrators, and other school employees, become fully familiar with the Code, and all procedures contained therein including teacher review of the Code with students in the first week of the school year. Annual orientation to the Code for school employees will include awareness, orientation, and/or training on identifying, documenting, and reporting incidents/violations contained here within.

Copies shall be made available to students, parents, legal guardians, volunteers, and employees through the board of education website, through online registration, and a paper copy upon request. Parents, legal guardians, students (if applicable), and school employees are required to verify receipt of this Code through signature. All new students entering this system throughout the school year shall also receive a copy of this Code through the online registration process. A copy of the Code is available at the Principal's office at each school and at the office of the Pulaski County Board of Education.

Implementation

The Superintendent/designee shall be responsible for overall implementation and supervision of the Code and each Principal shall be responsible for administration and implementation of the Code within each school.

The Principal at each school shall apply this Code and discipline uniformly and fairly to each student at the school without partiality or discrimination. This Code shall be referred to in all student handbooks. Under the provisions for Kentucky's school-based decision making councils, school councils shall select and implement the appropriate discipline and classroom management techniques necessary to carry out this Code at the school level. The Pulaski County School System encourages and supports schools in using Positive Behavior Interventions and Supports (PBIS) as an evidenced-based framework for carrying out these strategies and techniques. For additional policies specific to your child's school, please refer to your child's Student handbook, which is an addendum to the District Code.

Reporting of Code Violations/Protection from Retaliation

Reports of violations of the Code of Acceptable Behavior and Attendance Policy may be reported to teachers, Principals or district personnel, who shall take appropriate action as defined by the code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. Employees and other students shall not retaliate against any person because he or she reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect persons from such retaliation.

Reference: Board Policy 09.438

Section I: Attendance

All students are expected to be on time and attend class every day school is in session. The progress of a student at school depends greatly on the punctuality and regularity of attendance. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefit from the discussions. The intent of this attendance procedure for the Pulaski County School System is to provide a structure within which students can gain maximum benefit from the instructional program.

Compulsory Attendance

Except as provided in KRS 159.030, each parent, guardian or other person residing in the state and having custody or in charge of any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) 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 the board of education of the district makes provision for the child to attend. A child's age is between six (6) and eighteen (18) when the child has reached his sixth birthday and has not passed his eighteenth birthday.

Per 704 KAR 5:060, any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months, at the end of such trial period of time such a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159.010 and KRS 159.020.

Any parent, guardian, or other person having in custody or charge any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) who removes the child from a school district during the school term shall enroll the child in another regular public day school.

Within three (3) months of the date of a student's withdrawal from school, District personnel designated by the Superintendent shall contact each student who has withdrawn from school to encourage re-enrollment in a regular, alternative, or High School Equivalency Diploma program. If the student does not re-enroll at that time, personnel shall make at least one (1) more attempt toward reenrollment of the student before the beginning of the next school year.

Excused Absences

When a student must be absent from school, arrive late, or leave early it is the responsibility of the parent/guardian to write a note to the school where the child is enrolled to inform the Principal of the reason for absence. Anytime a student misses any part of a school day, a note or other valid documentation must be submitted in order to determine if the absence is excused or unexcused within five (5) school days of the absence. The written statement shall include the full name of student, date or dates, reason and full signature of the parent/guardian or medical professional. Students shall have their absences excused only for reasons designated in this policy as excused. Absences for reasons other than those listed below will be unexcused.

Excused absences include:

1. Illness/injury. Parent notes will be accepted for student or family illness/injury up to six (6) days per school year. After a student has used six (6) parent days in a school year, a doctor or dentist statement must be presented for the absence to be excused. Forged parent notes may result in parent notes being disallowed by the Principal or Director of Pupil Personnel.
2. Medical or dental appointments. Doctor statements will be accepted for student absences up to ten (10) days per school year.
3. Death in the pupil's immediate family.
4. Students participating as part of a school-sponsored interscholastic athletic team who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA that occurs on a regularly scheduled school day on the date or dates of the competition for the maximum of two (2) days per student per school year.
5. Order of a court with proper verification from the court.
6. Attendance at a funeral of a relative or close friend. (Must have prior approval by the Principal/designee.)
7. Interviews or tests with college, vocational/technical school, or military. (Must have prior approval by the Principal/designee)
8. Driver's license or permit. (1/2 day)
9. Documented religious holidays. (Must have prior approval by the Principal/designee)
10. Educational enhancement opportunities. (Must complete EHO form and have prior approval by the Principal/designee)
11. One (1) day for attendance at the Kentucky State Fair. (Must have prior approval by the Principal/designee)
12. Parent or Guardian called to federal active duty limited to one (1) day for deployment and (1) one day for return, or for up to ten (10) days for visitation when the parent/guardian is stationed out of the country and is granted rest and recuperation leave.
13. One (1) day prior to departure of parent/guardian called to active military duty
14. One (1) day upon the return of parent/guardian from active military duty
15. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces.
16. Participating in honor guard at a military funeral.
17. Student participation in any of the page programs of the General Assembly.
18. Other valid reasons as determined by the Principal.
19. Moral instruction. Students attending a moral instruction offering shall be credited with time of attendance and shall not be penalized for any school work missed.

School sponsored trips and properly organized 4-H club activities in which the student is accompanied by or under the supervision of a county extension agent or a designated 4-H club leader for the 4-H club education activity are not absences as they relate to the Attendance Policy. Students participating in such trips are required to do work missed while away.

If due to an illness or an injury of the student, it is believed by the Principal, assistant principals, teacher, counselor, family resource/youth service center staff, or parent that a student will be absent from school for six (6) or more days, efforts are to be made to place that student on Home Hospital instruction. Home

Hospital referral forms, to be completed by the attending medical authority, will be provided to the parent/guardian of the student by the school or Director of Pupil Personnel.

Unexcused/Excessive Absences

Excessive absences, whether excused or unexcused, will have an impact on a student's academic performance. Students with excessive absences, whether excused or unexcused, may be required to make up homework, class work, or missed instruction through a variety of options including but not limited to Extended School Services (ESS), before/after school programs, in school makeup programs, or other options as developed by the individual school. The student shall accept the responsibility to see the teacher and ask what work is to be made up and shall complete make-up assignments within the time specified by the school.

Any student, including students between the ages of 18-21, who has been absent from school without valid excuse for three (3) or more times, whether it is for a partial day or full day, is a truant. Any child who has been reported as a truant two (2) or more times within one calendar year period is a habitual truant. Any student considered habitually truant (six or more unexcused absences or tardies) must be referred to the Director of Pupil Personnel, the District Truant Officer, and/or other applicable agencies as required or allowed by Kentucky Revised Statute, Board, and/or Council Policy. Truancy, by Kentucky Revised Statute, must be reported to Juvenile Services and/or other applicable agencies and the student and/or parents may be referred to court. The Principal/designee must notify parents or students with excessive absenteeism in a prompt and timely manner and school-parent conferences must be held to determine the causes of the absenteeism. Documentation of meetings/home visits shall be kept by the school.

References: KRS 156.070; KRS 159.035; KRS 159.150; KRS 159.030; KRS 159.020; Board Policy 09.122; 09.123

Section II: Law and Board Policy

Disciplinary actions for violations may range from student conference to expulsion depending on the infraction and individual circumstances surrounding the incident. Common disciplinary consequences include, but are not limited to, in-school suspension, confiscation of items in question, referral to proper authorities, behavioral contracts, counseling, special seating, mediation, alternative placements, and restitution, as well as reports to law enforcement and/or other applicable agencies.

Board policy and Kentucky statutes require certain penalties for some offences. Listed are Law and Policy violations including reportable violations contained in Duty to Report, Bullying, Harassment, and other sections, but are not meant to be an all-encompassing list of conduct warranting disciplinary action. Such reports may result in criminal charges. Serious or repeated violations of school rules and Kentucky/federal laws may result in the suspension or expulsion of a student. Kentucky statutes declare that willful disobedience or defiance of authority, profanity or vulgarity, assault, battery or abuse of other persons, threat or force of violence, use or possession of alcohol or drugs, stealing, destruction or defacing of property, carrying or use of dangerous weapons, or encouraging bad conduct on school sponsored activities constitutes cause for suspension or expulsion.

Abusive Language/Vulgarity

No student shall purposefully speak or behave in a profane, vulgar, or obscene manner. Students shall not cause, create, or distribute, nor attempt to cause, create, or distribute profane, vulgar, or obscene material. Violation shall constitute reason for disciplinary action.

References: Board Policy 09.425

Alcohol, Drugs and Other Prohibited Substances

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia;
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance; or
4. Unauthorized prescription, OTC (over-the-counter), and other abused or controlled substances.

Controlled Substances

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited Substances

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law. Prohibited substances include:

1. All prescription drugs obtained without authorization, and

2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

Authorized Medications

Use of medication authorized and administered with a prescription in accordance with local, state, federal laws and board policy 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/extracurricular activity and/or other school-sponsored activities.

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. 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.

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:

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

Prevention and Awareness Program

This program consists of two components:

1. Prevention and Awareness
2. Random Drug-Testing Program for school athletes, extra-curricular participants, and student drivers, and voluntary participants.

Training in Drug Awareness

Teachers and staff will be given an opportunity to receive training and/or information in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. An increased teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of the training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component.

Seminars for Parents/Guardians

Drug education information for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of this information will be to provide parents/guardians with necessary information to assist with drug prevention. Substance abuse curriculum in the schools includes parent components that students will take home to work with parents.

Prevention Curriculum

All elementary, middle, and high schools shall receive tobacco/alcohol and/or substance abuse prevention curriculum. In addition, lessons and activities are implemented on making healthy choices and staying drug-free.

Random Drug-Testing Program

The random student drug-testing program is based on a health and safety rationale with the purpose of prevention. Drug use encourages truancy, disruptive class behavior, bullying, violence, and interferes with learning making it a threat to not only the drug users but to all students and teachers. We recognize that the unlawful use of drugs seriously impairs the health, safety, education, and future success of all students and adults in the school environment.

The student drug-testing program is just one part of a larger, comprehensive prevention and intervention effort to keep students safe from drugs. Drug-testing programs are an effective means of identifying those in need of drug counseling and discouraging others from ever starting.

The goal is to keep students from using drugs and to guide users into counseling or drug treatment. Through participation in athletics/extracurricular activities and driving, using illegal drugs pose a threat to their own health and safety, as well as that of other students and adults.

Statement of Purpose

This program is intended to support the comprehensive educational policies and strategies of the Pulaski County School District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The program is further intended to provide encouragement to middle and high school students who voluntarily choose to participate on athletic/extracurricular teams and/or drive on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect Pulaski County students from impairing their health, safety, education, and future success through the unlawful use of alcohol and drugs;
2. To protect Pulaski County students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs;

3. To protect Pulaski County student drivers, passengers, and others drivers from potential injury resulting from the unlawful use of alcohol and other drugs;
4. To assure students, parents/guardians, teachers, and the community that the health, safety, education and future success of student participants are the primary concerns of the Pulaski County School District.

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the athletic/extracurricular teams and/or driving privileges, and/or school events when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific athletic/extracurricular team or campus driving privileges.

Administrators shall not use information obtained in the course of administering this policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law-enforcement agencies or for the prosecution of the student or to limit the student's participation in academic school activities. Without a specific written authorization from the tested student or parent/guardian, if the student is under eighteen (18) years of age, the administrator shall not release any student's test results to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

Applicability

This policy applies to all students choosing to participate in Southern Middle, Northern Middle, Pulaski County High, and Southwestern High athletic/extracurricular team (athletic/extracurricular teams covered by this Policy shall apply to: baseball, softball, basketball, cheerleading, dance team, fishing, cross-country, football, volleyball, swimming, golf, soccer, tennis, track, archery, marching band, and competitive J-ROTC teams. The subsequent addition of any sport or team shall immediately fall under the preview of this policy) and to students who drive and/or park on school property. Any student who transfers into Southern Middle, Northern Middle, Pulaski County High, or Southwestern High School and chooses to participate on an athletic/extracurricular team or drive on campus, must sign the appropriate forms and shall be subject to testing as outlined in Policy 09.423 and related Procedure.

Notice to Participants

All students who chooses to participate in any sport and/or extracurricular activity outlined in this policy and parent/guardian of that student shall be required to sign a statement (Random Drug-Testing Consent Form) indicating that they have received, read, and understand and fully agree to be bound by the terms, condition, and procedures under the Pulaski County Board of Education Policy 09.423 and related Procedure.

Implementation, Review, and Evaluation

All student participants and their parents/guardians must sign the "Random Drug-Testing Consent Form" before the student shall be permitted to try-out for any athletic/extracurricular team at the middle and high-school level or be authorized to drive or park on school property. The School Safety Committee shall be established and shall have the overall responsibility for implementing this policy. The Committee may

consist of the school Principals, Head Coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, Title IV Coordinator, School Health Coordinator, Counselor, Superintendent, School Resource Officer and/or Board Members.

The Committee shall establish procedures as needed to implement the policy fairly and efficiently. In addition, the Committee shall review and evaluate the effectiveness of the drug-testing policy on an annual basis. The evaluation shall include, but not limited to, the effectiveness of the comprehensive educational and counseling/referral 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. The Principal shall enforce the policy.

Drug-Testing

sting shall be accomplished by the analysis of specimens obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with the appropriate student participant;
4. Maintenance of the unadulterated integrity of the specimen; and
5. 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.)

Substances Tested

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

1. Cannabinoids/Marijuana (THC)
2. Amphetamines
3. Ecstasy
4. Cocaine
5. Phencyclidine (PCP)
6. Opiates
7. Barbiturates
8. Benzodiazepines
9. Propoxyphene
10. Methadone
11. Methaqualone
12. Other abused, illegal, or controlled substances as determined by the Committee.

Self-Reporting

An extremely important component of this program is to allow students to self-report if they have used or are using any drug. Students who self-report before being selected to drug testing will fulfill the following:

1. Student shall submit to an immediate drug test. If the test returns positive, the student will be suspended from team practice, conditioning, competition, and/or driving privileges. Students may neither condition on school property nor during school time.

2. Student shall submit to weekly drug tests until test returns negative. Student may then resume team and/or driving privileges. However, students shall submit to drug testing each time random testing is performed for one calendar year.
3. Student will participate in the school's Tier 2 (Positive Behavior Intervention and Supports) PBIS program.
4. Student's failure to submit to drug testing or participate in PBIS will cause student to be suspended from athletic/extracurricular activities and/or driving privileges according to stated sanctions.

Sanctions: First Violation

1. A student testing positive will be suspended from four (4) weeks of the athletic/extracurricular season or off-season practice/conditioning. 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/extracurricular team the following season. Students may sit in on team practices, but can in no way participate in team practice, conditioning, and/or competition. Students may neither condition on school property nor during school time. The student will participate in Tier 2 PBIS Program and observe the requirements of the program, including attendance with a positive attitude.

Prior to readmission to participation to the athletic/extracurricular team or reauthorization to drive on campus, the student must submit to a new drug test administered by the district qualified personnel. A positive result shall be treated as a second violation. In addition, the student will be drug tested for one calendar year each time random drug-testing is administered. A positive result will be treated as a second violation.

2. If a student is reinstated to the athletic/extracurricular team 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, successfully participated in the PBIS Program, 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 of any other sport/extracurricular activity. The student must complete all forms required for participation in another extracurricular activity and the student must submit to a new drug test administered in accordance with the same procedure used for random drug testing. A positive result shall be treated as a second violation.

Sanctions: Second Violation

1. For a second violation (a positive test result within one year of reinstatement into the extracurricular team/driving privileges), the student participation shall be suspended for the next twelve (12) weeks of the athletic/extracurricular season or off-season practice/conditioning. Student drivers with a second violation may be denied permission to drive and/or park on school property for the next twelve (12) consecutive weeks of school. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic/extracurricular team the following season. Students may sit in on team practices, but can in no way participate in team practice, conditioning, and/or competition.

Students may neither condition on school property nor during school time. The student will participate in Tier 2 PBIS Program and observe the requirements of the program, including attendance with a positive attitude.

For a second violation, (a positive test result within one year of reinstatement into the extracurricular team/driving privileges) the student participation shall be suspended for the next twelve (12) weeks of the athletic/extracurricular season or off-season practice/conditioning. Student drivers with a second violation may be denied permission to drive and/or park on school property for the next twelve (12) consecutive weeks of school. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic/extracurricular team the following season. Students may sit in on team practices, but can in no way participate in team practice, conditioning, and/or competition. Students may neither condition on school property nor during school time. The student must also participate in their school Tier 2 PBIS Program and observe the requirements of the program, including attendance with a positive attitude.

The student must submit to a new drug test administered by district qualified personnel. A positive result shall be treated as a third violation. In addition, the student will be drug tested for one year each time random drug-testing is administered. A positive result will be treated as a third violation.

2. 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 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.

Sanctions: Third Violation

For a third violation (a positive test result within one year of reinstatement into the extracurricular team/driving privileges), the student participation or driver shall be excluded from participation in any sport/extracurricular activity or driving privileges on campus for one calendar year.

Masking. If evidence exists that a sample has been adulterated or tampered with in any way to give a false or inconclusive result, the sample will be treated as a positive result, therefore sanctions based on this policy will take effect. If the sample indicates no concrete evidence of drug use, but there is the possibility the sample is not normal (e.g. dilution), the student may be subject to testing at future random drug testing dates.

Any refusal by a student participant to be tested shall result in the immediate suspension of the student from all athletic/extracurricular teams or driving on school campus for one calendar year. The student's parent/legal guardian shall be notified by the Principal of the refusal and suspension from participation on an athletic/extracurricular team or driving privileges.

If the student does not produce a specimen within an acceptable amount of time, except due to a medical condition* prohibiting the ability to produce a specimen, the test will be considered as a positive result and

will cause the student to be suspended from athletic/extracurricular activities and/or driving privileges according to stated sanctions. *If a student has a medical condition prohibiting the ability to produce a specimen, they must provide a written statement from a physician explaining the condition.

Cost of Testing. The Pulaski County Board of Education shall be responsible for the cost of random drug testing on student athletes/extracurricular participants and drivers. Subsequent testing cost due to a first, second or third offense shall be at the request and the responsibility of the student.

References: OAG 82-633; KRS 160.290; KRS 161.180; KRS 218A.020; KRS 158.150; KRS 158.154; KRS 158.155; Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981). Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie City. v. Earls, U.S 242 F.3d 1264 (2002).; OAG 93-32; KRS 217.900; KRS 218A.1430; KRS 218A.1447; Board Policy 09.2241

Bullying/Hazing

Students shall not engage in behaviors such as bullying, hazing, menacing, taunting, intimidation, subjecting others to physical contact, or other threatening language or behavior, including but not limited to the use of electronic or online methods. Any student who engages in behavior that is sufficiently severe, pervasive, or objectively offensive that it denies or limits another students' ability to participate in or receive the benefits, services or opportunities of the school's program or creates a hostile/abusive educational environment, shall be subject to appropriate disciplinary actions. Prohibited behaviors, actions, and conduct also include, but not limited to, those specified under the harassment/discrimination section of this code

Bullying is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated, while on school premises, on school-sponsored transportation, at a school sponsored event, or that disrupts the educational process.

Per KRS 508.180, "hazing" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization including but not limited to actions which coerce or force a minor or student to:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
4. Endure brutality of a sexual nature; or
5. Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

Students or employees who believe they have been a victim of bullying/hazing or who have observed incidents involving other students that they believe to be bullied shall report it. In each school building, the Principal is the person responsible for receiving reports of bullying/hazing. Otherwise, reports of bullying/hazing, whether verbal or written, may be made directly to the Superintendent.

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.425, 09.426 and/or 09.42811. Policy 09.42811 shall govern Harassment/discrimination allegations.

References: KRS 160.290; KRS 160.340; KRS 158.150; KRS 158.148; KRS 525.070; Board Policy 09.422

Cheating/Forgery

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

References: Board Policy 09.438

Destruction of Property: Theft/Vandalism/Arson

Any student, organization, or group of students participating in activities that destroy, deface, damage or remove school property or personal property on school property or at school-sponsored activities shall be subject to suspension or expulsion and liable for the cost of restoring the property.

In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving intentional harm and damage beyond minor loss or breakage, excluding normal wear and tear. Students shall be held responsible for damages to school property. Parents shall be liable for property damage caused by their minor children.

References: KRS 157.140; KRS 405.025; KRS 158.150; KRS 160.290; 740 KAR 3:450 (20); Board Policy 09.421

Disrupting the Educational Process

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

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult;
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may potentially damage public or private property including the property of students or staff;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities;

6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations; or
7. Conduct which may cause harm to others through written school Publications.

Per KRS 158.150, a student who is removed from the same classroom three (3) or more times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension is deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues which the teacher and the parent, guardian, or other person have legal custody or control of the student and determine a course of action for the teacher and student regarding the student’s continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student’s continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another Classroom in the school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

References: KRS 160.290; KRS 158.150; Board Policy 08.2323; 09.422; 09.425; 09.426; 09.4281

Dress and Appearance

The wearing of any offensive attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions, which in the judgment of the Principal significantly disrupts schoolwork, interrupts scholastic endeavors, or threatens the health and/or safety of other students, is prohibited. Repeated violations may result in suspension from school.

References: OAG 73-233; OAG 73-28; Board Policy 09.427

Electronic Resources

Internet and Networking

We are pleased to offer students access to the district computer network and the Internet. However, access is a privilege, not a right. To gain independent access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the form located at the front of the Code to the school. Students 18 and over may sign their own names. Access to network services is given to students who agree to act in a responsible manner. Students are responsible for good behavior on school computer networks

just as they are in the classroom. Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve profanity or obscenity, or harassing or intimidating communications.
3. Damaging computer systems, computer networks or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user's folder, work, or files.
7. Intentionally wasting limited resources including, but not limited to, chain letters, and downloading/storage of non-instructional games and downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to any and all social media platforms and apps.

Communications on the network are often public in nature and users of the district computer networks are responsible for their behavior and communications over those networks. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. It is presumed that users will comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of the individuals using the network.

Telecommunication Devices

Students shall not use a personal telecommunication device during instructional time, with specific exceptions for emergencies, teacher-directed instructional purposes, or teacher authorization. Students shall comply with any additional rules developed by their individual school concerning appropriate use of telecommunication or other electronic devices.

Students shall not use a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior. Each school SBDM Council shall develop and govern policy regarding possession and use of telecommunication devices. A violation also may result in a report being made to law enforcement.

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to use that:

1. Poses a threat to academic integrity, such as cheating
2. Violates confidentiality or privacy rights of another individual
3. Is profane, indecent, or obscene
4. Constitutes or promotes illegal activity or activity in violation of school minutes, or

5. Constitutes or promotes, sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device

References: KRS 158.165; Board Policy 09.4261

Traceable Electronic Communications

Students must use the Board-designated traceable communication system for electronic interaction with District employees and volunteers. Parents will be notified of this system, including how to access and review communications, and may provide written consent for other communication methods.

References: KRS 158.165; KRS 160.145; Board Policy 08.2323; 09.2323; 09.426; 09.436; 09.438

Gambling

Gambling of any nature on school premises, on the way to and from school, or at school sponsored or school-related activities is prohibited. Violation shall constitute reason for disciplinary action.

References: Board Policy 09.4292

Harassment/Discrimination

Harassment/Discrimination is intimidation, annoyance, or alarm to another person by threats of or actual physical contact or violence; the creation, by whatever means, of a climate of hostility, intimidation, fear of harm, humiliation, or embarrassment; or the use of language, conduct or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment/Discrimination is behavior based on race, color, national origin, age, religion, marital status, political beliefs, sex, including sexual orientation or gender identity, or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

Those who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, including sexual orientation or gender identity, or disability shall be subject to disciplinary action including but not limited to suspension and expulsion. Conduct and/or actions prohibited under this policy include but are not limited to:

1. Name calling, stories, jokes, picture, or objects that are offensive to protected categories;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on protected categories;
5. Limiting student's access to education tolls, such as computers, based on protected categories;
6. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
7. Teasing a student's subject choice or assignment based on protected categories;

8. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories;
9. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
10. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity;
11. Destroying, damaging, or theft of an individual's property based on any of the protected categories.
12. Making an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present;
13. Following a person in or about a public place or places;
14. Engaging in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose;
15. Damaging or commits a theft of the property of another student;
16. Substantially disrupting the operation of the school;
17. Creating a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

A person is guilty of harassing communications when with intent to intimidate, harass, annoy, or alarm another person he or she communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

Students or employees who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination. Otherwise, reports of harassment/discrimination, whether verbal or written, may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, whether verbal or written, reports may be made directly to the District Title IX Coordinator.

The Superintendent shall develop procedures providing for:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than ten (10) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
2. A process to identify and implement, within ten (10) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. Annual dissemination of written policy to all staff and students;
4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior; and

5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

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

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent. If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority. Failure by an employee, Principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action. District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

No one shall retaliate against any employee or students because he/she files a written grievance, assists or participates in an investigation or proceeding, or because he/she has opposed language or conduct that violates this policy. Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

References: KRS 525.080; KRS 525.070; 42 USC 2000e; US Supreme Court-Franklin vs. Gwinnett County; Civil Rights Act of 1964 Title VII; 20 U.S.C. 1681, Education Amendments of 1972, Title IX; 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights; Board Policy 03.162; 03.262; 09.13; 09.227; 09.422; 09.426; 09.42811; Bostock v. Clayton County, Georgia, 140 S. Ct. 1731 (2020)

Moment of Silence or Reflection

The Pulaski County School System maintains a policy for a daily moment of silence or reflection in accordance with state law. At the commencement of the first class of each school day, a period of at least one (1) minute, but not to exceed two (2) minutes, shall be observed.

1. Student Conduct: All pupils shall remain seated and silent and shall make no distracting display.
2. Individual Choice: Each pupil may, in the exercise of their individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract from, or impede other pupils' individual choice.
3. Prohibition on Instruction: District personnel are prohibited from providing instruction to any student regarding the nature of any reflection during this moment.

Disruptive behavior during the moment of silence may result in disciplinary action as outlined in this Code of Conduct.

References: KRS 158.175; Board Policy 08.1351

Tobacco, Alternative Nicotine, or Vapor Products

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity. If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products and at a minimum:

1. For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment;
2. A second incident shall result in providing information listed above and disciplinary action as determined by the Board and included in the District Code of Acceptable Behavior and Discipline; and
3. Third and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

References: KRS 158.149; KRS 160.290; KRS 160.340; KRS 161.180; KRS 438.050; KRS 438.305; KRS 438.350; OAG 81-295; OAG 91-137; Board Policy 09.4232

Violence and Threats of Violence

Any student who threatens, assaults, batters, or physically, sexually or verbally abuses a teacher, another student or other school personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to disciplinary action up to and including expulsion from school and/or legal action. 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 or off school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

Students shall not threaten to cause injury or harm to another person. Threat shall refer to a communication made by any means including but not limited to electronic and/or online methods for the purpose of:

1. Causing evacuation of a school building, school property, or school sanctioned activity;
2. Causing cancelation of school classes or school sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents or school personnel.

Violation shall constitute reason for disciplinary and/or legal action. Actions of terroristic threatening in the second degree are Class D felonies and if convicted could result in imprisonment of 1-5 years and/or fines ranging from \$1000 to \$10,000.

References: KRS 158.150; KRS 160.290; KRS 161.190; KRS 161.195; KRS 508.078; KRS 525.070; KRS 525.080; KRS 532.060; KRS 534.030; Board Policy 09.425

Weapons

Carrying, bringing, using, or possessing any weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. When they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon. In addition, employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. Violations by visitors shall also be reported to a law enforcement agency.

Students who are found to possess a firearm at school will be expelled for not less than one calendar year from their regular school setting. However, the Board may make modifications on a case-by-case basis and follow IDEA requirements.

Any instrument that is capable of causing harm to another person may be considered a weapon.

For state reporting purposes, a deadly weapon shall be defined as a weapon of mass destruction; any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged; any knife other than an ordinary pocket knife or hunting knife; billy, nightstick or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star; or artificial knuckles made from metal, plastic, or other similar hard material.

References: KRS 527.20; KRS 527.070; KRS 500.080; KRS 158.150; KRS 158.154; KRS 158.155; KRS 160.340; KRS 161.790; KRS 237.110; KRS 508.075; KRS 508.078; The Gun-Free Schools Act of 1994; Board Policy 5.48

Section III: Transportation

Transportation Services Policy

This Code applies to all students while at school, on their way to and from school, while on the bus, and while they are participating in school-sponsored trips and activities. The bus is an extension of the student's school and all district and school behavioral expectations apply in the same manner as if a student were in the school building or on school grounds. Consequences for bus violations will be consistent with consequences for similar school violations as outlined in this Code. However, violations that endanger the safety and welfare of students and/or driver of the bus may carry more severe consequences than a similar violation in a non-bus setting.

The privilege of any student to ride a school bus is conditioned upon his/her good behavior. The conduct of students on a school bus has a direct relationship to safety. There is no room for variance from the rules and regulations, as any variance could endanger the safety and welfare of several children. Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. Should the conduct of a student on the bus endanger the safety and welfare of other individuals, and the offending student fails to cease such conduct when requested to do so by the driver, it shall be the duty of the driver to transfer the student to another district official, law enforcement, or parent/guardian/emergency contact. This will be done only in extreme cases and as a last resort to protect other students on the bus.

Conduct that is distracting or might interfere with the driver's concentration or ability to hear or that may endanger others will not be tolerated including violations listed in this Code and bus specific violations including but not limited to throwing articles or objects in or from the bus; refusing to sit in assigned seat; verbally or physically abusing the driver; having body parts and/or other items out of windows; obstructing the aisle in any manner; occupying more space in a seat than is needed; refusing to allow another passengers to sit down; possessing any weapons, fireworks, glass containers, live animals, water guns, squirt bottles, or balloons; and eating and drinking on the bus. In addition, only the following instruments may be transported on the school bus: trumpet, French horn, trombone, flute, piccolo, clarinet, bass clarinet, saxophone, oboe, violin, and viola.

Any student who violates this Code shall be reported to the Principal of the school for disciplinary actions. The disciplinary action taken will depend on the nature of the student's behavior (see referral form). Written notice of the action taken by the Principal shall be furnished to the parents or guardian and to the director of transportation; however, such notice need not precede the action of the Principal. Video/audio cameras will be in use to record student activities on the bus, and the tape will be used as evidence in disciplinary hearings. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child and bus riding privileges may be suspended until restitution is paid.

If a student is suspended from one school bus, he/she is suspended from all other buses as well. A school bus suspension is not an excused absence from school. Students will be expected to be at school each day of their bus suspension.

For your child's safety and the safety of others, students should:

Prior to Loading (on the road and at school)...

1. Students shall be at their bus stop at least 5 minutes before the bus is scheduled to arrive. The bus cannot wait for those who are late.
2. Students are to wait until the bus has come to a complete stop and driver signals before moving toward the bus and attempting to board.

While on the Bus...

1. The driver is in full charge of the bus and the students. Students shall comply fully and promptly with the driver's instructions and without arguing viewpoints.
2. Upon boarding the bus, students shall immediately be seated and remain in that seat for the remainder of the route, unless given permission by the driver to change seats.
3. The driver shall assign seats on the bus, and students shall sit in their assigned seat.
4. Students shall not mar or otherwise deface the bus.
5. Students are not to tamper with mechanical equipment, accessories or controls of the bus.
6. Students are to refrain from loud talking, excessive noise, and unnecessary movement, which can divert the driver's attention and may result in an accident.
7. Students are not to throw litter of any kind on the floor of the bus.
8. Students shall keep all body parts and clothing inside the bus at all times.
9. Students shall never leave the bus through the rear door, except during an emergency situation or when directed during an evacuation drill.
10. In case of a road emergency involving the bus, or the bus and another vehicle, the students are to remain in the bus, unless given other instructions by the driver.
11. Buses are not permitted to transport any item (including backpacks or gym bags) that the student cannot hold in his/her lap without the item protruding into another student's space or extending above the seatback in front of that student.

Leaving the Bus...

1. Students are to remain in their seats until the bus has come to a complete stop before standing, entering the aisle and attempting to leave the bus at school or at their bus stop.
2. The driver will not let students off the bus at places other than the regular bus stop at home or at the school attended without written authorization of the parent signed by the principal/designee.
3. Students who must cross the road after leaving the bus shall cross at least ten (10) feet in front of the bus after a signal from the bus driver.

The Board will make a reasonable effort to pick up students near their homes on public roads and streets, subject to these limitations:

1. Students will be required to walk to certain specified points to be picked up on the public roads where traffic hazards would not make it feasible to stop the school bus in front of their homes.
2. Students living close together will be required to assemble themselves at a central point to be picked up by the school bus.
3. In general, in the subdivision areas, stops will be made at designated points.
4. Buses will not run spurs of 1/2 of a mile or less by the nearest traveled road.

The Pulaski County district transportation referral form outlines behaviors that are not allowable, including bullying and other violations of behavior standards, and the consequences of failure to obey the standards. Drivers may also report students for other behavioral issues not included in this form as they arise. This

referral is used by bus drivers to report incidents to school administration who in turn will address the complaint with the student and their parent/guardian. Drivers may make recommendations regarding a student's transportation privileges for consideration for final determination of disciplinary action. Disciplinary action and final determination of consequences shall take place within one (1) week of the report being submitted with all parties, including the driver, informed of the outcome. Although consequences are outlined on the form, the principal may remove a student for any length of time, including permanently, for behavior that is determined to pose a danger to students or the transportation process or is so egregious in nature that removal is warranted.

PULASKI COUNTY SCHOOLS - STUDENT BUS DISCIPLINE REFERRAL

Student Name	School/Grade	Incident Date	Incident Time	<input type="checkbox"/> 504 <input type="checkbox"/> IEP	Bus Driver Name	Bus #
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The bus driver oversees the bus and its students. For your safety and the safety of others, students shall not engage in any activity which might divert the driver's attention away from driving the bus. Riding a bus is a PRIVILEGE! Students must comply fully with driver requests and follow bus behavior expectations or they will lose the privilege of riding a bus and a parent/guardian will be responsible for transportation to and from school. Bus suspension includes all buses.



Bus Behavior Expectations (Check the behavior expectation that was not met)

Be SAFE •Go directly to your assigned seat and stay seated until the bus comes to a complete stop •Sit safely with your back to back and bottom to bottom of your seat •Keep voice level to a conversation with those immediately around you •Keep body parts inside the bus

Be RESPECTFUL •Allow for personal space •Treat others with kindness and caring •KYHFOOTY (Keep Your Hands Feet Other Objects To Yourself) •Keep language and interactions G-rated and appropriate for all ages

Be RESPONSIBLE •Keep personal belongings in your backpack or in the seat with you •Clean up after yourself •Take care of bus and each other

Previously Provided Interventions: Bus Driver	Previously Provided Interventions: Collaboration with Administrator
<input type="checkbox"/> Sent a positive note(s) home <input type="checkbox"/> Contacted parent about behavior concern <input type="checkbox"/> Pre-correction upon boarding the bus (e.g., verbal reminder of expected behavior) <input type="checkbox"/> Gave a verbal warning of behavior misconduct <input type="checkbox"/> Changed seat: <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	<input type="checkbox"/> Consulted administrator and met with student about appropriate bus behavior <input type="checkbox"/> Recorded behavior on a daily chart with feedback (e.g., CICO - Check-in/Check-out) <input type="checkbox"/> Behavior contract or improvement plan with feedback for acknowledgement <input type="checkbox"/> Daily ticket for positive behavior acknowledgement <input type="checkbox"/> Other

Tier I: Problem Behavior	Tier II: Problem Behavior
<input type="checkbox"/> Bullying <input type="checkbox"/> Destruction of property, vandalism <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> Harassment <input type="checkbox"/> Public display of affection <input type="checkbox"/> Disrespectful behavior (e.g., rude comments or gestures) toward peer <input type="checkbox"/> Excessively loud noise (e.g., yelling, screaming) <input type="checkbox"/> Insubordination, defiance (e.g., not following the driver's directions) <input type="checkbox"/> Out of area violation (e.g., not in assigned seat) <input type="checkbox"/> Physical aggression to peers (e.g., shoving, hitting, tripping, scuffling, etc.) <input type="checkbox"/> Profanity, vulgarity, abusive language <input type="checkbox"/> Self-endangerment (e.g., body part out the window) <input type="checkbox"/> Other	<input type="checkbox"/> Lying <input type="checkbox"/> Technology violation <input type="checkbox"/> Theft/stealing <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Assault: Degree <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Alcohol: <input type="checkbox"/> possession <input type="checkbox"/> use <input type="checkbox"/> distribution <input type="checkbox"/> Dangerous instrument possession <input type="checkbox"/> Destruction of property, vandalism <input type="checkbox"/> Disrespectful behavior (e.g., rude comments or gestures) toward driver <input type="checkbox"/> Drug: <input type="checkbox"/> possession <input type="checkbox"/> use <input type="checkbox"/> distribution <input type="checkbox"/> paraphernalia violation <input type="checkbox"/> Fighting: with <input type="checkbox"/> student <input type="checkbox"/> staff <input type="checkbox"/> Profanity/ Vulgarity/Abusive language toward driver <input type="checkbox"/> Terroristic: <input type="checkbox"/> threat <input type="checkbox"/> bomb <input type="checkbox"/> chem/bio/nuc <input type="checkbox"/> Threatening: <input type="checkbox"/> student <input type="checkbox"/> driver <input type="checkbox"/> Tobacco/Vape: <input type="checkbox"/> possession <input type="checkbox"/> use <input type="checkbox"/> distribution <input type="checkbox"/> Weapon: <input type="checkbox"/> possession <input type="checkbox"/> use <input type="checkbox"/> distribution <input type="checkbox"/> Other

Description of Incident

Tier I: Administrative Action/Resolution	Tier II: Administrative Action/Resolution
Incident # this year and days suspended: <input type="checkbox"/> 1st=Warning <input type="checkbox"/> 2nd=1 Day <input type="checkbox"/> 3rd=2 Days <input type="checkbox"/> 4th=3 Days <input type="checkbox"/> 5th=4 Days <input type="checkbox"/> 6th=10 Days <input type="checkbox"/> 7th=Suspended for remainder of the school year <input type="checkbox"/> Other	Incident # this year and days suspended: <input type="checkbox"/> 1st=2 Days <input type="checkbox"/> 2nd=3 Days <input type="checkbox"/> 3rd=5 Days <input type="checkbox"/> 4th=10 Days <input type="checkbox"/> 5th=Suspended for remainder of the school year <input type="checkbox"/> Other

Student may resume riding bus on (date):	Administrator Comments

Student

Parent

Principal

When actions taken by the driver or other school employees are not supported by the parent or guardian, the proper channel for the hearing of the issues shall follow the same grievance procedures as applied to other violations.

Appropriate standards of behavior are expected from parents/guardians of students being transported while interacting with district transportation staff. Drivers are required to report any parent/guardian misconduct. Misconduct by the student's parent/guardian can impact a student's transportation privileges. The following relevant criminal violations, but not limited to, are potentially applicable to parent misconduct.

1. KRS 511.020 makes it a Class B felony for a person, with the intent to commit a crime, knowingly entering or remaining unlawfully upon a school bus, and when in effecting entry or while upon the school bus or in the immediate flight therefrom, the person or another participant in the crime causes physical injury to another person or uses or threatens the use of a dangerous instrument against another person.
2. KRS 508.078 makes it a Class C felony for a person to intentionally threaten to commit any act likely to result in death or serious physical injury to any employee of an elementary or secondary school, which includes a school bus driver.
3. KRS 508.025 makes it a Class D felony for a person to recklessly, with a deadly weapon or dangerous instrument, or intentionally cause or attempt to cause physical injury to a school bus driver or other school employee acting in the course and scope of their employment.
4. KRS 519.020 makes it a Class A misdemeanor for a person to obstruct governmental operations, which includes intentionally obstructing, impairing, or hindering the performance of a governmental function by using or threatening to use violence, force or physical interference.
5. KRS 525.070 makes it a Class B misdemeanor for a person, with intent to intimidate, harass, annoy, or alarm another person, to strike, shove, kick, or otherwise subject another person to physical contact.

Plan B

There will be days when it is necessary to completely close school because of hazardous road conditions. Please have a plan in place for your child to stay with neighbors or relatives in the event you cannot stay at home. Under Plan B, only cleared, safe roads will be traveled by our buses. Bus drivers will inform all students where their Plan B pick-up and drop-off location will be. Please make sure you and your child know the designated bus stop. Be prepared to get your child to the Plan B bus stop when we are operating under this plan. Local media sources will always announce any changes in transportation routes and times. Once implemented, plan B will remain in effect for the entire school day due to the impossibility of notifying all parents of changes.

Driving and Parking Areas

With parental request and under conditions prescribed by the school Principal, high school students may be permitted to drive motor vehicles onto the school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be visited or moved during the school day unless the Principal gives permission.

There is no "right" for any student to drive a personal motor vehicle to school or to store or park the same on school premises. Any student who drives to school must park in his/her designated school area only. All students who drive to school shall have agreed to all rules and regulations of the school to which such transportation is permitted. The applicable rules and regulations shall be in writing and copies shall be made available from the school Principal. No student-operated motor vehicles shall be parked on school property without the student operating the same having waived all claims of privacy pertaining to such vehicle.

No Pass/No Drive Law

In accordance with KRS 159.051, when a student aged sixteen (16) or seventeen (17) has excessive absences or is declared to be academically deficient, the Superintendent shall report the student's name and Social Security number to the Transportation Cabinet. As soon as possible thereafter, the cabinet shall notify the student that his/her operator's license, intermediate license, permit, or privilege to operate a motor vehicle has been revoked or denied. A student shall be deemed to have excessive absences when he/she has nine (9) or more unexcused absences in the preceding semester, or six (6) or more unexcused absences in the preceding trimester. Any absences due to suspension shall be unexcused absences. A student shall be deemed to be academically deficient when he/she has not received passing grades in at least (4) courses, or the equivalent of four (4) courses in the preceding semester/trimester. The report shall be made at the end of each semester/trimester but may be made earlier in the semester/trimester for accumulated absences.

In order for a student to have his/her license reinstated, a request for a hearing can be made to the District Court Office. A student may reapply for his/her driver's license as early as the end of the semester/trimester during which he/she enrolls in school and successfully completes the educational requirements. A student shall provide proof issued by his/her school within the preceding sixty (60) days that he/she is enrolled and is not academically deficient. A student's privilege of driving on school property is revoked when the report is made to the Transportation Cabinet. Driving privileges will resume with license reinstatement.

References: KRS 159.051; KAR 005:080; KRS 158.150; KRS 158.110; 702; KRS 159.051; KAR 005:050; 702 KAR 005:090; 702 KAR 005:100; 704 KAR 7:050; 704 KAR 7:100; OAG 77-419 Board Policy 09.4294; 09.223; 09.226; 09.425; 09.434; 09.438

Section IV: Procedural Guidelines

Alternative Education

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

Opportunities shall be provided for the student to continue regular schoolwork under the supervision of the school staff and counseling and therapeutic services shall be provided to address school-related problems.

For conduct that disrupts the educational process, a student may be assigned to an off campus alternative education program by the Superintendent/designee. The Superintendent/designee shall determine the duration of assignment.

References: 704 KAR 7:050; OAG 77-419; Board Policy 09.4341

Detention

The principal or his/her designee may establish after school or Saturday school detention as an alternative disciplinary method. A student's parent/guardian shall be notified prior to the detention so that transportation may be arranged by the parent.

References: KRS 160.290; KRS 160.340; Board Policy 09.432

Disciplinary Probation

As an alternative disciplinary method, the Principal may place a student on probation. Prior to placing the student on probation, the Principal shall convene a conference involving the student, the student's parent(s)/guardian(s), and others. The purpose of the conference shall be to develop a behavioral contract. The behavioral contract shall include the name and title of each person involved, behavior required or expected of the student, length of probation and consequences of violating the agreement. The contract becomes effective when signed by the student, parent/guardian and the Principal or his designee.

References: Board Policy 09.4342

Dismissal from School or a School-Sponsored Activity

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

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

No student shall be dismissed early from a school-sponsored activity without permission from the Principal or the Principal's designee. Any student who leaves the school grounds or a school-sponsored activity at any time without permission shall be subject to appropriate disciplinary action.

During the school day, the Principal or the Principal's designee may permit students to leave school property if:

1. The student is in the company of a parent or guardian who has legal custody;
2. The student's custodial parent/guardian has given written permission or has verified consent for the student to keep an appointment;
3. The student is accompanied by a school employee;
4. The student is engaged in a school activity or other authorized cooperative program;
5. The student has a valid work permit and is presently employed in a job requiring early dismissal; or
6. The student is an emancipated minor.

If the student is to be picked up early from school the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release. Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

A student who participates in a school-sponsored activity outside of the school day and under the supervision of a Board employee may be released prior to the conclusion of the activity if the student has approval from the Principal and written permission or verification of consent from his custodial parent/guardian; the student is an emancipated minor; or the supervisory employee releases the student to a parent/guardian who has legal custody.

A student may be released to a person with lawful authority to take custody of the student. In such cases, the student's parent shall be notified at the earliest opportunity.

A student who leaves school grounds or skips class without proper release authorization or permission will be subject to disciplinary action.

References: 702 KAR 007:125; Board Policies 09.1231; 09.12311; 09.432; 09.434; 010.5

Due Process

Before being punished at the school level with suspension, a student shall have the right of the following due process procedures.

1. The pupil shall be given oral or written notice of the charge(s) against him/her.
2. If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/her.

3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).
4. In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.

References: KRS 158.150; P.L. 101-476; 707 KAR 1:180; Honiz vs. Doe, 108 S. Ct. 592 (1988); Board Policy 09.431

Duty to Report Suspected Child Abuse or Neglect

All school district employees, coaches, club advisors, and volunteers are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, bully, or endanger the safety of students, other staff members, or visitors to the school or District. Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall take appropriate action.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored function involving:

1. Assault resulting in serious injury;
2. A sexual offense;
3. Kidnapping;
4. Assault with the use of a weapon;
5. Possession of a firearm or deadly weapon in violation of the law;
6. The use, possession, or sale of a controlled substance in violation of the law; or
7. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise if the person knows or has reasonable cause to believe that conduct has occurred which constitutes:

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

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the principal of the school attended by the victim. The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident

reportable under this section. The principal shall file with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report a written report containing:

1. The names and addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision;
2. The student's age;
3. The nature and extent of the violation;
4. The name and address of the student allegedly responsible for the violation; and
5. Any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise.

Anyone acting upon reasonable cause in the making of a report required under this section in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report or action.

Neither the husband-wife nor any professional-client/patient privilege, except the attorney client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding student harassment, in any judicial proceedings resulting from a report pursuant to this section.

References: KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030

Any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070 shall immediately cause a report to be made to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event.

Expulsion

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

School level responsibility for the Principal:

1. Conduct an investigation of the incident
2. Interview witnesses and record their statements.
3. Interview perpetrator and record their statements.
4. Collect and record other documentation.
5. Consult other resources/personnel deemed necessary.
6. Notify the student and parent/guardian of suspension and recommendation for expulsion.
7. Submit a report and supporting documentation along with recommendation for expulsion to the Superintendent or designee.

The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well being of students, faculty or staff of the District;
2. To have brought a weapon to a school under its jurisdiction per Board Policy 05.48.

The Board may expel a student longer than 12 months.

Behavior that may be determined to pose a threat shall include but not limited to, the physical assault, battery, or abuse of others on or off school property (and the incident is likely to substantially disrupt the educational process); the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students.

In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes the threat of other students or school staff.

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian or other person having legal custody or control of the student has had the

opportunity for a hearing before the Board. The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.

Within thirty (30) days prior to the end of a student's expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010.

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

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

References: KRS 158.150; OAG 78-673; KRS 158.000; P.L. 101-476; 707 KAR 1:180; Public Law 103-227 Part C, Honig vs. Doe, 108 S. Ct.592 (1988); Board Policy 09.435

Grievance Procedures

Any custodial parent or guardian desiring to question actions taken by school personnel should follow these steps.

Every school in the Pulaski County School System except Alternative Education Programs, Memorial Education Center, and the Pulaski County Area Technology Center has school based decision-making authority. Any school-based problem must first be appealed to the school before contacting the district office.

1. If the problem is related to the classroom, the parent/guardian will contact the school to arrange a conference with the teacher as soon as possible to discuss the problem.
2. If the conference does not resolve the situation, the parent will arrange a conference with the Principal or designee with a minimum of delay.
3. If the problem is not related to the classroom, the parent will contact the Principal directly.
4. If the conference does not resolve the situation, the parent will arrange a conference with the school council.
5. If none of the above procedures results in a satisfactory solution to the problem, the parent shall state his/her complaint in writing and may request a conference with personnel at the Pulaski County Board of Education. During this conference, either party may have present individuals having knowledge relative to the factors involved.
6. The district office will advise the parent of the disposition within fourteen (14) days after the conference.
7. The parents may appeal in writing to the superintendent if the parents/guardians are not satisfied with the recommendation.

Nontraditional Instructional Days

Pulaski County Schools implement nontraditional instruction days where students engage in learning and complete lessons during a day when school is not open (i.e. snow days or other emergencies). The plan will be announced as necessary through the regular means of communication such as media outlets and One-Call. Students will be required to complete all tasks assigned during a nontraditional instruction day. Your child's school and teacher will communicate the details of the process and expectations for a nontraditional instruction day with you during the school year.

Parents Responsible for Children's Violations

Every parent, guardian, or custodian of a child residing in any school district in this state is legally responsible for any violation of KRS 159.010 to 159.170 by the child. Before any proceedings are instituted against the parent, guardian, or custodian for violation of KRS 159.010 or 159.170, a written notice of the violation shall be served on the person by the Director of Pupil Personnel/designee, and one (1) 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 159.90. A notice by certified mail, return receipt requested, or by personal service by the Director of Pupil Personnel/designee shall be a legal notice.

1. Any parent, guardian, or custodian who intentionally fails to comply with the requirement of KRS 159.010 to 159.170 shall be fined one hundred dollars (\$100) for the first offense, and two hundred fifty dollars (\$250) for the second offense. Each subsequent offense shall be classified as a Class B misdemeanor. A new offense shall not be constituted until any previous offense has been finally adjudicated. The court trying the case may suspend enforcement of the fine if the child is immediately placed in attendance at a school, and may finally remit the fine if the attendance continues regularly for the full school term. School attendance may be proved by an attested certificate of the principal or teacher in charge of the school.
2. Any principal, teacher, director of pupil personnel, assistant director of pupil personnel, or other school officer who intentionally fails to comply with the provisions of KRS 159.010 to 159.250, or of KRS 160.330 shall be fined not less than twenty-five dollars (\$25) no more than fifty dollars (\$50). Upon conviction under this subsection, a director of pupil personnel or assistant director of pupil personnel shall be removed from office and have his certificate revoked, and a principal, teacher, or other school officer may have his certificate revoked.
3. Any person, other than those persons mentioned in subsection (1) and (2) of this section, who fails to comply with any of the provisions of this chapter relating to compulsory attendance, or who violated any of the provisions of KRS 159.130, shall be fined not less than fifty dollars (\$50) nor more than two hundred dollars (\$200), or imprisoned in the county jail for more than sixty (60) days, or both.
4. Any person who violates any of the provisions of KRS 159.270 shall be liable to a fine of not less than fifty dollars (\$50) and shall be liable to the punishment prescribed by law for the crime of false swearing. If he is an officer, he shall be removed from office; and if he is a director of pupil personnel, his certificate shall be revoked.
5. All fines imposed and all sums required to be paid as penalties under this section shall, after payment of the costs of prosecution and recovery thereof, be paid into the treasury of the district board of education and become a part of the school fund of the district.

References: KRS 159.180

Physical Restraint/Seclusion

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

References: 704 KAR 7:160; Board Policy 09.2212

Police Officers in the Schools

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

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

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

1. School officials shall notify Parents/guardians as soon as possible.
2. If the parent(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.
3. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order or juvenile petition or arrange to interview the student off the school grounds.
4. If the student is an alleged victim of abuse or neglect, the school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent, and shall provide the cabinet access to a child subject to an investigation without parental consent.

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

References: OAG 76-129; OAG 85-134; OAG 92-138; Board Policy 09.4361

Release of Students and Student Information to Divorced, Separated, or Single Parents

The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

When custody of a student is granted to the Cabinet by a court order as a result of dependency, neglect or abuse, the Cabinet shall notify the Principal, Assistant Principal, or Guidance Counselor of the names of persons authorized to contact the child at school or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet.

1. Verbally and documented in writing by the Principal, Assistant Principal, or Guidance Counselor on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. The verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
2. By written document within ten (10) calendar days following a change of custody or change in contact or removal authority.

References: 20 U.S. C. 1232g, 34 C.F.R. 99.1-99.67; OAG 85-130; OAG 90-52; Board Policy 09.12311

Removal of Student

Any person who threatens violence (both vocal and written expressions) or commits violent acts against staff and/or students of the Pulaski County School System may face felony charges under current Kentucky laws. School administrators, teachers, or other school personnel may immediately remove or cause to be removed, threatening or violent students from a classroom setting or from the district transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal, written, or electronic statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered chronically disruptive and may be suspended from school in accordance with this section, and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, a principal may permanently remove a student from a classroom for the remainder of the school year if the principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom under this paragraph temporarily or permanently, the principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

1. Another classroom in that school; or
2. An alternative program or setting, which may be provided virtually, as approved by the superintendent.

Any permanent action by a principal under this paragraph shall be subject to an appeal process in accordance with Policy 09.4281/Grievances

For the protection of students and staff, the district reserves the right to use video surveillance of each building and campus as well as on district buses regularly or periodically.

References: KRS 160.290; KRS 160.180; Board Policy 09.4; 09.425; 09.438; 09.42

Search and Seizure

It is the policy of the Pulaski County Board of Education to protect the constitutional rights of its students regarding search and seizure activities within the school as interpreted by appropriate courts and governmental agencies.

A student in the Pulaski County School System has the constitutional right to be secure in his or her person from unreasonable searches and seizures. A search of a student, or of the student's locker, desk, purse or other personal belongings, is reasonable if it is related to an educational interest and is based upon reasonable suspicion of illegal or improper activities. A search without a warrant by a school official does not violate constitutional standards if the school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order. The school official need not obtain a warrant before searching a student or the student's locker, desk, purse or other personal belongings.

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

Searches of a student's person, or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the student or the Principal of the school which the student attends.

When a pat down of a student's person is conducted, the person conducting the search shall be the same sex as the student and a witness of the same sex as the student shall be present during the search. No strip searches of students shall be permitted. Students who fail to cooperate with school authorities, when requested, shall be subject to other disciplinary action.

When reasonable suspicion exists that a student's automobile or the contents thereof pose a threat to student health, safety or welfare or of disruption to the educational process, the automobile may be searched.

Law enforcement officials may bring trained dogs onto school property to search for contraband (prohibited items). The alert of a trained dog to an item or area shall qualify as reasonable grounds on which to base a further search.

Items that may be used to disrupt or interfere with the educational process may be removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the Principal's office. All items that have been seized shall be turned over to the proper authorities or returned to the true owner.

All desks, lockers, and storage bins located on school premises, which have been provided by the school system are school property. Although such storage areas are permitted to be used by students for storage of books and articles of personal property, the students have no ownership interest in the desks, lockers, and storage bins. The same may be inspected at any time without notice. All students accepting the use of such storage areas shall, as a condition of being permitted such use, be deemed to have waived any possessory claim to such storage areas and students shall not have any expectation of privacy in such use.

References: KRS 161.180; OAG 79-168; New Jersey vs. T.L.O., 105 S. Ct. 733 (1985); Board Policy 09.436; New Jersey vs. T.L.L., 469 U.S.-L ED.2d 720,105 S. CT. (1985); and OAG 79-168

Social Events

Student social events may be approved by the Principal under the following conditions:

1. The door shall be controlled and admission limited to eligible students, guests, chaperones, and school personnel.
2. No one under the influence of alcohol or drugs shall be in attendance.
3. Adequate administrator and/or faculty supervision shall be provided.
4. Law enforcement shall be present for any event where it is anticipated that the nature of the crowd may pose conduct or safety problems.
5. In case of any disturbance which would jeopardize the safety of students present or threaten to deface or destroy school property, the Principal or the Principal's designee shall immediately close the event and send students from the campus.
6. The Principal may impose additional regulations as needed.

References: KRS 161.180; KRS 160.290; Board Policy 09.12311

Student Disciplinary Processes

Primary responsibility for classroom discipline shall rest with the teachers. Every teacher in the system should strive to maintain a classroom in which students are interested in learning and in which mutual trust and respect prevail. Minor or routine discipline problems should be handled by the classroom teacher and should be referred to the Principal after efforts to alleviate the problem have failed. Serious disciplinary problems shall be promptly reported to the Principal.

Study of individual differences, conferences with the student and parents, assistance from other teachers, the Principal, and support personnel should be used in helping a student improve behavior patterns, which are retarding his/her own development or interfering with the rights of others.

Discipline should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the student to lose status before his peer group. Teachers should guard against making remarks to other students concerning a student's shortcomings. Discipline for students with disabilities shall observe, and be in conformity with, the federal and state procedures and guidelines. Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children. In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

The authority of the Board, in matters of student behavior, is not limited to school buildings and grounds or to times when the student is on his/her way to or from school, but extends to any activity which is school related or school sponsored.

References: KRS 161.180; KRS 160.290; KRS 160.340; P.L. 94-142; 707 KAR 1:051; 707 KAR 1:060; Board Policy 09.43

Student Records

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act and to ensure District compliance with applicable state and federal student record requirements.

To the fullest extent permitted by law, Pulaski County Schools accepts e-signatures as legally binding and equivalent to handwritten signatures to signify an agreement and confirm information concerning student records.

Student information shall be made available to the parent of a dependent student or eligible student on request. Eligible students include those 18 years of age or over or those duly enrolled in a post-secondary school program. Parents or eligible students shall be provided a copy of records on written request, including files maintained in electronic format. Such copies shall be provided in a manner that protects the confidentiality of other students.

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information to local schools and colleges, to military authorities, and to other groups which offer opportunities of sufficient merit.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing.

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. Only school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. However, in compliance with FERPA, when a lawfully issued court order or subpoena requires disclosure be made without notification of the student or parent, the District shall comply with that requirement. If the District receives such an order, the matter may be referred to local counsel for advice.

References: KRS 7.110; KRS 15A.067; KRS 17.125; KRS 158.032; KRS 158.153; KRS 159.160; KRS 610.320; KRS 610.340; KRS 610.345; KRS 159.160; KRS 159.250; KRS 160.990; KRS 161.200; KRS 161.210; OAG 80-33; Kentucky Family Education Rights and Privacy Act; KRS 160.700; KRS 160.705; KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730; KRS 365.734; KRS 600.070; KRS 369.101-369.120

Suspension

In accordance with KRS 158.150, the superintendent, principal, assistant principal may suspend a student up to a maximum of ten (10) days per incident. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

A student shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. In such cases, due process shall follow the suspension as soon as practical, but no later than three (3) school days after the suspension. School administrators, teachers, or

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

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site. When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

A student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

The Principal or assistant principal shall report any suspension in writing immediately to the Superintendent and to the parent of the student being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the condition for reinstatement.

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

References: KRS 158.150; OAG 77-419; OAG 77-427; OAG 77-547; OAG 78-392; OAG 78-673; Goss vs. Lopez, 419 US 565 (1975); P.L. 101-476; 707 KAR 1:180; Honig vs. Doe, 108 S. Ct. 592 (1988); Board Policy 09.434

Visitors to the Schools

The Pulaski County School System encourages parents and other community members to become involved in our school volunteer programs. To ensure the safety of our children, visitors are to report to the Principal's office upon entering the building for identification and purpose of visit. All visitors must conduct themselves as to not interfere with the daily operation of the school programs or to infringe on instructional time. Frequency of visits must not interfere with the scheduled instructional program.

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Information explaining the reason for any request must be submitted to the school and/or Central Office as soon as possible and, except for service dogs, at least ten (10) days prior to the date of the activity.

References: OAG91-137; Board Policy 10.5

Appendix

Non-Discrimination Notice

The Pulaski County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, including sexual orientation or gender identity, or disability in employment, educational programs and/or activities.

All students, staff and parents shall be afforded the protections guaranteed by the United States Constitution, Title I, II, IV, V, & IX, Individuals with Disabilities Education Act (IDEA), and other state and federal laws.

Notification of FERPA Rights

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

- 1. The right to inspect and review the student’s education records within 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.
- 2. The right to inspect and review logs documenting disclosures of the student’s education records.***

Except for disclosure to school officials, disclosure related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.
- 3. 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 to 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 them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 4. The right to provide written consent prior to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include, 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 volunteer or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the District. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable, and significant health/safety threat. Disclosure to state and local education authorities and accrediting organizations subject to requirements of FERPA regulations.

5. ***The right to notify the District in writing to withhold information the Board has designed as directory information as listed in the annual director information notice the District provided to parents/eligible students.***

To exercise this right, parents/eligible student notify the District by the deadline designated by the District.

6. ***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, the Kentucky Army National Guard, and institutions of higher education.***

Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number shall be released to Armed forces recruiters and institutions of higher education upon request.

7. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.***

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Notification of Directory Information Release

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Pulaski County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

Directory information is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to the news media, athletic organizations, scholarship committees, military recruiters, or other outside organizations. School officials may disclose directory information without consent if the school has given public notice to parents and eligible students of the types of personally identifiable information designated as directory information and provides them an opportunity to refuse to permit all or part of such disclosure. Directory information includes but is not limited to the student's name, address, telephone listing, photograph, dates of attendance, grade level, date and place of birth, participation in school recognized sports and activities, height and weight of members of athletic teams, dates of attendance, awards received, major field of study and the most recent/previous educational institution attended.

The parent, guardian, or eligible student currently enrolled may request all or part of the directory information be withheld. The request must be in writing to the Principal of the child's school within 30 calendar days after notification has been distributed. The written request must specifically state what information may not be classified as directory information.

References: KRS 160.725(1); KRS 160.700(1)

Notification of Rights under the Protection of Pupil Rights Amendment

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collections and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

- Protected information surveys of students;

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

The Pulaski County School System will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of sales, or other distribution purposes. The Pulaski County School System will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Pulaski County School System will directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

Notification of Every Student Succeed Act (ESSA)

Parents have a right to request information on the professional qualifications of their children's teachers and paraprofessionals, and information of any state or district policy regarding student participation in assessments.

Notification of Parent Involvement Policy

It is the intent of the Board that parents of participating students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on changing needs of parents and the schools.

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

The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will give them: (1) timely information about programs; (2) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet; the achievement level of their child on each of the state academic assessments; and (3) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

The District will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

Each school shall submit to the Superintendent and Board, for review and comment, its Title I school parent involvement policy, which must meet all legal requirements, including a school-parent compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to, parents of participating students.

A copy of each school's parent involvement policy and accompanying checklist shall be kept on file in the Central Office.

References: Section 1118 of Improving America's Schools Act (LASA of 1994 P.L. 107110 (NCLB) KRS 158.645; KRS 158.6451, Board Policy 03.112, 08.1345, 09.11

Notification of Destruction of Records (Due Process Folders)

In accordance with the Kentucky Department for Libraries and Archives (KDLA) Public School Model Records Retention Schedule, Special Education Due Process Folders will be destroyed/purged three (3) years from the last possible activity of the student.

Authorized parties (students or parents/guardians) wishing a copy of student's records before the destruction, must contact the Special Education Director's office no less than 30 days prior to the day that the student reaches age 24 and must pick up the records no later than the day the student reaches 24 years of age.

Notification of Waiver of Fees

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary school supplies including textbooks.

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced price meals. At the beginning of the school year or at the time of enrollment, all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.

References: KRS 158.108; KRS 160.330; 702 KAR 003:220; Board Policy 09.15; 09.15; AP.1

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination

The Pulaski County School District is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws

prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinator
Matt Cook
925 N Main St
Somerset, KY 42503
606-679-1123
matt.cook@pulaski.kyschools.us

Assistant Secretary for Civil Rights
U.S. Dept. of Education Office for Civil Rights
400 Maryland Ave., SW
Washington, D.C. 20202-1100
1-800-421-3481; 1-800-877-8339 (TDD)
202-453-6012 (Fax)
OCR@ed.gov

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

Title IX of the Education Amendments of 1972

Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX.

Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as that term is defined by Title IX.)

The District's policies and procedures for addressing reports and complaints of sex-based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

Title IX Coordinator

Who is the Title IX Coordinator?

The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinator's name and contact information are as follows:

Title IX Coordinator
Matt Cook
925 N Main St. Somerset, KY 42503
matt.cook@pulaski.kyschools.us

Who can contact the Title IX Coordinator?

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

How can I contact the Title IX Coordinator?

Any person can contact the Title IX Coordinator in person, by mail, telephone, or by electronic mail, by using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Sexual Harassment Under Title IX

What is sexual harassment?

Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

How does the District respond to reports of sexual harassment?

All students and employees are encouraged to report sexual harassment to the Title IX Coordinator. Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment.

The District also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

What is a formal complaint of sexual harassment?

Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.

To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator. The document

must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.

How does the District respond to formal complaints of sexual harassment?

Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations. The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09.428111 AP.11 referenced below.

Directory

Elementary Schools

Burnside Elementary School 561-4250
Eubank Elementary School 379-2712
Nancy Elementary School 636-6338
Northern Elementary School 423-1040
Oak Hill Elementary School 679-2014
Pulaski Elementary School 678-4713
Shopville Elementary School 274-4411
Southern Elementary School 678-5229

Middle Schools

Northern Middle School 678-5230
Southern Middle School 679-6855

High Schools

Pulaski County High School 679-1574
Southwestern High School 678-9000

Instructional Facilities

Area Technology Center 678-2998
Eagle Academy 679-1303
Memorial Education Center 678-4100
Sunrise Children's Services 561-0500

Other

Central Office 679-1123