Whitley County School District

2025-26

Student Handbook

WHITLEY COUNTY SCHOOLS

Making Great Things Happen!

Adopted: June 1985

Amended: July 2025

NON-DISCRIMINATORY ASSURANCE

Students, their parents, and employees of the Whitley County School System are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in educational programs or activities or in employment as set forth in Title V, Title VI, Title IX, and Section 504. Any person having inquiries concerning Whitley County School System compliance with Title V, Title VI, Title IX, and Section 504 is directed to contact the ADA Coordinator or Title IX Coordinator, Whitley County Board of Education, 300 Main Street, Williamsburg, KY 40769.

This Code is part of the Board's policy on student behavior and discipline. After this code is distributed for the school year, changes to Board policy, including those affecting provisions of the Code may be necessary due to new/revised statutes and regulations and case law. A complete copy of the policy manual is available for inspection at the Central Office.

This handbook is designed as a general guide to help you understand policies that are in place to help make your student's experience in our schools a pleasant one. It is important to note that each school in the Whitley County School District operates under School Based Decision-Making Policy that may differ somewhat from school to school and from what is listed in this handbook. Consult your student's school administrator for further information.

WARNING: ALL PREMISES ARE BEING VIDEOTAPED BY THE WHITLEY COUNTY BOARD OF EDUCATION!

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SUPERINTENDENT'S MESSAGE

I would like to take this opportunity to extend a warm welcome to our parents and students of the Whitley County School District and to wish everyone a successful and wonderful school year. Each new school year brings a wealth of new opportunities for students and staff alike. As always, we encourage our parents to take advantage of our P.A.V.E. (Parents As Volunteer Educators) program and to work together with school personnel to provide a first-rate educational experience for our students.

The primary goal of the Whitley County School District is to provide an education that enables each student to excel as a successful and responsible citizen. In order to ensure that this opportunity be afforded to each student, general disciplinary guidelines are necessary. Parents and students are on legal notice that each principal has the authority to take any measure deemed necessary to ensure the safety and protection of each student. The rules contained herein are a supplement to the broad, discretionary law of safety, order and discipline. It is the responsibility of each student and parent to read, understand and abide by this handbook.

We, the administration and staff of the Whitley County School District, believe that well-informed parents promote a positive school environment. Consistent with this philosophy, we are directing you and your child to the Whitley County School District webpage so that you and your child can view a copy of the Whitley County Schools Code of Acceptable Behavior and Discipline so that you may become acquainted with these general rules. We feel that these student codes reflect the standards and expectations of all productive citizens and will aid a student in becoming a productive member of the school community.

John Siler, Superintendent

WHITLEY COUNTY SCHOOLS
300 Main Street
Williamsburg, KY 40769
(606) 549-7000 FAX: (606) 549-7006
www.whitley.k12.ky.us
John Siler, Superintendent

Boston Elementary School
3291 Highway 1804
Williamsburg, KY 40769
(606) 549-7872 FAX: (606) 786-3302
Jordan McCumbers, Principal

Oak Grove Elementary School
4505 Cumberland Falls Hwy.
Corbin, KY 40701
(606) 549-7867 FAX: (606) 528-0968
Gina Wilson, Principal

Pleasant View Elementary School
5554 Hwy 25 W South
Williamsburg, KY 40769
(606) 549-7085 FAX: (606)549-7086
Randy Love, Principal

Whitley County Central Primary School
520 Boulevard of Champions
Williamsburg, KY 40769
(606) 549-7060 FAX: (606) 549-7065
Brandon Anderson, Principal

Whitley County Middle School
351 Boulevard of Champions
Williamsburg, KY 40769
(606) 549-7050 FAX: (606) 549-7055
Amanda Croley, Principal

The Colonel Academy
300 Main Street
Williamsburg KY 40769
(606)549-7000 FAX (606)549-7309
Patrick Bowlin, Director

Whitley County Central Intermediate School
2940 North Highway 25W
Williamsburg, KY 40769
(606) 549-8011 FAX: (606) 549-8112
Heather Roaden, Principal

Whitley County East Elementary
P.O. Box 949
Siler, KY 40763
(606)549-7097 FAX: (606) 549-7098
Mike Partin, Principal

Whitley County North Elementary
6670 Highway 26
Rockholds, KY 40759
(606) 549-7869 FAX: (606) 523-5383
Richard Frazier, Principal

Whitley County High School
350 Boulevard of Champions
Williamsburg, KY 40769
(606) 549-7025 FAX: (606) 549-7035
Julie Osborne, Principal

Whitley County Alternative School
351 Boulevard of Champions
Williamsburg KY 40769
(606) 539-9280 FAX: (606) 549-0609
Jason Chappell, Principal

Whitley County School District
School Calendar 2025-26

August 5	**Professional Development – Teachers/Staff Only**
August 6	**Professional Development Teachers/Staff Only**
August 7	**Planning Day Teachers/Staff Only**
August 8	**Planning Day Teachers/Staff Only**
August 12	**Opening Day – Teachers/Staff Only**
August 13	**First Day of School for Students!**
September 1	**No School - Labor Day Holiday**
October 6-10	**No School – Fall Break**
November 3	**Professional Development Teachers/Staff Only**
November 26-28	**No School - Thanksgiving Break**
Dec. 22-Jan.2	**No School – Christmas/New Year's Break**
January 5	**Professional Development Teachers/Staff Only**
January 19	**No School - Martin Luther King Day**
Mar. 30-April 3	**No School – Spring Break**
May 15	**Last Day for Students**
May 18	**Closing Day – Staff Only**
***Makeup Days**	**Mar. 30-April 4, May 18-22**

Whitley County Middle School
Student Policies

1. Cell Phone Policy

Students at WCMS are specifically prohibited from having cell phones and personal electronic devices in their possession during the school day. They are to be locked inside student lockers at all times and can only be used before and after school, with a telephone pass, or with an exemption from the office in an emergency situation.

Violation of this policy will result in the following:

- The first offense will result in a disciplinary warning with the device being returned at bus lineup.
- The second offense will result in after-school detention and contact with parent/guardian.
- The third offense will result in Saturday detention and complete loss of phone privileges.

2. Dress Code

The WCMS SBDM Council has approved the following dress code policies:

- Students will not be permitted to wear caps, scarves, bandannas, or other head gear while at school. These items will be confiscated and taken to the office and returned at the principal's discretion.
- All pants must be secured around the waist. No sagging, no visible undergarment, no colors, and no exposure of midriff. Revealing or inappropriate clothing will not be allowed. This will include but is not limited to see through clothing, spaghetti straps, halter-tops, muscle-man shirts, pajama pants/shorts, etc.
- No jewelry, symbols, or clothing that represents violence, drugs, alcohol, or gang activity will be allowed nor permitted.
- All shorts (male or female), dresses, or skirts must be of an appropriate length. No shorter than fingertips, with the arms held to the side and the fingers extended downward. This includes holes in pants.
- The only body piercing allowed at WCMS are those on the ears. NO other piercing or tattoos may be visible. They must be concealed with clothing.
- Costumes, costume masks, face-painting, spiked-hair, and unnatural hair colors will not be allowed. Sunglasses may not be worn in the building at any time.

3. Extracurricular Participation Policy

In the bi-monthly Data Room Meetings, we will generate a list of any student in the building who is failing a class. A child on this list will be ineligible for any extracurricular activities

until they are removed from the list. These activities are, but not limited to: FRYSC activities, athletics, reward trips, non-instructional field trips, dances, etc.

A form will be provided for a teacher to fill out and turn into the office once the student has raised their grade to passing. It is the responsibility of the student to initiate the notification.

4. Field Trips

- Students absent for any part of the school day before the day of a field trip will not be allowed to go on the field trip.
- When on the bus, boys and girls will be sitting on opposite sides of the bus.
- Any student that misses 10 days of school will not be allowed to attend any field trip on instructional school days for the remainder of the school year.
- An appeals panel consisting of three faculty members, one of which must be the principal or an assistant principal, will consider all appeals.

5. Homework

While realizing that length and type of homework assignments must be decided by the individual teacher based on course, ability level of class, course content, and distractions beyond teacher's control, it is desirable that homework be assigned using the following guidelines:

- The amount of homework assigned to students per night will be a minimum of 10 minutes and a maximum of 70 minutes per night, collectively throughout content areas, for 7th graders.
- The amount of homework assigned to students per night will be a minimum of 10 minutes and a maximum of 80 minutes per night, collectively throughout the content areas, for 8th graders.
- Long term projects such as reports, term papers, and special projects that may accompany end-of-unit activities should be assigned far enough in advance so that students may allocate time each night in order to finish the projects by the due date.
- The exception to the above policy is when students do not finish their classroom work during their allocated class period and must finish the work at home. This work is not homework; it is simply unfinished class time work and may be assigned in addition to the regular homework assignment, even if it causes the time allotment to be greater than is stated in the first two bullets.

6. Backpack Policy

Students are permitted to bring their backpacks to the front door, where they will remove any contents needed for school, then close the backpack and deposit it in the designated bin. This bin will be placed in the library until the end of the school day.

7. Tobacco Policy

The WCMS SBDM, in support of its missions of making decisions that facilitate the tobacco policy, accepted the following as our tobacco policy.

- First Offense – Student will be required to attend after school detention, counseling and parent will be contacted.
- Second Offense – School will schedule a meeting with the parents. Student will be required to attend Saturday detention at Whitley County High School.
- Third Offense – The parent will be contacted; the student will receive a citation from the School Resource Officer and will be required to attend two Saturday detentions.

8. Safety and Security

With the safety and security of the students, faculty, and staff in mind, all doors will remain locked throughout the school day. The only exception will be: parent drop off door which will be unlocked from 7:15-7:50 daily for students transported by parents. The front doors will also be unlocked from 7:15-7:50 for all others. These doors will be locked promptly at 7:55 a.m. Anyone wishing to enter the building will be let in by front office staff.

9. Bus Pass Procedure

Students who plan to ride a bus different than their standard assigned bus must have a bus pass from the WCMS office. A request must be turned in at the front office the morning of the planned ride. It must state in writing that the student has permission from their legal guardian to ride a different bus, be signed by the legal guardian of the student, list the bus number and state a phone number where the legal guardian can be reached for verification of the note. NO BUS PASSES WILL BE GRANTED BY PHONE CALLS ALONE. THE PERMISSION MUST BE IN WRITING.

10. Placement Policy

WCMS Principals and Alternative School Staff are permitted to make emergency alternative school placement for a child in cases involving weapons, drugs, physical endangerment, self-abuse, or other acts deemed extremely unsafe, dangerous, or totally against school policies, and immediately call the appropriate outside resources, such as police, medical, or social services as an intervention to maintaining an effective school environment. They then will notify the school in writing about the incident for follow-up action. The middle school also places students at the alternative school for academic deficiency, excessive truancy, and repeated disciplinary problems at school.

11. Detention

Any student requesting or needing an after-school detention changed must submit a request in writing, that will be verified by a phone call to the student's guardian. The only exception

would be in the event of an emergency and a school principal must give his/her authorization. The penalty for not serving an after-school detention will be the re-assignment of that detention one time only. Any student that does not attend the re-assigned detention will be assigned a Saturday detention. The Saturday detention could be re-assigned one time only. Any student that does not attend the re-assigned Saturday detention will be suspended from school for a period of one day. This suspension is considered an unexcused absence. If the infraction occurs again, the next suspension could be for a period of three days and possible referral to an alternative school setting.

12. Items in Classroom Policy

Any item that distracts from student(s) academic focus will be removed from the student by the classroom teacher, principal, or other staff, including our school resource officer and turned in at the office (examples: trading cards, playing cards, squirt guns, laser lights, food, candy, headphones, telephones, etc.). Basically, anything that could distract from having class. All confiscated items will be returned to the original owner whenever the principal deems appropriate. Some confiscated items will require the parent/guardian to come to school and claim the item.

13. Student Activity Fee

Every student is responsible for a $10 student activity fee which will be used for the maintenance and upkeep of student lockers and will benefit student activities throughout the school year.

GENERAL INFORMATION

1. Board Approval

This Student Discipline Code was adopted by the Whitley County Board of Education on June 13, 1985, and this Amendment to the Code was approved July 24, 2025. Individual schools may have additional rules. These are to be published and given to the students and parents.

2. Annual Orientation

Annual orientation of the code will be conducted as follows:

A. Principals will review the code with all teachers at their respective schools prior to the beginning day for students.
B. Teachers will conduct an orientation with all students at respective schools at the beginning of each year.
C. Teachers will review and discuss the code with the students and request that the students direct their parents to view the handbook on the Whitley County School district webpage www.whitley.kyschools.us.

3. Procedures Followed in Developing the Handbook

Whitley County Board of Education authorized the Superintendent to develop the Code of Conduct following State Department of Education guidelines.

4. Name and Mailing Address of Superintendent:

John Siler, 300 Main Street, Williamsburg, KY 40769-1115

5. Name and Phone Number of the Contact Person

Patrick Bowlin, DPP (606) 549-7000, Extension 2049

6. Curriculum and Instruction

In keeping with the belief of the Whitley County School District that ALL children can learn, we have high expectations of all students. The courses and content taught are aligned with Kentucky Academic Standards while meeting the needs of students to prepare them for college and career readiness. Teachers provide active instruction using a variety of teaching methods that make use of modern learning theory and technology.

7. Homework

Homework consists of assigned activities students complete outside the classroom to reinforce, extend, or apply newly learned skills and knowledge. Homework can provide the following benefits for students:

• Additional practice, increasing the amount of time students are actively engaged in learning and extending academic learning time and movement through the curriculum;
• A useful tool for teachers to monitor students' progress and diagnose student learning problems;
• Means to increase personal responsibility and accountability among students;
• Means to increase communication to parents, parental awareness of student progress and the kinds of work being completed in school, and a higher level of expectations.

8. Parental Support

Parents are urged to actively involve themselves with their children's schoolwork. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Parents can help in the following ways:

- Show interest in the assignments brought home by children.
- Provide a suitable place to study, free from disturbances.
- Supply needed materials for completing homework.
- Offer to clarify instructions and answer questions.
- Check to see that work is complete.
- Encourage children to do their best work and praise a job well done.
- Assist children in wise use of time.
- Monitor the type and amount of television watched by children.
- Stay in close communication with teachers.
- Reward children in appropriate ways for completed work.
- Support your child through volunteering at your home school through the PAVE Program.

9. School Publications

The Whitley County School District reserves the right to regulate the content of yearbooks and all other school publications.

10. Residence Defined (See Admissions and Attendance, Policy 09.12)

Pupils who live with their parents who are residents of the school district, or pupils who are legal residents of the school district, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. All other pupils shall be classified as nonresidents for school purposes.

11. School Attendance Areas (09.11)

All pupils shall be assigned by geographic attendance zones and will attend the school designated to serve their area of residence. Specific areas served by each attendance zone will be marked on a map in the central administration office. The Board may revise attendance zones from time to time to attain maximum utilization of school facilities.
If a family moves from one attendance zone to another within the school system, the pupil may be permitted to finish the school year in the school which s/he was last enrolled (at no cost of service by the Board). The pupil must enroll the following year in the school in the attendance zone of his/her legal residence.

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. Another school option exists;
2. The assigned school is identified for school improvement under federal guidelines (priority for transfer will be given to the lowest achieving children from low-income families);
3. The assigned school is designated by the state as being "persistently dangerous"; or
4. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.

12. Entrance Age (09.121)

PRESCHOOL

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled and who is three (3) or four (4) years of age, by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services.

Children at risk of educational failure who are four (4) by August 1 may enter preschool. All other four (4) year old children shall be served to the extent placements are available.

Enrollment of a child in the preschool program shall be at the discretion of the parent or legal guardian.

PRIMARY SCHOOL

A child who is five (5) or becomes five (5) by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.030.

A child who is six (6) of age or becomes six (6) years of age by August 1 shall attend public school unless s/he qualifies for an exemption as provided by KRS 1459.030.

The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student who is at least five (5) years of age, but less than six (6) years of age, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.[5]

PETITION PROCESS

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. The process shall be established in accordance with the following:

1. The District shall establish guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.
2. Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.
3. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.
4. Considerations may include availability of space and funding.

PROOF OF AGE

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.[4]

13. Visitors to School (Policy 10.5)

Guests or visitors of students are not allowed at school. In addition, no salespersons or peddlers shall come onto school property without prior approval of the Superintendent.

Visitors shall not enter classrooms without the prior consent of the Principal.

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438..05 is prohibited for all persons and at all times in all property, including any vehicle that is owned, operated, leased, or contracted by the Board and while attending or participating in any school-related student trip or student activity in the presence of students.

14. Care of School and Personal Property (09.421)

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

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

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

15. Student Records (09.14)

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

The Superintendent shall establish to promote effective notification of parents and eligible students of their rights under the Family Education Rights and Privacy Act and to ensure District compliance with applicable state and federal student record requirements. The Whitley County School District will comply with all courts orders in regards to student records from the Whitley County District Court.

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

16. Destruction of Records Notice

In accordance with Whitley County District Procedures and Records Retention Guidelines, special education records on file at the Whitley County Board of Education, with last activity prior to 2020 (these records would include released from Special Education and/or speech, graduated, moved, etc.) will be destroyed. Parties desiring a copy of his or her records before destruction must contact the Director of Special Education no later than 8/30/25.

Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students 18 years of age or older or students 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, disclosures 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 the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.
   If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him\her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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:
   a. 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/her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District. This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.

c. 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.

d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

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

To exercise this right, parents/eligible students shall 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, and the Kentucky Army National Guard and institutions of higher education.***

Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher learning upon their request.

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

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

WHITLEY COUNTY SCHOOLS
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Mission Statement

We, the staff of the Whitley County School District, believe that ALL students can learn. It is our responsibility to ensure that ALL students acquire the essential skills necessary for them to function as productive citizens.

Policy Statement

The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that disciplinary means be employed on behalf of those who would destroy or deny such an environment. A code of conduct applicable to all students has been developed to enhance this environment.

The code of conduct provides for consistent treatment for all students, fairness as required by constitutional due process, an atmosphere of open communication and clearly understood rules, and encourages behavior that will enable students to develop to their fullest potential. Students will be responsible for this code in school, on the way to and from school, on school buses and at school-sponsored or related activities both at home and away from home. It is expected that all concerned in the application of this code of conduct will use sound, fair and equitable judgment without regard for race, gender, or disability.

RIGHTS AND RESPONSIBILITIES

The protection and safeguards of the United States Constitution, and more particularly the Bill of Rights applies to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his rights unless he also exercises the self-discipline and care to afford all others the same rights and does not allow his own actions to infringe on the rights of others. The school environment is a community of individuals who have the right and responsibility to know the basic standards of conduct and behavior expected.

STUDENT RIGHTS AND RESPONSIBILITIES

A. Students have the right to:

(1) A meaningful public education, the maintenance of high educational standards, and a system of public education which meets the needs of the individual student.
(2) Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
(3) Physical safety and protection of personal property.
(4) Consultation with teachers, counselors, administrators, and other school personnel.
(5) Free election of their peers in authorized student organizations.

(6) Examination of personal school records in accordance with applicable law.
(7) Be involved in all authorized school activities without being subject to discrimination on any basis.
(8) Respect from other students and school personnel.
(9) Present complaints or grievances to school authorities and receive authoritative replies from school officials.
(10) To be educated in an environment free from harassment.

B. Each student shall:
(1) Be responsible for his/her own conduct and for showing consideration for the rights and property of others.
(2) Exhibit neatness and cleanliness of personal attire and hygiene.
(3) Refrain from fighting, creating disturbances, excessive noise, denying others the use of school facilities or buildings, using or carrying any weapon on school premises, intentionally injuring another person or exposing others to harm or using threats or intimidation against any other person.
(4) Refrain from using tobacco or using, possessing, or transmitting any alcoholic beverage or illegal substance.
(5) Refrain from gambling, extortion, theft, or any other unlawful activity.
(6) Show respect for the educational process by taking advantage of every opportunity to his/her education.
(7) Show respect for the educational environment by refraining from intentional or habitual tardiness or unexcused absences.
(8) Practice self-control and control of voice and limbs.
(9) Maintain passing grades in at least four-fifths (4/5) of their subjects in order to participate in athletics (Grades K-8).
(10) Meet KHSAA eligibility rules and regulations for participation in athletics. A passing average must be maintained in each of at least four full-credit high school studies, or their equivalent, in units of credit accepted for graduation (Grades 9-12) and local Board Policy 9.313.
(11) If not living in the Whitley County School District, sign a probationary contract.
(12) Maintain good order, propriety of deportment and attire, and cleanliness of person and attire. Every pupil is expected to obey the directions of the teachers, to be diligent in study, and to be respectful to teachers and schoolmates (KRS 160.290). The Principal of each school, or school council in schools with SBDM, shall develop specific rules of conduct for the school. The Principal shall distribute and enforce all school conduct rules. (KRS 161.180)
(13) Have the right and opportunity to attend Whitley County Schools until their twenty-first (21st) birthday.
(14) Be asked to sign a probationary contract if he/she is 18 years of age or older and appears for a hearing with the Attendance Committee, Hearing Officer, or the Whitley County Board of Education.
(15) Be prohibited from driving on ANY property owned by the Whitley County Board of Education for violations of the Code of Conduct. The Whitley County Board of Education, Principal, School Council, Attendance Committee, or superintendent may make this decision.
16) Demonstrate behavior that reflects community values and contributes to a positive educational environment.

PARENT RIGHTS AND RESPONSIBLITIES

A. Parents/Guardians have the right to:
(1) Send their child to a school with an environment where learning is prized.
(2) Expect classroom disruptions to be handled fairly, firmly, and quickly.
(3) Enroll students in the Whitley County School District where they shall attend classes regularly and promptly with minimal interruptions.
(4) Expect the school to maintain high academic standards.
(5) Review academic progress and other pertinent information contained in the student's personal record.
(6) Address any grievance concerning their child and to receive a prompt reply for any alleged grievance. An appointment to discuss any grievance shall be scheduled through the school principal.
(7) In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Whitley County School District's requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of parental rights under the Act. These rights are passed on to the student at age eighteen. For the purpose of this notice, the student 18 years or older, will be referred to as the "eligible" student. Parents, guardians, and eligible students may review and inspect all education records relating to that student by making a request to the Principal of the school where the student attends.

B. Parents/Guardians have the responsibility to:

(1) Instill in their children the value of an education.
(2) Instill in their children a sense of responsibility.
(3) Help children understand that disruptions in the school are detrimental to the educational program for all students.
(4) Become familiar with the educational program and procedures.
(5) Inform children about the disciplinary procedures of the school and emphasize the importance of following those procedures.
(6) See that children attend school regularly and promptly and assure that assignments are completed.
(7) Determine the facts of any situation before passing judgment.
(8) Recognize that school personnel must necessarily concern themselves with education.
(9) Support the efforts of school personnel.
(10) Demonstrate respect for the teachers, administrators and school personnel at school and all school related activities.
(11) See that children exhibit neatness and cleanliness in their personal attire and hygiene.
(12) Respond promptly to all communication from school personnel.
(13) See that children complete the State Assessment or other assessment as required by the Whitley County Board of Education or the Kentucky Department of Education.
(14) Insure that students demonstrate behavior that reflects community values and contributes to a positive educational environment.

TEACHERS

A. Teachers have the right to:

(1) Support of co-workers, administrators, and parents.
(2) Work in an educational environment with a minimum of disruptions.
(3) Expect all assignments, including homework, to be completed and turned in.
(4) Be safe from physical harm and free from verbal abuse.
(5) Provide input in the formulation of policies that relate to their relationships with students and school personnel.
(6) Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

B. Teachers have the responsibility to:

(1) Present subject matter and experiences to students and inform students and parents or guardians of achievement and/or problems in accordance with academic goals and learner expectations.
(2) Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement
(3) Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
(4) Evaluate students' assignments and return them as soon as possible.
(5) Exhibit exemplary behavior in action and speech.
(6) Exhibit neatness, personal hygiene and professional dress.
(7) Reward exemplary behavior or work of students.
(8) Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students.
(9) Discipline any student who is misbehaving.
(10) Recommend for retention in a class any student who fails to meet the basic standards in accordance with the Board of Education retention policy.
(11) Maintain the necessary records of student progress and attendance as accurately as possible.
(12) Follow and enforce rules and regulations of the Board of Education and/or school administration.
(13) Diligently protect and care for the equipment and physical facilities of the school system.
(14) Follow Professional Code of Ethics for Kentucky School Personnel 704 KAR 20:680.
(15) The teacher is to contact the parent by phone or other means when the first misconduct occurs.

PRINCIPAL / DESIGNATED ADMINISTRATOR RIGHTS AND RESPONSIBLITIES

A. Principals have the right to:

(1) Support of students, parents and teachers in carrying out the educational programs and policies established by the school system.
(2) Provide input for the establishment of procedures and regulations that relate to the school.
(3) Safety from physical harm, verbal abuse and harassment.
(4) Take necessary action in emergencies to protect their own person or property or the persons or property of those in their care.
(5) Suspend any student whose conduct disrupts the educational process.
(6) Administer the school environment necessary to provide the proper learning atmosphere.

B. Principals have the responsibility to:

(1) Create and foster an atmosphere of mutual respect and consideration among pupils and staff.
(2) Administer discipline fairly and equally, following guidelines set forth herein, but in doing so use his/her own best judgment.
(3) Exhibit exemplary behavior in action, dress and speech. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation.
(4) Direct a program of dissemination of information explaining the Code of Conduct to the school community annually.

CODE OF ACCEPTABLE BEHAVIOR
INTRODUCTION

The Whitley County Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state, and nation.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide:

- Orderly operation of the schools,
- A safe environment for students, district employees and visitors to the schools,
- Opportunities for students to achieve at a high academic level in a productive learning environment,
- Assistance for students at risk of failure or at risk of engaging in disruptive behavior,
- Regular attendance of students, and
- Protection of property.

The District Discipline Code shall establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities. **(9.438)**

At the beginning of the school year, students shall receive orientation to the Code. Orientation shall include, but not be limited to, assembly programs and classroom instruction. When they initially enroll, new students will be directed to the district and school websites where they can view and download a copy of the Code.

Location of the Code shall be forwarded to parents by the students. A form will be sent home with all students directing parents/guardians to the location of the Code. Parent/guardians will be asked to sign and return the form to the school.

Teachers shall receive orientation to the Code before students enter schools.
This Code applies to **all** students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination. Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

This Code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators, and teachers have

full authority to make rules to enforce these standards in keeping with their areas of responsibility.

In cases involving students with disabilities, the procedures mandated by federal and state law, and the student's Individual Education Plan shall be followed. This applies to situations that might occur in the school setting or while riding the bus.

All policies and procedures in this Student Discipline Code are intended to reflect current federal, state and local requirements, Gun-Free Schools Act of 1994, etc. However, any changes made by the Board of Education to the policies and procedures supersede those printed here and may be found in the Policy and Procedures Manual in the office of the Superintendent.

DISCIPLINE

A. Corporal Punishment

Effective February 13, 2020, the Whitley County Board of Education adopted a policy stating that employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior.

B. Disciplinary options (in school)

Behavioral contracts
Confiscation of prohibited item
Constructive special assignments
Counseling
Detention - After-school and Saturday
Extended loss of privileges
Parent Conference
Schedule changes
Temporary Removal from Class
Verbal Reprimand or Warning

In School Suspension (ISS) – Middle and High School

In School Suspension is in lieu of out of school suspension. In School Suspension will be used at principal discretion. Students assigned to In School Suspension are not eligible to participate in any school extracurricular activity during the In School Suspension assigned time.

Probation - Probation may be imposed for infractions of school rules or policies where the infraction does not necessarily warrant removal from the school by suspension. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the other authorized actions pursuant to the Code. Re-admittance to class may be conditional upon good behavior during a specified period.

Alternative Placement - This program is designed to help eliminate some out-of-school suspensions. Students may be assigned to the highly structured environment if their behavior warrants an alternative setting.

Detention – Time assigned to a student after school or on Saturday for violations of the Code of Conduct. For grades K-2 detentions will be assigned at principal discretion. For grades 3-12 there is required after-school attendance for 2 hours and Saturday school for 4 hours.

C. Disciplinary options (out of school)

KRS 158.150: Suspension or Expulsion of Pupils.
All pupils admitted to the common schools shall comply with the lawful regulations for the governing of the schools:

(1) Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities, constitutes cause for suspension or expulsion from school; and

(2) Assault or battery or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school-sponsored activities constitutes cause for suspension or expulsion from school.

KRS 158.150. Section 3: Removal of Threatening or Violent Students
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.

Suspension - Suspension shall mean a denial of attendance of any single subject or class, or any full schedule of subjects or classes, or any other type of activity conducted by or on behalf of the particular school for the stated period of time. The suspension shall not exceed ten (10) days.

*A student can be suspended from riding a school bus and not be suspended from attending school. However, suspension from a bus includes all buses within the school system during the term of suspension.

Expulsion - Expulsion shall mean a denial of attendance of any single subject or class, or any full schedule of subjects or classes, or any other type of activity conducted by or on behalf of the Whitley County School District, or any combination of the foregoing, for a period of time not to exceed the current school year. An expulsion also may include a denial of

admission to or entry upon real or personal property owned, leased, rented or controlled by the Whitley County Board of Education.

Due Process - Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them,
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present their own version of the facts concerning the charge(s).

Suspension/Expulsion Procedures for Exceptional Students

Pursuant to Board Policies 09.431, 09.434, and 09.435 Students with disabilities being considered for suspension or expulsion must be handled according to state and federal regulations. The procedures are included in the Whitley County IDEA Policies and Procedures manual. The following is a review of the procedures for suspension/expulsion.

If the suspension is for a minor infraction and no further disciplinary action is planned, then the student is suspended with appropriate due process procedures being followed. An ARC meeting is not required unless requested by the parent or principal or their service providers.

1. If the infraction is serious enough to warrant a long-term suspension (ten days or more) or expulsion, or the suspension will cumulatively exceed ten days during the school year, an ARC meeting must be held. Parents are given prior written notification of the ARC meeting and notice of the proposed action. The ARC should convene as soon as possible, but no later than three (3) days after the suspension. In cases involving expulsion, the school may not recommend expulsion until the ARC is held. Parents are given a copy of their rights, which include the right to a due process hearing if they disagree with the ARC's determinations as outlined below:
2. The ARC must determine:
    - if the IEP and placement are appropriate and being fully and correctly implemented; and
    - whether the behavior or misconduct is a manifestation of the disability
3. If the ARC finds that the IEP or placement are not appropriate or not being fully and correctly implemented, appropriate modifications are written into the IEP and no further disciplinary action occurs.
4. If the ARC finds that the IEP and placement are appropriate and being fully and correctly implemented, then it shall consider whether the behavior was a manifestation of the disability. If so, then the student shall not be subject to further suspension or consideration for expulsion.
5. If the ARC determines that the behavior is not related to the disability, this should be set down as a written determination and transmitted directly to the Superintendent. The Superintendent may recommend expulsion to the local Board of Education; however, educational services for the student, according to his/her IEP, shall not be terminated during the period of expulsion.

6. If the parent disagrees with the action of the ARC, the parent may request a due process hearing and the student shall return to his/her current educational placement after the period of suspension. The student shall remain in this placement during any administrative or judicial proceedings unless the ARC members, including parents, agree otherwise. School personnel may seek injunctive relief through the courts if the parent and other members of the ARC cannot agree upon a placement.

NOTE! Any student with disabilities subject to discipline under the Gun-Free Schools Act may be placed in an interim alternative education setting for no more than 45 calendar days. During this period, the parent may request a due process hearing to contest the change of placement. However, the school district cannot be compelled to return the student to his/her original placement during the "stay put" period on the interim alternative setting.

SCHOOL RESOURCE OFFICER

Security cameras monitor hallways and entrances to our schools both during and after school hours. A two-way radio communications system is in place throughout the district. A key component of school safety in our district is a partnership with law enforcement officials providing collaboration in the event of violent/disruptive behaviors on school property. Whitley County Police deputies are assigned to our district and maintain high visibility in our schools.

SEARCH AND SEIZURE

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Drug dogs or other law enforcement devices may be used. Students cannot expect to have complete privacy in school property assigned for their use, such as desks and lockers. School officials may search a vehicle parked on school properties if they have reasonable suspicion that the vehicle contains contraband or evidence of a board or law violation.

USE OF REASONABLE FORCE BY STAFF

School personnel may use reasonable physical force to restrain a student per board policy that can be accessed on the District web page or at the Board of Education.

REPORTS TO LAW ENFORCEMENT OFFICIALS

When they have reasonable belief that certain violations have taken place, principals are required by law to immediately report the violations to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to the law enforcement officials include:

- Assault resulting in serious physical injury or death
- Assault involving the use of a weapon

- Sexual offense
- Possession, distribution, or under the influence of alcohol or any illegal drug
- Robbery/burglary
- Arson
- Vandalism
- Possession or use of a weapon (see KRS.527.020 for legal definition)

In addition to violations of this Code, students may also be charged with criminal violations.

WEAPONS

Students are never allowed to bring a weapon/look alike weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons.

Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. (The Gun-Free Schools Act of 1994 and KRS 158.150)

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred on the school premises, on a school bus, or at a school-sponsored or sanctioned event.

THREATS RELATED TO SCHOOLS

A threat shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods in reference to staff, students, or buildings.

508.078 Terroristic threatening in the second degree.

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

(a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school

property or at a school sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
(b) Makes false statements by any means, including by electronic communication, for the purpose of:

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

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Terroristic threatening in the second degree is a Class D felony.

Tobacco, Alternative Nicotine, or Vapor Products

Students shall not be permitted to use or possess any tobacco products, alternative nicotine products, or vapor products as defined in KRS 438.305 on or in any 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.

Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

Students in possession or use of vaping products will be assigned to In School Suspension for the durations listed below:

Non-THC Products

1st Violation – 3 Day ISS assignment

2nd Violation – 5 Day ISS assignment

Further Violations - Possible suspension and alternative placement

THC Products

1st Violation – 5 Day ISS assignment, referral to Whitley County Reclaiming Futures, referral to law enforcement

2nd Violation – possible suspension, referral to Whitley County Reclaiming Futures, referral to law enforcement

Further Violations – Principal discretion, possible expulsion.

GRIEVANCES

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher
2. Principal
3. School Council
4. Superintendent
5. Board

Information on filing a formal complaint or grievance is available at the Central Office or in all principals' offices.

TRANSPORTATION

SAFETY INSTRUCTION (09.22)

All students shall receive annual instruction in school bus safety.

CONDUCT ON SCHOOL BUS (09.226)

Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations.
Instruction in bus conduct and safety shall be provided all transported students. Instruction shall include the following rules:

- Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
- Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.
- When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
- When pupils enter the bus, they shall proceed directly to their assigned seats.
- Pupils shall remain seated until the bus has come to a complete stop.

- Pupils shall not extend their arms, legs, or heads out the bus window.
- Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.
- Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
- Passengers shall not bring an object on the school bus that may block the bus aisles or exits.

AFTER SCHOOL BUS ROUTES

Extended School Services After-School Tutoring route drivers will deliver students to the location at which they are picked up on their regular routes.
After-School Activity route drivers, including detention, do not deliver students to the location at which are picked up on their regular routes. Students are delivered to the closest elementary school and other designated placed on the main road.

TRANSPORTATION PROCEDURES ON INCLEMENT WEATHER DAYS

There will be days when it is necessary to completely close school because of inclement weather conditions. Please have a plan in place for your child to stay with neighbors, relatives, or somewhere else in the event you cannot stay home. Under Plan B, our buses will travel only safe roads. There will be assigned pick-up and drop-off locations for Plan B. You may call Bus Garage Personnel for those pick-up and drop-off locations. Be prepared to get your child to the Plan B bus stop when we are operating under this plan. Be prepared for a time delay. When schools are operating under Plan B, schools may begin at the usual time or be on a time delay. A time delay could also be in effect when buses are running regular routes. Local media sources will always announce any changes in transportation.

In the event of early dismissal because of inclement weather, school buses will deliver students as close as possible (in judgment of school bus driver) to the home stop. Buses will not operate on roads that are unsafe.

On these emergency inclement weather days, appropriate notification shall be given to the news media and the district will notify parents with the districts phone messaging system. Parents are instructed to listen for the appropriate announcements so that they can anticipate this change in schedule.

The following procedures shall be followed in determining the closing of schools when snow or inclement weather prohibits the transporting of students on school buses.

The Superintendent, Transportation Director, and his staff shall determine the condition of roads in the school system.

The Superintendent or his designee shall make a determination regarding school closing and notify necessary media. Every attempt will be made to reach a determination by 6:00 A.M.

In the event of early dismissal because of inclement weather school buses will deliver students as close as practicable (in judgment of school bus driver) to their home stop. Buses will not operate on roads that are unsafe.

On these emergency inclement weather days, appropriate notification shall be given to the news media. Parents are instructed to listen for the appropriate announcements so that they can anticipate this change in schedule.

DISCIPLINE PROCEDURE PLAN FOR TRANSPORTATION

1. The following rules will apply:
   There shall be no animals, reptiles, glass containers, unnecessary noise, open and persistent defiance, vandalism, hanging out of windows (hands, arms, etc.), harassing (such as sticking, shoving, kicking, annoying), eating, drinking, use of tobacco products (smoking or smokeless), electronic cigarettes, fighting, profanity, obscenity, creating fire hazards (such as striking matches, smoke bombs, fireworks), disorderly boarding and unloading procedures (such as pushing, shoving, tripping, etc.), throwing objects at, on, or off the bus, blocking the center aisles, step-wells, emergency doors, entrance doors or any windows that would cause a hazard in case of a collision.

2. Bus Pass Procedure
   Students who plan to ride a bus other than their standard assigned bus or who plan to get off the bus at a different location must have a bus pass. A request must be submitted at the principal's office on the day of the planned ride. It must state in writing that the student has permission from their legal guardian to ride a different bus or get off at a different location, be signed by the legal guardian of the student, list the bus number if possible, and state a phone number where the legal guardian can be reached for verification of the note. NO BUS PASSES WILL BE GRANTED BY PHONE CALLS ALONE. THE PERMISSION MUST BE IN WRITING. The principal or his/her designee must sign the bus pass. This policy is to ensure the safety of your child.

3. Bus Regulations
   A. Should the conduct of a pupil on the bus endanger the lives or morals of other people and the offending pupil fails to cease such conduct when requested by the bus driver to do so, it shall be the duty of the driver to put the offender off the bus and report his action to the Principal immediately. This should be done only in extreme cases and as a last resort to protect the safety of the other pupils.
   B. Any complaints of drivers, pupils, or parents not specified in the above regulations shall be reported promptly to the Principal, Superintendent, or Transportation Director.
   C. The driver has the authority to assign a seat to any student for safe operations of the bus.

D. For those students with disabilities who receive transportation as a related service, designated as such on the IEP, the ARC will convene and determine if suspension/expulsion from riding the bus is appropriate.
E. Students receiving more than one Bus Incident Report with in a school year shall be handled in the following ways:

Grades K - 6
1st Report - warning or disciplinary action(s) chosen by Principal/Assistant Principal
2nd Report - parent conference or disciplinary action(s) chosen by Principal/Assistant Principal
3rd Report – after school detention, Saturday School (Grades 4-6), or the greater of 3 days off bus or disciplinary action(s) chosen by Principal/Assistant Principal
4th Report – after school detention, Saturday School (Grades 4-6), or the greater of 5 days off bus or disciplinary action(s) chosen by Principal/Assistant Principal
5th Report – after school detention, Saturday School (Grades 4-6), or 10 days off bus and referral to Superintendent or designee

Grades 7-12
1st Report – after school detention, Saturday School, or 3 days off bus or disciplinary option(s) chosen by Principal/Assistant Principal
2nd Report – after school detention, Saturday School, or the greater of 5 days off bus or disciplinary action(s) chosen by Principal/Assistant Principal
3rd Report – after school detention, Saturday School, or 10 days off bus and referral to Superintendent or designee

*Any violation may include Bus Suspension if necessary.

F. The student and parent shall be informed by telephone and in writing of the disciplinary action taken on the day the assignment is made. The Principal/Assistant Principal may request a parent conference. A mutually acceptable method of conferring may be agreed upon if a conference at school is not possible.
G. The Principal/Assistant Principal will complete an entry on a student discipline record in the office. Such records shall be maintained by the Principal/Assistant Principal and made accessible upon request to the student and/or parent in compliance with the Family Educational Rights and Privacy Act.
H. The Principal may suspend bus privileges for up to ten (10) days. The Principal and Transportation Director, with approval from the Superintendent, may withhold privileges up to the remainder of the school year.

SCHOOL BEHAVIOR VIOLATIONS

Behavior Violations	Disciplinary Options						
Indicates the disciplinary options available to handle a particular behavior violation. Options may be used individually or in combination.	In School Discipline (teacher/principal	In School Suspension	Detention	Suspension	Alternative Placement Recommendations (Middle and High School Only)	Referral to Legal Authorities	Expulsion Recommendation
Arson				♦	♦	♦	♦
Assault			♦	♦	♦	♦	♦
Assault or physical abuse of a staff member				♦	♦	♦	♦
Bomb threat				♦	♦	♦	♦
Dangerous instruments, possession or use			♦	♦	♦	♦	♦
Defiance of Authority	♦	♦	♦	♦	♦		
Disorderly Conduct				♦	♦	♦	
Disturbing Class/Disruptive Behavior	♦	♦	♦	♦			
Alcohol/Drug Violation, possession, use, sale		♦	♦	♦	♦	♦	♦
Failure to Attend Detention		♦	♦	♦			
False Fire Alarm	♦	♦	♦	♦		♦	
Fighting	♦	♦	♦	♦	♦	♦	
Forgery/cheating/false reporting	♦	♦	♦	♦			
Gambling	♦	♦	♦	♦			
Harassment/Discrimination	♦	♦	♦	♦	♦	♦	
Inappropriate Sexual Behavior	♦	♦	♦	♦			
Leaving or being on school grounds without permission	♦	♦	♦	♦			
Lunch Room Violation	♦	♦	♦	♦			
Personal telecommunications, possession of	♦	♦	♦				
Lying/Misrepresenting Facts	♦	♦	♦	♦			
Weapons/ look alike weapons, possession or use				♦	♦	♦	♦
Profanity/Vulgarity	♦	♦	♦	♦			
Repeated suspensions/repeated misbehaviors				♦	♦	♦	

Tardiness to class	♦	♦	♦	♦			
Skipping Class/Leaving School Grounds	♦	♦	♦	♦			
Theft	♦	♦	♦	♦		♦	
Threatening Behavior or Intimidation	♦	♦	♦	♦	♦	♦	♦
Tobacco Violation (Smoking & Chew, includes Electronic Cigarettes)	♦	♦	♦	♦			
Vandalism	♦	♦	♦	♦	♦	♦	♦
Vaping or Vape Product (possession or use)	♦	♦	♦	♦	♦	♦	

This is not an all-inclusive list of behavior violations. It only serves as a guide for students and parents to understand the disciplinary options.

VIOLATIONS OF ACCEPTABLE BEHAVIOR

Violations of acceptable behavior at school, on buses, at bus stops, on the way to and from school, and at school-sponsored activities are defined below. Behavior occurring off school grounds, at locations not listed above, that threatens the safety and well-being of students or staff and directly affects the school's ability to ensure a safe learning environment for all students is also a violation of the code of conduct. A consultation with the Superintendent is required prior to imposing any disciplinary sanctions for such behavior occurring off of school property.

1. **Arson** – Starting or attempting to start a fire in a school building. (KRS 513.010)
2. **Assault** – Physical attack of one person or a group of persons on another with the intent to injure. Physical sexual abuse of any kind is also considered assault. (KRS 568.010-030)
3. **Bomb threat** – Making a threat that a bomb has been placed in or is about to explode in a school building, on school grounds, in a school bus, at a bus stop, or at any school sponsored activity. House Bill 1 states that making a bomb threat is a felony under Kentucky law. (KRS 508.080)
4. **Disturbing class –** Disruptions as defined by written referrals from classroom teachers to the Principal.
5. **Dangerous instruments or fireworks, possession of –** Dangerous instruments include any instrument, article, or substance, readily capable of causing death or serious physical injury. Dangerous instruments shall include pocketknives and hunting knives of all types.
6. **Deadly weapons, possession of –** The possession of any weapon/look alike weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged; billyclub, 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.
7. **Defiance of authority –** Willful refusal by a student to follow reasonable directives of authorized school personnel or to accept disciplinary measures.
8. **Disorderly conduct –** In this class are placed all charges of committing a breach of the peace.
9. **Drug abuse violations – (09.423)** See KRS 514.030-KRS 020, KRSA218A.010.
10. **False fire alarm –** Sounding a school fire alarm or alerting the fire department or any school employee when there is no fire. (KRS 519.040)
11. **Fighting –** Students who willfully engage in the use of physical force.
12. **Forgery –** Falsely using the name of another person or falsifying documents or correspondence.
13. **Gambling –** Any game of chance for the express purpose of exchanging money or property.
14. **Harassment /discrimination** – Intimidation by threats of actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. (KRS 525.060)

15. **Profanity or vulgarity** – The use of words or gestures generally considered to be socially unacceptable.
16. **Liquor laws violation** – See KRS 514.030 – KRS 244.020.
17. **Inappropriate sexual behavior –** Inappropriate conduct defined by accepted social and legal standards.
18. **Theft –** Taking property belonging to the school or another person.
19. **Tobacco violation –** The use or possession of any tobacco products by students. Use of any tobacco product is prohibited in any building owned or operated by the Board. **(09.4232)** KRS 438.050. Public Law 103-227 Use or possession of tobacco or tobacco products in any form is prohibited during regular school hours. This includes electronic cigarettes. Regular school hours shall be defined as the six (6) hour day and any time which may be added to the six (6) hour day by the Principal or at any school related event, on or off campus. Prohibitions: All use of tobacco products or electronic cigarettes by students on school premises or on school buses is prohibited. Students shall not possess, smoke, or use tobacco products or electronic cigarettes in any school sponsored or endorsed activity while said student is a participant in such activity.
20. **Vandalism –** Unprovoked or willful destruction, defacing or marring of property located on school premises. Negligent – with restitution or Intentional – with restitution.
21. **Weapons** – KRS 527.020. The possession of any instrument, such fireworks, explosives, knives, clubs, guns, chains (capable of being used as a weapon), metal combs, razor blades, mace, and the like that can be used to inflict bodily injury to another person.

Harassment/Discrimination

Harassment/Discrimination is behavior based on race, color, national origin, age religion, 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. Harassment/discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

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

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

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

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

PROHIBITED CONDUCT

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

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

Bullying/Hazing

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

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.[1] This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

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

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

Bullying Defined

Bullying means 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:

1. That occurs on school premises, on school-sponsored transportation, or at a school sponsored event: or
2. That disrupts the educational process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the educational process.

Reporting Procedures

I. School employees, parents, or students report to principal any situation that could involve students being victims of felony offenses.
   i. Form 09.2211 AP.21

II. Within 48 hours, principal must investigate initial report.
   i. If violation is **thought** to have been a felony offense listed below, the incident must be reported to Law Enforcement (SRO).
      - First Degree Assault
      - Second Degree Assault
      - Third Degree Assault
      - Assault Under Extreme Emotional Disturbance
      - First Degree Wanton Endangerment
      - First Degree Terroristic Threatening
      - Second Degree Terroristic Threatening
      - First Degree Criminal Abuse
      - Second Degree Criminal Abuse

- First Degree Stalking
- Disarming a Police Officer

III. Principal must notify parents of both victim and perpetrator.
IV. Law Enforcement will conduct investigation.
V. If law or board violation occurred, school will report incident as part of Safe School data reporting.

No Pass/No Drive

Students who are fifteen (15) but less than eighteen (18) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

Academic and attendance deficiencies for students age fifteen (15) but less than eighteen (18) years old enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they accumulate nine (9) unexcused absences for the preceding semester. Suspension shall be considered unexcused absences.

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

Drug Abuse and Liquor Law Violations
(KRS 514.030-KRS 244.020)

Use of, in any manner or to any extent, sale of, or possession of, or under the influence of alcoholic beverages or other illegal or controlled substances prescribed by physicians is illegal and may result in violators being reported to legal and/or social authorities.

A. Use of, any manner or to any extent, sale of, possession of, or being under the influence of alcoholic beverages is prohibited. Alcoholic beverages include any beverage with alcoholic content. Possession includes items found in the locker assigned to the student, in vehicles, or any other place where deposited by the student.
B. Use of, in any manner or to any extent, sale of, possession of, or under the influence of drugs, illegal, controlled or dangerous substance or paraphernalia is prohibited. Illegal substances include glue, dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, and any other material that has a harmful or unnatural effect on the

person using them. Controlled prescribed substance for a student's current medication is not a violation of this offense.

C. Use of, in any manner or to any extent, sale of, possession of vanilla flavorings, vitamin, saccharin, caffeine or other pills or substances appearing or representing to be controlled or other drug substances such as "speed" or any other commonly used name to designate a controlled or other drug substance is prohibited.

Possession of a deadly weapon or dangerous instrument

Firearm/explosive device

In compliance with the Gun-Free School Act, for the purpose of this section, firearm/explosive device is defined as follows:

- Any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described above;
- Any firearm muffler of firearm silencer;
  1) Any explosive, incendiary, or poison gas:
  2) Bomb,
  3) Grenade,
  4) Rocket having a propellant charge of more than four ounces,
  5) Missile having an explosive or incendiary charge of more than one quarter ounce,
  6) Mine, or
  7) Similar device, look alike weapon.
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
- Any combination of parts either designed or intended for use in converting any device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Students who bring a firearm/explosive device onto school property or to a school activity shall be suspended from school for ten (10) days and the Superintendent shall report the incident to the Board for expulsion for a minimum of one (1) calendar year (365 days), unless the Board makes modifications on a case-by-case basis. The Superintendent shall determine whether the student or students involved have identified disabilities. Students without such disabilities shall be referred to the Board for an expulsion hearing. Cases concerning students with disabilities shall be reviewed by the appropriate Admissions and Release Committee (ARC) and determined on a case-by-case basis according to the law. Additionally, the Principal file a report with the local law enforcement.

Students may be subject to criminal prosecution for being in possession of deadly weapons or dangerous instruments on school property, whether openly displayed or concealed. (KRS Chapter 527.070)

Look-Alike Weapons and Drugs

Any toy or model weapon that looks enough like an authentic weapon to be reasonably mistaken for one may be considered a look-alike weapon. Any student who presents a look-alike weapon to a staff member or another student may be treated the same as if he/she used a real weapon, according to state and federal laws.

Any substance that can be reasonably mistaken for a controlled substance may be considered a look-alike drug. This includes nonalcoholic beer and wine. Any student who uses, distributes, or represents a look-alike drug as authentic may be treated the same as if were authentic, according to state and federal laws.

The school administration or Board of Education can review on a case by case basis according to the law.

Telecommunication Devices

Definition of Personal Telecommunications Device

A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device or a cellular telephone.[1]

Telecommunication device does not include any device a student is authorized to use pursuant to the Individuals with Disabilities Education Act, the Americans with Disabilities Act, or the Rehabilitation Act of 1973.

Possession and Use

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices and other related electronic devices. Students are prohibited from using a personal telecommunication device during instructional time, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher.

Students shall observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
    a. Poses a threat to academic integrity, such as cheating;
    b. Accesses social media unless authorized to do so by a teacher for an instructional purpose;
    c. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others

from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;

2. Is profane, indecent, or obscene;
3. Constitutes or promotes illegal activity or activity in violation of school rules; or
4. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

POSSESSION AND USE (CONTINUED)

5. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
6. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
7. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
8. Students shall not utilize 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 and Discipline.

NOTICE OF POLICY

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

REFERENCES:

[1]KRS 158.165
KRS 156.675
KRS 525.080
20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)
42 U.S. C. § 12101 Americans with Disabilities Act
29 U.S.C. § 701 Rehabilitation Act of 1973

RELATED POLICIES:

08.2323; 09.426; 09.436; 09.438

GRADES – SECONDARY 9-12

Our grading system is used to inform parents of student progress.

1. If a student is to be successful in schoolwork, considerable time should be devoted to home study.

2. A grade below "C" should be a matter of immediate inquiry.

3. Parents and students should become familiar with the meaning of grades as explained below.

"A" - 90-100 Excellent
(1) Exceeding expectations of instructor
(2) Contributions exceeding the assignment
(3) Positive benefit to the class

"B" – 80-89 Good
(1) Accurate and complete assignments
(2) Stimulating desirable achievements
(3) Proper and beneficial attitude

"C" – 70-79 Average
(1) Work in general of medium quality
(2) Work may be strong in one or more items but weak in others

"D" – 60-69 Poor
(1) Barely meeting assignments
(2) Work uncertain, not objectionable

"F" - 59 and below
This failing grade may be the result from any number of causes or combination of causes.

GRADES – ELEMENTARY K-8

Our grading system is used to inform parents of student progress. Promotion or retention of an elementary student is based upon the exit criteria for each grade. Evaluation of special education students will be determined by the objectives met in the individual education plan (IEP) for each student.

1. If a student is to be successful in schoolwork, considerable time should be devoted to home study.

2. A grade below "C" should be a matter of immediate inquiry.

3. Parents and students should become familiar with the meaning of grades as explained below.

"A" - 90-100 Excellent
(1) Exceeding expectations of instructor
(2) Contributions exceeding the assignment
(3) Positive benefit to the class

"B" – 80-89 Good
(1) Accurate and complete assignments
(2) Stimulating desirable achievements
(3) Proper and beneficial attitude

"C" – 70-79 Average
(1) Work in general of medium quality
(2) Work may be strong in one or more items but weak in others

"D" – 60-69 Poor
(1) Barely meeting assignments
(2) Work uncertain, not objectionable

"F" - 59 and below
This failing grade may be the result from any number of causes or combination of causes.

Recognition of Outstanding Seniors

Beginning with the graduating class of 2010, WCHS will no longer recognize a valedictorian and salutatorian. Rather, those students graduating with a weighted GPA above a 4.0 who have completed a pre-college curriculum will be recognized as graduating with Highest Honors. Those students graduating with a weighted GPA of at least a 3.9 but no more than a 4.0 who have completed the pre-college curriculum will be identified in the program as graduating with High Honors

POLICY FOR CO-CURRICULAR ACTIVITIES

1. Co-Curricular Policy
   The policy of co-curricular academic and social activities is that the school shall participate in as many activities as possible that will enhance the academic and social facets of a child's life. Students who participate must be enrolled in the Whitley County School District.
2. Community Service, Fine Arts, and Recreation
   The school will promote activities that provide opportunities for community service, fine arts skills, and recreational opportunities.

ATTENDANCE

Compulsory Attendance. All children in the district who have entered Kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

Per 704 KAR 5:060, and 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 a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159.010 and KRS 159.020.

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125. [1]

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

EXCUSED ABSENCES

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

1. Death or severe illness in the pupil's immediate family, which is defined as parent, step-parent, brother, sister, grandparent, aunt, uncle, and first cousin;
2. Illness of the pupil, including mental or behavioral health (The school nurse's affidavit of the student's illness will be accepted; otherwise, written verification from a medical professional may be required after the fifth and all subsequent days absence.);
3. Clinical appointments that cannot be scheduled outside of regular school hours (Written verification may be required.);
4. Religious holidays and practices;

5. One (1) day for attendance at the Kentucky State Fair;
6. One (1) day prior to departure of parent/guardian called to active military duty;
7. One (1) day upon the return of parent/guardian from active military duty;
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
10. Students participating in any of the page programs of the General Assembly;[2] or
11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

    Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

    Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

    Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

UNEXCUSED ABSENCES

All other absences shall be considered unexcused.

VERIFICATION REQUIRED

Written verification of all absences is required upon the student's return to school. Excessive absenteeism (6 or more unexcused absences) could result in the student's failing the class or classes for the year.

NOTES REQUIRED

All absence events and tardies will be considered unexcused until the appropriate documentation is provided to the school. These notes must be turned in within three (3) days after the absence or tardy. If the note or documentation is not received within three (3) days, the absence event/tardy will remain unexcused.

Parent Notes: A student returning to school after an absence must bring a note within three (3) days signed by his/her parents or guardian. Five (5) parent or guardian notes are accepted for excuse for each school year.

Health Care Provider Notes: A student who is absent due to illness and goes to the doctor shall within three (3) days of return to school present the health care provider's statement. The following information is required on the excuse statement:

- name of health care provider;
- date and time of appointment;
- date student can return to school;
- heath care provider's signature.

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

MAKEUP WORK

Students shall be allowed to complete make-up work for excused absences. Requesting make-up work is the responsibility of the student, who will be allowed an amount of time equal to the number of days absent to complete the assignment. Work may be made up for unexcused absences at the discretion of the Principal and the teacher(s) involved. Students having absences because of suspensions from school are allowed to do the following:

1. Turn in for credit any project or homework assigned before a suspension occurs but due during the time of suspension. The parent and student are responsible for turning in the assignment at the school office, and
2. Complete long-term projects assigned during the suspension but not due until a date after the suspension ends.

Work assigned and due during the suspension will not be accepted.

NOTIFICATION

Teachers shall keep accurate records of student attendance and shall notify the parent after the second absence and the Principal or the Principal's designee after the fifth absence.

After the fifth absence, the teacher shall notify the Principal or the Principal's designee, who shall notify the Director of Pupil Personnel to contact the parents regarding the student's absenteeism.

After being informed by the teacher of the student's sixth unexcused absence, the Director of Pupil Personnel shall issue a final notice to the parents and shall proceed to take court action against the parents.

ATTENDANCE APPEALS COMMITTEE

An Attendance Appeals Committee shall be available at each school to review all absences in excess of five (5) and to consider the case of any student who feels that he/she has extenuating circumstances.

The Attendance Appeals Committee shall be composed of the Director of Pupil Personnel or designee, the Principal or designee, and two (2) teachers. Appeals may be made by the student, the parent/guardian, or a faculty member and shall be made in writing on an attendance waiver request form and submitted to the Principal. The Attendance Appeals Committee will hear appeals only on absenteeism. Decisions shall include an examination of the reasons for the absences and past attendance records of individual students.

The Attendance Appeals Committee shall meet to consider the appeal within five (5) school days after the filing of the appeal request and shall inform the appellant of its decision within three (3) school days after the meeting. The Board shall affirm the decision of the Appeals Committee unless it is found to be clearly in conflict with the provisions for excused absences contained in this policy.

Persons wishing to appeal the decision of the Attendance Appeals Committee shall make a written appeal stating the reasons for requesting reconsideration to the Board of Education within five (5) school days of receipt of the Committee's decision. The Board's decision shall be final.

H. Early Dismissal from School - No student shall be dismissed early from school without permission from the Principal or his designee. Any student who leaves the school grounds without permission from the Principal shall be subject to appropriate disciplinary action, including assignment to detention hall or suspension.

I. Release of Students
   1) No student shall be dismissed early from school without written permission from the parent/guardian.
   2) If the student is to be picked up, the parent/guardian or parental designee shall report to the Principal's office. Anyone picking up a student must show proper identification to the Principal or his designee before leaving school with the child;
   3) Emancipated students may sign for their own dismissal.

   Exception: A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant or the person authorized by the Cabinet for Health and Family Services when the student is committed to the Cabinet by a court order. In such case, the student's parent shall be notified at the earliest opportunity except as otherwise provided by a court order or law.

CONTAGIOUS DISEASES AND PARASITES - HEAD LICE

The Principal, School Nurse, and Director of Pupil Personnel shall maintain and provide to

parents upon request, written information about any communicable diseases, head lice, treatment procedures, and sources of support for parents of indigent students.

The Student Advocate for the migrant program students will be contacted by the Principal to aid parents of migrant program students needing assistance. The Director of Pupil Personnel, or his designee, will insure that all volunteers assisting with head lice checks are trained in detecting head lice and nits (lice eggs). The list of trained volunteers shall be provided to the Superintendent and Board for approval.

On the first day of school each year, or on the initial date of enrollment, the volunteer helper or other Principal designee shall check all children for head lice and nits (lice eggs). Other head lice checks will be made at each school at the Principal's discretion.

If a student is determined to have head lice, a parent or an authorized school staff person will take the child home. If the parent cannot be contacted, the student is to be separated from other students sufficiently as judged by the Principal or designee to prevent any spreading of the head lice.

Though the student is separated, instructional assignments are to be provided. Sensitivity to the student's feelings is to be understood and considered by all staff members.

If nits are found on a student, the student may be excused for an absence of no more than one calendar day. The student and parents are to be encouraged that if the problem can be rectified before the following day, the student can be brought back to school by the parent to ascertain that proper treatment has been provided and the nits have been removed. The student cannot return to school until all nits have been removed. Exceptions may be made by the Principal due to problems in scheduling a doctor's appointment and/or in the case of parents' making appropriate efforts to eliminate the problem, but upon inspection discovered that a few nits were missed.

If the student returns after one day of excused absence and nits are still present, the student may be suspended for willful disobedience for the following days as an unexcused absence. The student may be suspended each day thereafter as long as nits are present on the student. After the third successive unexcused absence, the student becomes a truant from school and due process proceedings for truancy may be filed.

STUDENT SUPPORT SERVICES

Adolescent Health Clinics

The Adolescent Health Clinics in the Whitley County Schools are provided and only operated when funding is available. The services provided to the students include: Preventive health, education and counseling, limited diagnosis and treatment services, referral to the appropriate health or community agency, and follow-up services.

All pupils shall undergo preventative health care examinations as required by Kentucky Administrative Regulation. The Board shall adopt a program for continuous health

supervision for all pupils, including screening tests related to growth and development, vision, hearing, and scoliosis. **(09.21)**

Distribution of Medication

Non-Prescription medication (over-the-counter) may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file (**9.2241 AP.21**). The medication should be in the original unopened container, dated upon receipt and given no more than three (3) consecutive days without an order from the physician/health care provider. OTC medication shall not be administered beyond its expiration date.

Prescription medications are medicines that require a written prescription from a health care provider. In order for a student to be given a prescription medicine at school, the student's health care provider and the parent/guardian must sign the permission form. No prescription medications will be accepted at school without the permission form being filled out and signed by the health care provider and parent/guardian (**9.2241 AP.21**). This includes Epipens, Diastat Rectal Gel, Glucagon, and Inhalers. All medicine and permission forms should be delivered to the school by the parent/guardian. The medicine must be in the original container with the pharmacy label.

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an injectable epinephrine device in all school environments. The injectable epinephrine device shall be provided by the student's parent/guardian, and a written individual health plan shall be in place for the student.

The school will provide proper storage and training of personnel responsible for administering the medication. **(09.2241AP.1)**

Alternative Placement

Whitley County offers an Alternative Education Program is for those students who are not succeeding in the regular classroom environment, thus providing increased services to our middle and high school students.

Family Resource Youth Service Centers

The purpose of Family Resource and Youth Service Centers is to promote the flow of resources and support to families in ways which strengthen the functioning and enhance the growth and development of the individual members and the family unit. We ensure that families have access to and are connected with appropriate community resources and receive from those resources the help they need, to promote young people's progress toward capable and productive adulthood by assisting them in recognizing their individual and family strengths and in addressing problems that block their success in school.

Gifted/Talented

Regulation on Gifted Education: 704 KAR 3:285 requires that each district adopt policies and procedures which provide for identification of the strengths, gifted behaviors and talents of students in grades K-12, processing demonstrated or potential ability in one or more of the following areas: general intellectual aptitude, specific academic aptitude, creative or divergent thinking, psychosocial or leadership skills, or visual and/or performing arts. The regulation also requires that districts provide multiple service options to meet the needs of student identified as gifted/talented. A Gifted and Talented Education Handbook was created to guide teachers and administrators in the identification and service of gifted/talented students. It also communicates procedures and processes involved in Whitley County Schools' gifted education services. This document is available for referencing in each school.

Home or Hospital Instruction

Home or hospital instruction will be made available to Whitley County students if the condition of the child or youth prevents or renders inadvisable attendance at school as verified by a signed medical statement in accordance with KRS 159.030(2). Local Directors of Pupil Personnel and a home or hospital teacher, in conjunction with local health personnel, shall review each medical statement and other information as available to confirm or reject the need for home or hospital instruction.

Referral and placement procedures will be followed for extended placement for children or youth on home or hospital instruction. Extended placement is for six months or longer. Any child or youth that is exempted from school attendance because of physical or mental conditions more than six months shall have two signed medical statements. Such exemptions shall be reviewed annually with a plan and time line developed for returning the child or youth to school or documentation maintained verifying why such a consideration is not feasible.
Relates to: KRS 159.030 Statutory Authority: KRS 156.070, 156.160, 157.229

JROTC

The Junior Reserve Officers Training program at the Whitley County High School provides an academic course to young men and women in the area of leadership. The knowledge acquired in the JROTC program will prepare young men and women to better assume a leadership role in any position they accept in life.

McKinney-Vento Education for Homeless Children and Youth

The McKinney-Vento program is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school. Under this program, schools must ensure that each homeless child and youth has equal access to the same free and appropriate education as other children and youth and are provided with services to enable them to meet the district's challenging academic expectations to which all students are held.

Preschool

Preschool education is available to all four (4) year old children and to eligible three (3) year old children with identified developmental delays and disabilities. Our preschool is an all day, five (5) day a week program which focuses on the physical, cognitive, social and emotional development of the child. Our researched based curriculum, *Building Language for Literacy,* provides rich activities that are developmentally appropriate and concentrate on skill development in these areas.
Whitley County School District's Preschool philosophy is based on a comprehensive broad based definition of student initiated learning that includes three major components: protection (health and safety), building relationships (social emotional development, independence, discipline and interaction), stimulation through hands on activities (nature/science, language, math, art, gross and fine motor activities).
Building Language for Literacy is aligned with the Kentucky Early Childhood Standards as well as the assessment tool, Teaching Strategies Gold. This assessment is an observational tool to obtain information about each child's developmental strengths, needs and interests. Through Progress Reports, the developmental information is shared with the parents three (3) times a year.

Transportation
Reference: 704 KAR 3:410 and 702 KAR
Related Policies: 06.2, 6.32

Safety: Fire and Disaster Plans
Reference: 704 KAR 3:410
Related Policies: 05.4, 5.41, 5.411, 5.42, 5.43, 5.47, 5.48

Health: accident records, medical emergency plans, first aid, dispensing of medication and reporting child abuse and neglect
Reference: 704 KAR 3:410
Related Policies: 09.21, 09.224, 09.2241, 09.2211

Ratio and Staffing
Reference: 704 KAR 3:140
Related Policy: 08.1114

Parent participation in the classroom
Reference: 704 KAR 3:410
Related Policy: 10.5

Primary Program

Students progress through the primary school program at their own rate without comparison to the rates of others or without consideration of the number of years in school. Retention and

promotion within the primary school program are not compatible with continuous progress. Promotion from the primary program shall be in compliance with applicable administrative regulations and shall be based on established exit criteria. The primary progress report will indicate a child's progress toward mastery of Kentucky's learning goals and academic expectations. The progress report will include a combination of letter grades and narrative comments to indicate what the child can do, what has been accomplished, and any concerns of the teacher.

Eligibility for successful completion of the primary program will be determined by the individual child's achievements toward meeting Kentucky's six learning goals. Progress of the child will include teacher observations and anecdotal records, student products or performances, and evidence of student self-reflection or assessment. Students enrolled in the primary school program shall progress through the curriculum at their individual learning rates.
The development of the student exiting the primary program shall be consistent with the performance expectations that would support student success in the fourth grade. Conferences with parents discussing continuation of students in the primary program or early completion of the primary program will take place at least 30 days before such decision takes place.

The Colonel Academy

This voluntary program allows flexible scheduling while creating a non-traditional setting for students who may benefit from independent credit achievement. This program will address individual educational needs and foster academic success for those students not on track to graduate with their entering freshman class or students who have barriers to traditional education methods. The Colonel Academy is designed for students 7-12. For information, please contact a high school counselor or Jason Chappell at the Whitley County Alternative School. Students that attend the Colonel Academy are not eligible to participate in extra-curricular activities including prom, dances, clubs, graduation, and athletics.

School Nutrition Services

www.whitley.kyschools.us/Pages/Nutrition.Web/Nutrition/School_Nutrition.html

Whitley County Schools participate in the National School Breakfast and Lunch Programs and in the Child and Adult Food Care Program.

The Whitley County Board has approved that the schools may participate in the Community Eligibility Provision which allows School Nutrition to provide Lunch and Breakfast at no cost for all students enrolled in the Whitley County School System. The child must be located at their enrolled site or with an approved field trip group to receive the benefit.

Each household will still need to fill out a Household Income Form (HIF) and turn it into their school or the Whitley County Board of Education. These forms allow us to provide other district resources that utilize income information to allow free or discounted fees.

Online payments are accepted for extras. Please go to the School Nutrition Web Page to sign up to view your student's meal account or to make an online payment.

A la carte items may not be charged. Adults will not be permitted to charge meals.

Special Education

Specially designed instruction for students with disabilities is made available to students ages 3 to 21. All children and youth with disabilities are provided a free and appropriate public education in the least restrictive environment. This instruction is at no cost to parents. Specially designed instruction in the Whitley County School System promotes a partnership between parents and educators to provide an appropriate, individualized program for all children with a disability. For information on Destruction of Special Education Records see Section 16 in General Information.

Section 504

The Rehabilitation Act of 1973, commonly referred to as "Section 504" is a non-discrimination statute by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that individuals with disabilities have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating.

Any student with a current physical, mental, or psychological condition may qualify for Section 504 accommodations in the instructional program and/or regular classroom environment. The accommodations would be determined to specifically meet the student's individual needs. The services will be provided in the least restrictive environment and in barrier-free facilities comparable to those provided for non-disabled students.

Title I

Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) provides local school districts with extra resources to help improve instruction in high-poverty schools and ensure that poor and minority children have the same opportunity as other children to meet challenging state academic standards. The *No Child Left Behind* Act of 2001 reauthorizes the ESEA and incorporates nearly all of the major reforms proposed by President George W. Bush's *No Child Left Behind* framework for education reform, particularly in the areas of assessment, accountability, and school improvement.

The new law requires states to develop standards in reading and math and assessments linked to those standards for all students in grades 3 – 8. Schools must use Title I funds for activities

that scientifically based research suggests will be most effective in help all students meet these state standards.
States must also develop annual yearly progress (AYP) objectives that will result in all students achieving proficiency in reading and math within twelve years. Biennial state participation in the state-level version of the National Assessment of Educational Progress will provide benchmarks for ensuring the rigor of state standards and assessments.

The changes in the law mean new roles for districts, principals, teachers, and parents. District administrators implement school improvement by helping schools develop programs and by supporting professional development. Principals work with teachers to determine the most effective Title I services for their schools; teachers work to expand and update their skills through high-quality professional development. Partnership compacts between parents and school spell out shared goals, expectations, and responsibilities.

Every Title I school must use resources to help students meet state performance standards for all children; use effective means of improving student achievement; use instructional strategies that provide an accelerated, high-quality curriculum; provide instruction by highly qualified staff; provide opportunities for professional development; and provide strategies to increase parental involvement.

NOTIFICATION OF RIGHT TO REQUEST TEACHER QUALIFICATIONS

Parents' Right to Know and Testing Transparency

The educators in Whitley County schools are committed to providing a quality instructional program for your child. This notice is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I programs as a part of *the No Child Left Behind Act* (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;

2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;

3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and

4. Whether your child is provided services by paraeducators, and if so, their qualifications.

Parents may request information regarding student participation in any assessments mandated by ESSA 1111(b)(2) and by the State or LEA. Information may include:

- The subject matter assessed;
- The purpose for which the assessment is designed and used;
- The source of the requirement for the assessment; and
- Where such information is available:
  - The amount of time students will spend taking the assessment, and
  - The schedule for the assessment; and
  - The time and format for disseminating results.

If you would like to request this information, please contact Susan Brashear by phone at 549-7000 X 2026 or by email at susan.brashear@whitley.kyschools.us. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

TITLE I COMPLAINT PROCEDURES
WHITLEY COUNTY SCHOOLS

NCLB requires that there exist a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A in the administration of the program.

Every effort will be made to resolve issues and to answer inquires at the most direct and immediate level. This resolution is facilitated through regular contact between district staff and participating school representatives. If an issue cannot be satisfactorily resolved in this manner, a formal complaint procedure may be implemented.

All formal complaints should be in writing and addressed to:

Susan Brashear, Title I Director
300 Main Street
Williamsburg KY 40769

The written complaint must contain the following:

- The name of the complainant and contact information

- The nature of the complaint (the specific violation of the administration of the Title I, Part A program)

A response to the formal complaint will be issued within thirty working upon its receipt. After the complainant has received the response, he/she has thirty days to then appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with (704 KAR 3:365

Title II - Dwight D. Eisenhower Professional Development Program

Eisenhower funds must be used exclusively for professional development activities in the core academic areas of mathematics and science. Materials, equipment, supplies, and services may be purchased with these funds if they are essential to and are to be used for and during professional development activities in mathematics and science.

Title III - Language Instruction for Limited English Proficient and Immigrant Students

Students with limited English proficiency (LEP) come with diverse histories, traditions and varied educational experiences. The term 'limited English proficient' has been defined in Title IX of the No Child Left Behind Act under the General Provisions Part A, Section 9101. The Whitley County School District strives to provide the most appropriate learning opportunities for English Language Learners (ELL) while accommodating for their special needs in the classroom. Our teachers create an effective learning environment for LEP/ELL students with a classroom atmosphere that promotes the rapid integration of newly arrived students into the life of the school. This environment is non-threatening and has a good understanding of the culture and background of the new student. Our district plan is to ensure and help develop programs and resources that will reduce or eliminate language barriers so that all students can learn equally.

Title IV

Title IV, Safe and Drug Free School Program, provides tobacco, drug and alcohol, as well as violence prevention programming in the Whitley County School District. This includes research-based curriculums and resources in alcohol and drug education, safety, violence prevention, character education, life skills, and conflict resolution. Related programs consist of staff training, crisis management, classroom instruction, parent workshops, counseling referrals and behavior management consultations.

Title V

Title V is designed to encourage the initiation of innovative educational programs in public and private, nonprofit schools. The hallmark of the Title V program is the flexibility it gives our district to be creative and innovative in developing programs geared specifically to meet the needs of our students.

Title VI

Title VI is designed to encourage the initiation of innovative educational programs in public and private, nonprofit schools. The hallmark of the Title VI program is the flexibility it gives our district to be creative and innovative in developing programs geared specifically to meet the needs of our students.

Title IX

Title IX is the portion of the Education Amendments of 1972 that prohibits gender discrimination in educational institutions that receive federal funds. Title IX states that 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 educational program or extracurricular activity. All schools must provide equitable access to their educational and extra-curricular opportunities and activities for admitted students.

Coaching Requirements

Coaching requirements are covered in Bylaw 27 (http://www.khsaa.org/handbook/bylaws/bylaw27.pdf) of the KHSAA handbook and include; CPR training, Medical Symposium attendance, Rules clinic attendance, and Coaches Education course work. There is a checklist in Appendix A that each coach should turn in to the Athletic office prior to the beginning of your season. Each coach that has a booster club that sponsors their sport must complete the Athletic Booster Club Agreement Contract and submit an expenditure report quarterly to the Athletic Director. WCHS coaches and booster treasurers will follow KHSAA policies and procedures.

Booster's Groups

It is clearly recognized that the best athletic programs in public schools in the United States have very active booster's groups supporting their athletic teams. We encourage every team to try and organize parental support to help provide the best athletic experience possible.

Whitley County School Guidelines for the formation of any booster's group supporting any school sanctioned athletic team include:

- Provide Financial Report (All expenditures and receipts – July 1 to June 30 Each booster will be required to send a quarterly report to the Athletic Director in order to ensure equity in spending between male and female sports.
- Provide listing of officers (on a booster club application – renewed annually).
- Provide updated by-laws
- Provide an estimated budget
- Follow proper procedures in conducting fund raisers.

Athletic Awards

All teams are expected to have Senior Night at the last home game and an awards ceremony to close each season. A service bar will be given to all athletes who letter.

An athlete must complete the season in order to receive any award (excepting a season ending injury.) All issued equipment must be returned and all athletes are expected to

attend their respective awards programs. All awards are displayed in the trophy case in the front lobby of the gymnasium. The Athletic Director will monitor the granting of awards to ensure equity is maintained. Any senior applying for a scholarship will be considered and equity will be monitoring in the issuing of scholarships.

Banners

All teams (male and female) sell sponsorships to local businesses. Once the teams receive a sponsorship banners will made with the business logo printed on the banner. These banners are hung in the gymnasium during basketball and volleyball season, on the fence during baseball, softball and football season. Track banners are hung on the fence at the track field. Wrestling and golf banners are hung in the front foyer of the high school.

Each sport that receives a district, regional or state recognition will receive a banner listing all members' names and coaches. These banners are hung in the appropriate playing facility for each sport. Banners will be hung in the lobby of the gym that names are added to yearly that are holding athletic sports records for male and female sports.

Photographs

Team's pictures of all sports (male/female) are displayed in the trophy case in the front lobby of the gymnasium and in the sports programs that are available during each season. Each team's picture is in our Whitley County District Ed Newspaper, Whitley Republic and Times Tribune Newspaper. During the year local newspapers will publish various action shots, teams and individual accomplishments of sports male and female

Vocational Education

A full range of vocational programs in business and office education, agriculture, home economics, marketing, trade, and industry enable students to go directly into the work force after graduation from high school.

Volunteer Program – PAVE – *Parents as Volunteer Educators*:

PAVE was established through Title I in 1991. All volunteers are "unpaid" and are required to complete PAVE forms, including an application and records check form to become "approved" volunteers. Volunteers are requested to sign in and out when participating in our schools or during school related activities. Schools or the Site-Based Decision-Making Councils regulate the volunteer program at their respective schools. Volunteer opportunities include field trip monitors, classroom/staff assistants, bulletin board designers, as well as janitorial, food service, clerical, instructional, and sports assistants. The PAVE program helps to maintain an organized volunteer program to ensure that our schools are safe and orderly.

Use of Alcohol, Drugs, and Other Prohibited Substances

Purpose of Alcohol and Drug Policy and Drug Testing Program

In this day and time, alcohol and drugs have grown to major proportions in our society and the school setting is not exempt. The use of alcohol and other drugs seriously impairs the health, safety, education and future success of students engaged in their use, and could also affect other students' learning and safety; therefore, the Board is committed to create, maintain and promote a drug-free environment in all of our schools. We also want to enable our students to understand the pitfalls of alcohol/drug usage, and to benefit from the rehabilitation if they should get involved with drugs.

General Alcohol, Drug, and Other Prohibited Substances Policy Statement

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
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.

Substance Abuse Prevention Committee

A Substance Abuse Prevention Committee has been established and has the overall responsibility for implementing this policy and for doing annual reviews of its effectiveness. The Committee may consist of the school Principals, Head Coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, School Health Coordinator, Counselor, Superintendent, Board Members and parents.

Definitions

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 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 that are used or intended for use for an abusive and/or intoxicating purpose.

Prescription Drugs and Over-the-Counter (OTC) Drugs

An authorized use of a prescription or over-the-counter (OTC) drug when administered in proper dosage shall not be considered in violation of this policy or state law, unless the student is

attempting to distribute or sell that drug. If a student is required to take a prescription drug or an over-the-counter drug during the school day, the parent or student should deliver that drug in the original bottle or packaging to the school nurse (or other designated person), who will administer the drug to the student provided the parent has provided a permission form to do so. (See Student Policy 09.2241 and Procedure 09.2241 AP.1)

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

REPORTING

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.

COMPONENTS OF ALCOHOL/DRUG POLICY

The District's drug and alcohol policy consists of two (2) components: 1) Drug Testing, and 2) Sanctions/Penalties for Violations of the Policy. A description of each component is provided below.

COMPONENT 1A – DRUG TESTING: ATHLETES, DRIVERS, & OTHER EXTRACURRICULAR ACTIVITIES

To deter the unlawful use of alcohol and drugs, and to monitor compliance with this policy, all 7th through 12th grade students participating in sports, cheerleading, or other competitive, extracurricular activities are required to participate in random drug testing during the semester of the activity (This includes elementary athletes participating in middle or high school extracurricular activities). There will be multiple waves of random drug testing for each extracurricular activity, which could result in a student being tested more than once, or not at all. Student drivers and driver education students at the high school will also be subject to random drug testing during the semester of their activity. In addition, all of these categories of students will be subject to drug testing any time there is reasonable suspicion that a student has violated this policy, student discipline code, or handbook as relates to being under the influence of drugs or controlled substances. Students asked to take a drug test and refusing to do so shall be treated as if he/she had received a positive test result.

Before a student is approved for any of these activities, the student and his/her parents must sign a consent form acknowledging that they have read, understand, and agree to be bound by the terms and conditions of this policy and the accompanying procedures. For convenience of students and their parents, a copy of this policy and the procedure shall be included in the Student Agenda/Handbook in a summary form and in its entirety on the Board website.

COMPONENT 1A – DRUG TESTING: ATHLETES, DRIVERS, & EXTRACURRICULAR ACTIVITIES (CONTINUED)

The testing will include the gathering and analysis of urine specimen. The procedure for collection and testing will adhere to DOT federal procedures for drug testing and more specifically as provided in this policy and corresponding procedure, which includes using a certified lab for

confirmation of results to ensure the integrity of the process. (See Procedure 09.423 AP. 1 for more details.)

COMPONENT 1B – DRUG TESTING: REASONABLE SUSPICION (STUDENTS DISPLAYING TYPICAL DRUG USE SYMPTOMS)

To further deter the potential use of drugs by any student, if at any time while at school or on school property, a student demonstrates several of the symptoms that are typically associated with drug use, the Principal/designee shall contact the parent/legal guardian and request a consent signature to administer a reasonable suspicion drug test.

Symptoms that are typically displayed by a person using a drug include, but are not limited to:

Inability to stay awake	Red & bloodshot eyes	Strange odor in clothes
Not attentive	Difficulty in remembering	In a dazed state
Uncaring attitude	Defiant of authority	Inability to get along with peers

A student who refuses to submit to a reasonable suspicion drug test may be subject to disciplinary action for defiance of authority or insubordination in addition to such other disciplinary action for drug use and/or possession that the particular circumstances may warrant.

COMPONENT 2 – SANCTIONS/PENALTIES FOR A POSITIVE DRUG TEST

The sanctions listed below shall be the same for all categories of random drug tests, i.e. athletes, drivers, and/or extracurricular.

First Violation

- Two to four (2-4) weeks or two to four (2-4) games, as determined by the collaboration team, suspension from participation in and attendance of any/all extracurricular activities/events (except student athletes must continue to participate in team practices)
- Twelve (12) weeks of drug counseling/training*, and/or other available intervention program approved by the Superintendent
- See "Additional Sanction Details" section (below)

Second Violation

- Four to six (4-6) weeks and/or four to six (4-6) games, as determined by the collaboration team, suspension from participation in and attendance of any/all extracurricular activities/events.
- Drug counseling/training*, and/or other available intervention programs approved by the Superintendent.
- If the student voluntarily enrolls in the Whitley County Juvenile Diversion Drug Court program, the suspension and drug counseling requirement would not be imposed.
- See "Additional Sanction Details" section (below).

COMPONENT 2 – SANCTIONS/PENALTIES FOR A POSITIVE DRUG TEST (CONTINUED)

Third Violation

(Applies to students that did not previously enroll in Whitley County Juvenile Diversion Drug Court program).

Suspension from participation in and attendance of any/all extracurricular activities/events (including driving) for the remainder of student's enrollment in the school or until proven that the

student has completed all recommendations and approval has been given by the school appointed authorities.

It will be recommended that the student seek in-patient therapy/counseling at an outside professional facility.

***ADDITIONAL SANCTION DETAILS**

Consequences for positive tests under the random drug testing program are primarily focused on prevention, and/or early detection and intervention/rehabilitation. They are not designed, nor intended to be used, as a source of information for law enforcement agencies, or for the prosecution of a student. Therefore, students with positive drug tests receive sanctions as outlined above.

All suspensions will begin the date that the positive results are received. If necessary, the suspension will carry over to the following school year. Actual length of time that a student will be required to participate in counseling and other forms of intervention will be determined by student's response to intervention and counselor's recommendation. Before a student can be reinstated, he/she must demonstrate responsible actions, respond favorably to counseling, and receive a negative test result on another drug test, which will be conducted at the end of the sanction period. A positive result on this retest will be treated as another violation. Once a student has been reinstated the student's participation in another activity will not be restricted because of the previous violation. A suspended student may try out for a 2nd sport activity understanding that he/she will be retested and must receive a negative result. If he/she successfully qualifies for the 2nd sport team, any unexpired portion of the previous suspension must be served prior to actual participation in the 2nd sport activity.

CONFIDENTIALITY

Administrators shall not use information obtained in drug testing for any purpose other than those described in this policy. A student's test results will be released only to the Principal, District Drug Coordinator, Drug Counselor, athletic coach or extracurricular sponsor/teacher, and the students' parent(s). The test results will not be released to any other person unless there is written authorization by the student and/or the students' parent or unless it is required by a subpoena or other court order.

REFERENCES:

KRS 158.150; KRS 158.154; KRS 158.155
KRS 160.290; KRS 161.180; KRS 217.900; KRS 218A.020; KRS 218A.1430
OAG 82-633; OAG 93-32
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 Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002).
Improving America's Schools Act of 1994 (IASA), Title IV: Safe and Drug-Free Schools and Communities

RELATED POLICY:

09.2241 Adopted/Amended: 07/12/2012

Access to Electronic Media

(Acceptable/Responsible Use Policy)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking' and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

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

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

PERMISSION/AGREEMENT FORM

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving District technological resources. Or if appliable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

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

EMPLOYEE USE

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

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

In accordance with KRS 160.145, the Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.

EMPLOYEE USE (CONTINUED)

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

Networking, communication systems, and other options offering the ability to communicate directly with students may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities in accordance with Policy 08.2324.

Students may only be invited or granted access to Board approved traceable electronic communications systems, including social media platforms and other digital communication sites, if the District has verified that the system meets acceptable data privacy standards and includes appropriate protections for student information. Furthermore, the students must meet the platform's minimum age requirements before being granted access or invited to access.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends.

EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS FOR TECHNOLOGY USE

All employees and volunteers are subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or any other applicable statutory, regulatory or policy provisions governing employee conduct. This includes, but is not limited to, unauthorized electronic communications.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and the confidentiality of student information. Any conduct in violation of this Code – particularly involving technology or online resources - must be reported to the Education Professional Standards Board (EPSB) as required by law and may result in disciplinary action up to and including termination.

REPORTING PROCEDURES – POLICY 08.2324

A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the appropriate authority:

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

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

Digital Citizenship and Responsible Use

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship: Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security & Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

Disregard of Rules

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

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

Responsibility for Damages

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

Responding to Concerns

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

EMERGING TECHNOLOGIES

The District shall establish and maintain procedures that address the safe, secure and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI-enhanced or generative AI features. These procedures shall be reviewed and updated regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices. Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible use of these emerging technologies, including appropriate and inappropriate uses of AI (e.g., for inspiration vs. cheating, plagiarism).

AUDIT OF USE

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

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing social media (unless authorized by a teacher for instructional purposes) and sexually explicit materials. The process shall include, but not be limited to:

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

KRS 156.675; KRS 160.145; KRS 365.732; KRS 365.734
701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520
Kentucky Education Technology System (KETS)
47 C.F.R. 54.516
15-ORD-190

RELATED POLICIES:

03.13214/03.23214
03.1325/03.2325
03.17/03.27
08.1353; 08.2322;
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261

CURRICULUM AND INSTRUCTION 08.2323 AP.21

Electronic Access/User Agreement Form

Upon signature of this form, the user will be given a username and password to access the network and Internet, and will be held accountable for all activity under that username. Staff and students in grades K-12 will be given an email account as well as access to other electronic services.

By signing this form, you hereby accept and agree that your rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures.

Users also understand that the e-mail address provided can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model.

Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before using online services, you must accept the service agreement and, in certain cases, obtain parental consent

As a user of the Whitley County School System communication network, I hereby agree to comply with the District's Acceptable Use Policy (full policy available online) and communicate over the network in a reliable fashion while honoring all relevant laws and restrictions.

Printed Name _____

User Signature: _____ Date _____

If the user is a minor, a parent/guardian signature is required.

As a parent/legal guardian of the minor listed above, I grant permission for my son/daughter to access the Whitley County School System communication network. I understand that users are to abide by the regulations and guidelines in the Acceptable Use Policy and that individuals and families may be held liable for violations. I accept responsibility for guidance of setting and conveying standards for my son/daughter to follow when selecting, sharing, or exploring information and media.

Parent /guardian Signature _____Date _____

I have received a copy of the Whitley County School District Code of Acceptable Behavior and Discipline for the 2025-26 school year.

I have read the code and agree to abide by its content.

_____ _____
Parent Signature ***Date***

_____ _____
Student Signature ***Date***

Date form received by School _____

****Please print this form and return to school.***