

**2025-2026**

# **Code of Acceptable Behavior and Discipline**



**"We set high expectations and work together to help all students succeed"**

# A NOTE TO FAMILIES



## **A Message from the Superintendent**

Welcome to Taylor County Schools!

It is with great pride and excitement that I welcome you to a new school year full of promise, opportunity, and purpose. At Taylor County Schools, we set high expectations and work together to help all students succeed. We are committed to nurturing each student's potential through meaningful learning experiences, impactful relationships, and a shared vision of excellence.

Our foundation is built on four pillars of greatness: **Academics, Agriculture, Arts and Music, and Athletics**. These pillars help guide everything we do and ensure we are providing opportunities for all students. We challenge our students to become the best version of themselves based on their own personal interests.

As we begin the 2025-2026 school year, our priority is to create a safe, supportive, and engaging environment where every student can succeed. We are incredibly proud of the work happening across our district, from innovative teaching, to state-of-the-art facilities, to endless activities for students, and we invite you to be a part of it.

Thank you for your continued support of our schools, teachers, staff, and most importantly, our students. Let's make this year one of growth and achievement.

## **Expect Greatness.**

Sincerely,  
Robert Braden  
Superintendent, Taylor County Schools

# Taylor County Pillars

At Taylor County Schools, we are committed to empowering every student through a foundation built on Academics, Agriculture, Arts and Music, and Athletics. These four pillars of greatness are woven into every opportunity we provide, challenging minds, growing leaders, inspiring creativity, and building champions. Whether in the classroom, on the field, or on the stage, our students rise to every challenge with purpose and pride.

#TCPRIDE | #EXPECTGREATNESS

**ACADEMICS.**  
**AGRICULTURE.**  
**ARTS & MUSIC.**  
**ATHLETICS.**

**TAYLOR COUNTY SCHOOLS**  
1209 East Broadway  
Campbellsville, KY 42718

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# PARTICIPANT RIGHTS

## **STUDENT RIGHTS**

Students have the right:

- To an appropriate public education that maintains high educational standards and meets the needs of individual students needs;
- To receive notification of information regarding regulations and policies that pertain to their public school experiences;
- To reasonable physical protection and safety of their personal property and belongings;
- To consultation with teachers, counselors, administrators, and other school personnel when reasonable;
- To free student elections for organizations within the school or their counterparts within the state/nation;
- To candidacy and to hold office in school organizations with the school or their counterparts within the state/nation;
- To examine their school records (students under the age of 18 are required to obtain parental/guardian approval for this examination);
- To have parents/guardians or their authorized representatives examine their school records;
- To be involved in school activities without being subject to any form of discrimination based on race, color, national origin, age, religion, sex, or disability;
- To participate in school activities that require competition on an equal basis;
- To receive respect from other students and school personnel, and
- To present complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances.

## **TEACHER RIGHTS**

Teachers have the right:

- To expect the support of their fellow teachers and administrators;
- To work in a positive school climate with minimal disruptions;
- To expect all student assignments to be completed as requested;
- To discuss the removal and temporarily transfer responsibility for any student whose behavior significantly and continuously disrupts the learning environment;
- To be safe from physical harm;
- To be free from verbal abuse and character defamation;
- To provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel, and
- To take necessary action in emergencies concerning protecting persons or property.

## **PARENT/GUARDIAN RIGHTS**

Parents/Guardians have the right:

- To send their student to a school with a positive educational climate while being provided equal opportunity in all programs and activities;
- To be safe from physical harm while on campus;
- To expect all disruptive behavior to be dealt with fairly, firmly, and quickly;
- To enroll their student in regularly scheduled classes with minimal interruptions;
- To expect their school to maintain high academic and accreditation standards;
- To examine their student's personal school records upon reasonable notice;
- To address grievances to the proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances and
- To be notified when their child has a continual or blatant misbehavior.

## **PRINCIPAL/DESIGNEE RIGHTS**

Principals/Designees have the right:

- To expect all participants in the schooling process to comply with school and Board of Education policy;
- To address the behavior of any student who disrupts the educational environment, and
- To expect respect from students, parents/guardians, and the school staff.

# PARTICIPANT RESPONSIBILITIES

## STUDENT RESPONSIBILITIES

Students have a responsibility:

- To conduct themselves in a way that is conducive to a positive learning environment;
- To display consideration for the rights and property of others;
- To dress in a manner that is aligned with school and district policy;
- To maintain proper hygiene at all times;
- To abstain from the possession and/or use of illegal substances, including alcohol, tobacco products, and vaping products;
- To abstain from the possession and/or use of weapons, ammunition, dangerous instruments, fireworks, and other incendiary devices;
- To promptly report to school personnel any knowledge of perceived or actual threat to the safety of the school population;
- To abstain from physically assaulting any school employee, student, or visitor to the schools;
- To refrain from persistent violation of school regulations;
- To be in attendance at all regularly scheduled classes and adhere to District attendance policies and procedures;
- To refrain from acts of truancy such as being absent without permission from school and/or class and habitual tardiness;
- To show respect for school authority by complying with school rules, regulations, and procedures;
- To abstain from gambling, extortion, theft, or any other unlawful activity;
- To complete all homework and classwork per the teachers' instructions;
- To be truthful in all school matters;
- To refrain from cheating on all academic and/or athletic activities;
- To avoid the use of verbal abuse with all persons within the school setting;
- To refrain from the harassment of fellow students and/or school personnel;
- To exhibit respect for other opinions by refraining from rudeness or inappropriate language;
- To abstain from willful disobedience by open rebellion to school regulations and/or school personnel;
- To practice proper safety procedures while using the building facilities;
- To show respect for the educational process by taking advantage of every opportunity to further their education;
- To drive safely and lawfully to and from school;
- To practice self-control in all situations;
- To refrain from leaving school grounds without prior approval;
- To abstain from any form of disruptive classroom behavior and
- To act/dress responsibly at school and school functions, athletic events, etc.

## **TEACHER RESPONSIBILITIES**

Teachers have a responsibility:

- To present the educational materials and experiences appropriate to their course or grade level while aligning content to state standards;
- To inform students and parents/guardians of achievement and progress;
- To plan a flexible course of study that meets the needs of all students;
- To maintain high standards of academic achievement while understanding the need for differentiation;
- To administer disciplinary measures in line with the district and school code in order to maintain a positive learning climate;
- To provide feedback on student assignments within a reasonable time frame;
- To exhibit exemplary behavior in terms of dress, action, and voice;
- To inform parents/guardians of their student's successes, problems, and failures while being open to discussing solutions;
- To recognize exemplary student work and/or classroom behavior;
- To maintain a classroom atmosphere conducive to good behavior and learning;
- To exhibit respect for all students;
- To follow the rules and regulations of the Board of Education and the local school; and
- To maintain open communication with school personnel, students, parents, and community to support school safety and student wellbeing.

## **PARENT/GUARDIAN RESPONSIBILITIES**

Parents/Guardians have a responsibility:

- To instill in their student the need and understanding regarding the importance of education;
- To instill in their student a sense of responsibility and character;
- To assist their student in understanding the need for a positive school learning environment;
- To become familiar with the educational policies and programs of the Board of Education and ask questions of school leadership when questions arise;
- To aid their student in understanding the disciplinary procedures of the school;
- To encourage their student to follow all school policies;
- To see that their student is in regular attendance and assist them in understanding the importance of regular attendance;
- To inform school officials of any long-term illness affecting the student;
- To demonstrate respect for all school personnel at school and related activities;
- To inform school officials of concerns pertaining to disciplinary procedures;
- To instill in their child(ren) the need for appropriate student attire;
- To exhibit concern for the behavior, progress, and grades of their student;
- To inform school officials of any change of their residence or their child(ren's) residence;
- To instill and/or assist their child(ren) to maintain proper hygiene; and
- To inform school officials of knowledge of real or perceived threats to school safety.

## **PRINCIPAL/DESIGNEE RESPONSIBILITIES**

Principals/Designees have a responsibility:

- To help create and maintain an atmosphere that respects the rights of all participants in the educational process;
- To ensure that discipline measures are conducted fairly and equally per the district and school guidelines;
- To exhibit exemplary behavior in terms of action, dress, and speech; and
- To direct the school staff in developing a program that aligns with this Code of Acceptable Behavior and Discipline.

# LEGAL, CAMPUS, & HEALTH GUIDELINES

## **IMPORTANT INFORMATION FOR PARENTS and STUDENTS**

Please follow [this link](#) for details regarding FERPA, the Protection of Pupil Rights, and Student Records. You can also find further notifications, policies, and release agreements at this location and on the Taylor County Board of Education [Policy and Procedure Website](#).

## **VISITORS TO SCHOOLS**

Taylor County Schools welcomes parents, educators, and individuals interested in the District's public school programs to visit the schools. Classroom visits must be scheduled in advance unless approved by the Principal or their designee to ensure that school staff are aware of visitors. All visitors, including volunteers, parents, alumni, sales representatives, and others, should enter through the main entrance of each school. Visitors will need to provide their name and the purpose of their visit. Upon arrival, they should go directly to the front office to sign in and present valid identification. A visitor badge will be issued, which must be worn visibly while on school property. Visitors are required to identify themselves to school officials upon request.

## **CIVILITY POLICY**

District employees are expected to be polite and supportive when engaging with parents, visitors, and the public. Similarly, individuals who enter District property or communicate with employees regarding school or District matters are also expected to act appropriately. Specifically, behaviors that are not acceptable and may lead to further action include, but are not limited to:

1. Cursing and use of obscene language,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property and
5. Physical attacks intended to harm an individual or substantially damage property.

[KRS 161.190](#) states that it is unlawful to direct speech or conduct toward a teacher, classified employee, or school administrator when such a person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the order and discipline of the school. Additionally, per [KRS 508.078](#), an individual can be found guilty of terroristic threatening in the second degree when specific threats are made toward school or district staff. For more information, see Board Policy [10.21](#).

## **STUDENT HEALTH**

Parents are advised that if a student's medical condition requires that individualized food alternatives be provided to a child, such as a milk substitute because of milk allergy, or individual food scheduling, such as a snack for a person with diabetes, it is the parent's responsibility to procure a medical doctor's statement supporting the need for the individual change and to provide that doctor's statement to the child's school of attendance. Additionally, a medical statement from the healthcare provider must be submitted to the school nurse for prescribed medications. Health consent for services and over-the-counter medications must be completed by the parent/guardian annually.

Pursuant to [702 KAR 1:160](#), parents are notified that required health screenings for vision, hearing, speech/language, and dental may be done without further notice. School nurses should be contacted for questions and/or clarification.

## **SCREENING FOR LICE**

Students shall be screened for lice during periods when occurrences of lice infestations of students are prevalent. Screening may also occur at any time deemed necessary by the principal. Students are excused for one (1) day or the remainder of one day if sent home from school for lice.

When head lice or nits (eggs) within 1 inch of the scalp are found on a student, the student shall be sent home with the necessary information on how to eradicate the infestation. The parent/guardian shall be notified that the infected student is not to return to school until he/she has received necessary treatment and is free of lice and nits within 1 inch of the scalp.

Upon returning to school the student will be checked by the Student Service Specialist (counselor) or Principal designee to ensure that the student is free of lice or nits. Parents/guardians are to remain with their child until this check is completed. If lice or nits are found on the student's head, he/she shall again be sent home as unexcused absences. After the third successive unexcused absence, the student becomes truant from school and due process proceedings for truancy may be filed.

## **IMMUNIZATION/SCHOOL ENROLLMENT REQUIREMENTS**

KRS 158.035 requires each school to have an up-to-date immunization certificate or legal exception for every child enrolled. Parents will be notified if their child is not in compliance. The student will then have 20 school days to present the school a valid immunization certificate. Failure to do so will result in suspension. Students enrolling in Pre-school and entry level must have a physical exam and an up-to-date immunization certificate. Physical examinations for school entry into Kindergarten or the 6<sup>th</sup> grade must be dated less than one year prior to start of school. Students entering sixth grade MUST have a new physical examination and a valid immunization certificate. Students who are sixteen years of age must have the newly required meningococcal meningitis vaccine (MCV4). House Bill 706, the Early Childhood Development law, requires all children entering public preschool, Headstart, or public school for the first time to have evidence of an eye examination by an optometrist or ophthalmologist no later than January 1<sup>st</sup> of year of enrollment. Any 5 or 6 year old child must have a dental screening by January 1<sup>st</sup> of their first year of enrollment in public schools.

## **MEDICATION TAKEN DURING SCHOOL HOURS**

A required medication administration form for all types of medication should be on file each year which includes a physician's signature for prescribed medication and a liability waiver signed by a parent or guardian. Only a properly completed form will be accepted. All prescription medications must be stored in the school office while students are at school. Parents should make every effort to administer medications before and after school. All medication including those that are "over the counter" must be brought to school in its original container. Additionally, all prescription medication must be properly labeled by the pharmacy or physician. It is preferred that all medications be brought to school by parent/guardian. If circumstances do not allow for this contact the school so that other provisions can be made. Medications will be stored in the office or safe and the student must report to school personnel to obtain medication. Exception is medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need e.g., asthma inhalers, and diabetic supplies, etc. may be kept with students during the day; however written permission must be provided by the parent and physician. Students shall not share any prescription or over-the counter medication with another student. Violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

# ATTENDANCE POLICIES

Taylor County School District and its staff are committed to providing every child with the best possible education our district can offer. Regular school attendance is crucial for all students. Research has shown a clear link between poor attendance and lower academic performance. Conversely, students with strong attendance records tend to earn higher grades, enjoy school more, and become more competitive candidates for higher education and the workforce.

It is important to note that per [KRS 159.010](#), students must attend school every day unless they have a valid reason for their absence. Both schools and parents are responsible for ensuring that every student's absence is accounted for.

## COLLECTION OF NOTES

When students return to school after being absent or late, they have three school days to submit a note to the attendance office. This note must be a signed and dated statement from a parent, a doctor's note, or a court document that explains why the student was absent or late each day and includes the date they returned to school. The written statement must be in its original form. No photocopies will be accepted. However, faxed excuses from the doctor's office will be accepted. Students presenting false or altered verification shall be subject to disciplinary action.

If a valid written explanation for each absence or tardiness is not provided within three school days after the student returns, the absence or tardiness will be marked as unexcused.

Students can submit five parent notes throughout the school year. Students need to attend school regularly and on time. Attendance records will be kept in accordance with the guidelines of [702 KAR 007:125](#).

It is important to note that one note from a parent or guardian excuses one day of absence. That note **does not** carry over to the next day. Tardies covered by a parent or guardian-provided note will count as using one parent or guardian note.

## WHAT ABSENCES ARE EXCUSED?

- Illness verified by a doctor or medical agency
- Orders of the court (summons and subpoenas)
- Medical, dental, or legal appointments that cannot be scheduled outside of school hours (times/dates shall be verified by the health professional or court officials) students will be excused for a partial day absence only unless the doctor or court writes explicitly on the note that the student was required to be out of school all day.
- Death or severe illness in the student's immediate family (immediate family shall mean father, mother, brother, sister, grandfather, grandmother, blood-related aunt, uncle, niece, nephew, or anyone living under the same household roof with the student)

- Religious holidays and practices
- Students participating in any of the page programs of the general assembly
- Educational enhancement opportunities (See Board Policy [09.123](#) )
- One day per instance will be excused if a student is sent home for live lice.
- Documented military leave
- One day before the departure of a parent/guardian called to active military duty
- One day upon the return of parent/guardian from active military duty
- Ten days for students attending basic training required by a branch of the United States Armed Forces or 10 days with the student's parent/guardian while on active military duty stationed outside the country is granted rest and recuperation leave

## **OTHER ATTENDANCE CONSIDERATIONS:**

### **UNEXCUSED ABSENCES**

After five absences during the school year, students are required to present a written statement from a doctor or medical professional to be excused. If no doctor's statement is provided, the student's absence will be marked unexcused. Examples of unexcused absences include: suspension, working, hunting, senior pictures, senior skip day, hair appointments, out of town trips (unless pre-approved), babysitting, farming activities, missing the bus, visiting relatives, or other activities not covered by excused absences.

No make-up work is allowed for unexcused absences. Teachers shall record a grade of zero (0) for assignments missed because of a student's unexcused absence or suspension

### **NOTIFICATIONS OF UNEXCUSED TARDIES**

After a student has nine (9) unexcused tardies, a letter will be sent home to the parent/guardian, notifying them of the number of unexcused tardies and reminding them that if this continues, the Director of Pupil Personnel will be notified.

Once the nine (9) day tardy letter has been sent and the student is tardy without excuse again, final notice will be sent to the parent/guardian by either a home visit or certified mail. If the student continues to have unexcused tardies, the student will be referred to either the Court Designated Worker or the County Attorney for legal action.

Students enrolled in the District who are eighteen (18) or older who miss ten (10) or more unexcused events per year may be reassigned to an alternative program, pending action for being a habitual truant. Students subject to reassignment will be notified in writing after the sixth (6<sup>th</sup>) unexcused absence.

### **HOME-HOSPITAL INSTRUCTION**

In the event that a student expects to be out of school for more than five consecutive days due to illness, hospitalization, surgery, etc., they may apply to be placed on home/hospital instruction. We recommend that the student applies before or as soon as absences begin. Home/hospital instruction will be provided

for children (KRS 157.200) who cannot attend school due to a physical, mental, or emotional condition, which prevents or renders unadvisable attendance at school. Only students who are unable to attend school will be approved for home instruction. Parents/guardians should note the stipulation that students who are serviced through Home/Hospital instruction are not allowed part time or full time jobs during any part of the regular school year.

Parent/guardians are to notify the school principal or guidance counselor if their child must be out of school for **5 or more consecutive days** or frequent absenteeism due to illness. The Principal or Counselor will notify the Director or Pupil Personnel when home/hospital instruction is needed. Parents will be provided an application for home/hospital instruction that includes a signed statement of a licensed physician, psychologist, psychiatrist, Public health Officer or Chiropractor verifying the student's illness and necessity for home/hospital instruction. A home/hospital review committee will review and approve/disapprove home/hospital instruction application and will notify the parent of the decision.

### **SPECIAL FACTORS**

Parents/guardians of chronically ill or disabled students may provide a doctor's statement for these students to receive special attendance consideration. Special consideration may also be given for (1) death or severe illness in the immediate family, (2) required court appearances, and (3) school-related activities with prior approval from a principal.

### **NOTIFICATION OF UNEXCUSED ABSENCES**

After a child has three (3) days of unexcused absences per year, the school shall send a notice to the parent/guardian of the student that has been absent stating the number of days the student has missed and reminding them that if these absences continue, it will be necessary for the student to be referred to the Director of Pupil Personnel.

After a student has six (6) unexcused absences per year, the school shall contact the Parent and the Director of Pupil Personnel, in writing, listing the days the student has been absent and stating which absences are excused and which absences are unexcused. The letter will inform the parent/guardian that, according to the compulsory attendance law, it is the parent's/guardian's responsibility to keep the student in school.

Once the five (5) and six (6) day letters have been sent to a parent/guardian and the child misses another unexcused absence, final notice will be sent to the parent/guardian by either a home visit or certified mail. If the student continues to miss after this, the student will be referred to either the Court Designated Worker or the County Attorney for legal action.

### **NOTIFICATIONS OF UNEXCUSED TARDIES**

After a student has nine (9) unexcused tardies, a letter will be sent home to the parent/guardian, notifying them of the number of unexcused tardies and reminding them that if this continues, the Director of Pupil Personnel will be notified.

Once the nine (9) day tardy letter has been sent and the student is tardy without excuse again, final notice will be sent to the parent/guardian by either a home visit or certified mail. If the student continues to have unexcused tardies, the student will be referred to either the Court Designated Worker of the County Attorney for legal action.

Students enrolled in the District who are eighteen (18) or older who miss ten (10) or more unexcused events per year may be reassigned to an alternative program, pending action for being a habitual truant. Students subject to reassignment will be notified in writing after the sixth (6<sup>th</sup>) unexcused absence.

## **TRUANCY**

Truancy is a violation of Kentucky's compulsory attendance law. **KRS 159.150** states, "Any child who has been absent and/or tardy from school without a valid excuse for three or more days is a truant."

A truancy report will be filed with the Director of Pupil Personnel (DPP) when a student accumulates four or more unexcused absences and/or tardies in a school year. A child is considered a habitual truant when accumulating six unexcused absences or tardies. A truancy report will be filed with the Court Mediation Officer upon the fifth absence. If the problem is resolved, no legal action is taken. When the student has accumulated six unexcused absences/tardies, the school district may file truancy documents with the District Court.

## **EARLY DISMISSAL FROM SCHOOL & RELEASE OF STUDENTS**

No student shall be dismissed early from school without permission from the principal or designee. Any student who leaves the school building without permission from the principal or designee shall be subject to appropriate disciplinary action. No student shall be dismissed from school without permission from the parent. If the student is to be picked up, the parent/guardian or parental designee shall report to the main office.

*Exception: A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such cases, the student's parents shall be notified immediately.*

## **DRIVER'S LICENSE REVOCATION (09.4294)/NO PASS NO DRIVE LAW (KRS 159.051)**

Any fifteen (15) to seventeen (17) year old student applying for a driver's license or permit is required to have a completed school Compliance Verification Form. *This form is available in the Taylor County High and Director of Pupil Personnel offices and must be completed by school personnel and presented by parents to the circuit clerk's office staff before applying for a driver's permit or license.* Basically, the form is verifying that the student is compliant with the components of the "No Pass/No Drive Law. If the student is not compliant, a form will not be issued.

Also, students' age fifteen (15) and less than eighteen (18) who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license or permit driving privilege revocation.

**ACADEMIC AND ATTENDANCE DEFICIENCIES GUIDELINES**

Academic and attendance deficiencies for students' age fifteen (15) and less than eighteen (18) enrolled in regular, alternative, 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. Suspensions shall be considered unexcused absences.

**REINSTATEMENT OF DRIVING PRIVILEGES**

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.

# TRANSPORTATION REGULATIONS & EXPECTATIONS

At Taylor County Schools, the safety and well-being of our students is one of our primary focuses, both in the classroom and while traveling to and from school. To ensure a safe and respectful environment on our school buses and other district-provided transportation, we have established clear regulations and expectations for student behavior. These guidelines promote responsibility, respect, and safety for all passengers. Adhering to these rules is essential for maintaining a positive and secure transportation experience for everyone involved. Students and parents are encouraged to familiarize themselves with these expectations to help us uphold the highest standards of conduct regarding student transportation. The privilege of riding a school bus will depend upon students obeying the following rules and procedures in accordance with the Taylor County School District and under 702 KAR 5:030 Section 19-20. These behavioral expectations apply to students, drivers, and others, whether going to and from home, at the bus stop, on the buses, on our school grounds or in our school buildings.

## **STUDENT RESPONSIBILITIES**

### WAITING FOR THE BUS

- Wait for the bus in a safe place off the roadway. Arrive at the bus stop five (5) minutes ahead of the scheduled bus time.
- Keep the roadway clear of personal belongings (place backpacks next to the road at the bus stop, etc.) and never play in the path of traffic.
- Stand well away from the roadway when the bus approaches and wait until the bus completely stops before approaching it to board.
- Do not damage the property of others while waiting for the bus (flowers, shrubbery, mailbox, etc.)
- If it is necessary to cross the roadway to board the bus, wait to cross after the bus has stopped and the driver has signaled it is safe to cross the street.
- Before and when boarding the bus, make sure shoes are cleaned of mud, etc., and proceed promptly to the seat assigned by the driver. (Any shoes with spikes, wheels, cleats, etc., must be taken off before boarding the bus).

\*Note: Misbehavior at the bus stop or on the way to/from the bus stop can result in disciplinary action.\*

### WHILE RIDING THE BUS

- Follow the expectations of the bus staff. The bus driver is in complete control of all passengers on the bus.
- Preschool students must sit with the school bus monitor.

- Books and other belongings should be held in the student's lap. Band instruments, sports bags/equipment, and large objects (projects, etc.) may be transported only if they can be held in the student's lap unless it is glass. Glass items cannot be transported on a bus. Items cannot block the aisle, doorways, or emergency exits.
- Noise will be expected at a minimum level, and refrain from unnecessary conversations with the bus driver. The driver must be able to focus on the roadway and hear warnings of emergency traffic, etc.
- Students shall not extend any part of their body out the bus window.
- Students who damage any part of the bus will make restitution for damages and be disciplined according to the Code of Conduct.
- Eating, drinking, chewing gum, etc., will be determined by the bus driver.
- Possession or use of tobacco products (dip, vaping, cigarette, etc.), drugs, or paraphernalia is not permitted.
- The use of profanity and/or obscene gestures directed at the bus driver or the monitor will result in automatic suspension from the bus.
- Students shall not bring radios or speakers, etc., on the bus.
- Students must sit facing forward on the bus.
- In case of an emergency involving the school bus, students shall remain seated on the bus unless the driver has given instructions to evacuate.
- Bus rules apply to ALL activity trips. If a student loses their privilege to ride a school bus to and from school, it includes ALL buses, including activity trips.

#### WHEN EXITING THE BUS

- Students are to remain in their seats until the bus has come to a complete stop.
- Preschool children are to be met at the bus stop by the parent/designee. If someone other than the parent is to be at the bus stop, the parent MUST send a note advising who the person will be and should be on the student's pick-up list at school. If no one is at the bus stop, the preschooler will be brought back to school.
- Students are permitted to leave the bus only at their designated stop. Any changes must be made in writing by the parent and approved at school by the principal or designee.
- If students must cross the roadway, the student shall go ten (10) feet in front of the bus and wait for the driver to signal it is safe to cross. NEVER cross the road behind the bus.

#### **PARENT RESPONSIBILITIES**

- Parents should report any misconduct on the school bus to their child's school administration.
- Parents should encourage students to observe all safety and conduct regulations established for the safe and efficient operation of the school bus and other modes of district transportation.
- Parents should observe extreme caution when approaching bus stops, moving buses, or stopped buses.
- Parents should help supervise large numbers of children at bus stops.

- Parents should see that their children are at the bus stop ten minutes before the bus is scheduled to arrive.
- Parents or guardians of preschool children must meet the bus at the bus stop when a child loads or unloads the bus.

## **BUS BEHAVIOR MANAGEMENT**

### **Examples of Behaviors that may result in the loss of transportation privileges include:**

1. Damaging buses or bus property.
2. Fighting (either verbal or physical)
3. Use of real or imitation tobacco products or vapes
4. Use of profanity
5. Attempting to ignite, or igniting, an open flame
6. Use of alcohol or drugs
7. Possession of a real or imitation weapon
8. Any other conduct deemed to be disruptive to the transportation process

**\*Bus Seating, Passes, and Issues** - Similar to classrooms, bus drivers have the right to assign students to seats and limit items brought on the bus. No students will be transported on a bus other than his/her own without a pass that has been signed by the school official. Depending on bus route size, passes may be limited by the school or the transportation department. If there are problems on the bus, please contact the transportation department for The Taylor County School District.

The bus driver will assist the principal or school administrator in seeing that the above rules and procedures are carried out. If any pupil persists in violating these procedures, the bus driver shall notify the principal. In addition, the principal/school administrator may suspend bus-riding privileges if the pupil continues to disobey the rules and procedures. If this action becomes necessary, the principal shall notify the parents in writing and send a copy of the notice to the superintendent and director of transportation. The principal has the responsibility of maintaining discipline on all school buses servicing his or her school.

The principal is authorized to suspend immediately, as a disciplinary measure, bus riding privileges for any student who is reported to him by the bus driver.

*NOTE: These directives reflect minimum standards. When a student is found to be in violation of the School Bus Policy as outlined in The Taylor County Code of Acceptable Behavior, additional disciplinary consequences may be levied at the principal's discretion as the situation warrants.*

Drivers will report unusual or repeated behavior problems to the principal and parents by using a Bus Conduct Report. For permanent suspension of bus riding privileges, the parents must first be notified and given the reasons why this action is necessary. Parents should be encouraged to solve the problem before this privilege is revoked. If, after consultation with the parents, the problem persists, then parents should be notified in writing of the suspension of bus riding privileges with proper documentation justifying this action.

Drivers shall be aware that the principals are responsible for discipline and drivers shall refrain from publicly offering critical comments regarding disciplinary actions. Students who lose their riding privileges shall not be eligible to transfer to another bus while privileges are suspended. Parents are responsible to arrange transportation for their children to and from school. (In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.) After complying with the above procedures, the superintendent or principal is authorized to exclude a student from transportation services.

# USE OF TECHNOLOGY & TELECOMMUNICATIONS DEVICES

In the fast-paced world of digital technology, students and their families must adhere to standards promoting responsible and ethical technology use. This section outlines the expectations for using technology within the Taylor County Schools educational environment, aiming to create a safe, respectful, and productive learning space. Students are given access to various technological resources, including computers, networks, and online platforms, and must use them in alignment with our district's values and policies. Following these guidelines ensures that technology supports learning and personal growth while preventing distraction or conflict.

## **POSSESSION AND USE OF PERSONAL DEVICES**

Students are allowed to possess and use personal telecommunication devices and other electronic devices while on school property or participating in school-sponsored activities, both on and off campus, under certain conditions, as outlined in Board Policy [09.4261](#).

Students may possess personal telecommunication devices and related electronic equipment while on school property or at school-sponsored or school-related activities, provided the devices are used responsibly and in accordance with district and school policy. During the instructional day, **all devices must remain turned off and stored away** unless explicitly authorized by a certified employee or in an emergency involving imminent physical danger.

The use of such devices in a manner that disrupts the educational process is prohibited. This includes, but is not limited to, actions that:

- Distracts from teaching, learning, and/or school operations;
- Compromise academic integrity (e.g., cheating);
- Violate privacy by recording or photographing others without permission;
- Are profane, indecent, or obscene;
- Promote or involve illegal activity or violation of school rules;
- Involve sending, sharing, or possessing sexually explicit content

Devices may be used during school-sponsored public events outside of the instructional day (e.g., athletic competitions or performances) so long as their use does not disrupt the event or infringe on the

rights of others. However, school social events and other school activities may remain subject to all restrictions, as subject to the discretion of the school administration.

Violations of this policy may result in disciplinary action, including but not limited to loss of device privileges, confiscation of the device for later return, or reporting to law enforcement if criminal activity warrants such a report. Students are solely responsible for their personal devices; the district assumes no responsibility for loss, theft, or damage.

Students must also comply with school-specific rules, the District's Acceptable Use Policy, and the overall Code of Acceptable Behavior and Discipline and Discipline. Notice of this policy and related consequences shall be published annually in the student handbook of each school.

## **USE OF EMAIL AND THE INTERNET**

Each student at Taylor County Schools will be provided with an account to access the district's computer network. Upon receiving the necessary permissions from a parent or guardian, this account will also grant access to the internet, email, or both. Access to these resources is considered a privilege rather than a right, and it may be suspended or revoked if a student violates the rules and policies outlined in this document, the school handbook, or any district policy documents. All computers and data within the Taylor County Schools system remain the school system's property. For more information on responsible use, please refer to the responsible use policy available [here](#).

## **ACCESSING INAPPROPRIATE MATERIAL, INTERNET SAFETY, AND SECURITY**

Accessing materials considered inappropriate, such as sexually explicit or obscene content, is strictly prohibited. The District employs Internet filtering technology to restrict access to such sites and materials. All Internet activity is logged and archived. If a faculty member suspects a student has visited an inappropriate website, they may request the district technology staff to review the logs for that student during a specified time period. The local administrative staff will then assess the data and determine the appropriate action, including suspending the student's internet access or denying access for the remainder of the school year.

Students' access to social networking sites on the district network is strictly prohibited. Electronic chat rooms, Internet Relay Chat, video messaging, and similar platforms are not permitted without direct supervision by faculty. The TCS internet filtering system filters these types of sites. The only email system authorized for use on the District network is the one approved by the Kentucky Department of Education. Access to any other email systems is expressly forbidden. The District-provided email system is intended solely for educational purposes. This policy complies with [701 KAR 5:120](#), which addresses the prevention of objectionable material transmitted to schools via electronic means.

## **UNAUTHORIZED ACCESS**

Access to the District network and/or school-owned computers is permitted only through a student's login and password. Students must not disclose their passwords to anyone, nor should they use another student's password to access District resources. Using software to gain unauthorized access to computers or networks, obtain another user's password, or disrupt network operations is strictly prohibited. Downloading or using port scanners, hacking software, or similar tools is forbidden. Students violating network use policies may face consequences ranging from suspending network/computer privileges to potential criminal charges.

## **STUDENT PHOTOGRAPHY, VIDEOTAPING AND AUDIOTAPING**

There will be occasions during the school year when students will be recognized, identified, photographed, videotaped or audiotaped for various reasons (newspaper, yearbook, class presentations, sports events, or other school activities including displays of student work). If a parent does not want his/her child to be photographed, videotaped, audio-taped or have work displayed the parent is to contact the school within 10 days of enrollment each school year and fill out an exemption form, which will be kept on file.

## **Electronic Communication Restrictions (SB 181 / KRS 160.145)**

Effective June 27, 2025, Kentucky Senate Bill 181 requires that all electronic communication between school district employees, volunteers, coaches, or sponsors and students occur *only* through district-approved, traceable communication platforms designated by the Board of Education. Prohibited methods include personal email, text messaging, private social media (e.g. Snapchat, Messenger), and third-party apps, *unless* prior written parental consent naming a specific adult is filed with the school. Family members defined by law (e.g. parents, siblings, grandparents) are exempt. Violations are subject to disciplinary processes through both the district and Kentucky's Education Professional Standards Board. For more information on Traceable Communication, please refer to policy [08.2324](#).

# SCHOOL SAFETY

Taylor County Schools is committed to creating a safe, secure, and welcoming environment where all students can thrive. Ensuring school safety is a shared responsibility, and it requires a strong partnership between students, parents, and school staff. Together, we can maintain a school environment that promotes learning, mutual respect, and the well-being of everyone on our campuses.

When students, parents, and staff work as partners, we can prevent issues before they arise and respond effectively when challenges occur. By adhering to the guidelines outlined in this Code of Acceptable Behavior and Discipline, we all contribute to a positive, safe, and respectful atmosphere where every student can learn and grow.

In the event of an emergency, Taylor County Schools and the district are committed to keeping parents well-informed. We will make every effort to communicate clearly and promptly, providing information that reassures families that their children are safe. This commitment includes utilizing various channels to ensure parents receive timely updates, helping to ease concerns during uncertain situations. It also includes educating parents, guardians, and students on how to help during an emergency through certain behavior expectations and proactive conversations.

## **TYPES OF ACTIONS DURING A SCHOOL EMERGENCY EVENT**

The safety and security of our students and staff are top priorities in our school district. To support a safe learning environment, it is important for parents, guardians, and community members to understand the emergency procedures that may be implemented during a crisis. The following are key emergency responses that schools may use to ensure safety and coordinate with emergency services:

- **Secure Perimeter** – Used when a threat is outside the building.
- **Lockdown** – Used when a threat is inside the building.
- **Evacuate** – Moving students and staff to a safe location away from danger.
- **Shelter-In-Place** – Used during hazardous environmental conditions or severe weather.
- **Reunification** – Procedures for safely reuniting students with families after an emergency.
- **Hold** – Keeping students in their current location to clear hallways or manage a non-threatening situation.

Each of these actions is designed to reduce risk and protect everyone on campus. We encourage families to stay informed and to follow official school communications during any emergency. By understanding and supporting these procedures, you help us maintain a safe and responsive school environment for all.

## **HELP PREVENT MISINFORMATION AND ENSURE ACCURATE REPORTING**

School safety is a shared responsibility that depends on strong communication between schools, parents, guardians, and students. While schools implement a range of safety measures, it is equally important for families to talk with their children about how they can actively contribute to a secure learning environment. These conversations empower students to understand their role in promoting safety, responsibly reporting concerns, and recognizing the difference between real threats and rumors.

Families are encouraged to discuss the following key topics with their children:

- The importance of following school safety procedures
- How to recognize and report suspicious behavior or threats
- The difference between joking and making threats
- Using social media responsibly
- Who to talk to when feeling unsafe or anxious
- Understanding emergency drills and what to expect
- Being inclusive and kind to help prevent bullying or isolation

By having these conversations, caregivers can reinforce school safety efforts and ensure children are prepared to respond thoughtfully in any situation.

## **STUDENT BEHAVIOR DURING EMERGENCIES AND EMERGENCY DRILLS**

To ensure the safety of all students and staff, students must follow proper procedures and conduct themselves responsibly during emergencies and emergency drills. The following guidelines outline acceptable behavior during fire drills, lockdown drills, severe weather drills, and other emergency preparedness exercises:

### **Follow Instructions Immediately**

- Listen carefully to the directions teachers, administrators, or emergency personnel give.
- Follow all procedures without hesitation to ensure a safe and orderly response.

### **Stay Silent and Alert**

- Remain quiet at all times to hear important instructions.
- Avoid talking, using electronic devices, or engaging in disruptive behavior.

### **Move Quickly but Safely**

- Walk calmly to the designated evacuation area or shelter location.
- Do not run, push, or engage in horseplay.

### **Stay with Your Group**

- Follow the teacher or assigned leader and remain with your class.
- Do not leave the group or return to classrooms unless instructed.

**Take Every Drill Seriously**

- Treat every drill as if it were a real emergency.
- Understand that drills prepare everyone for potential emergencies and must be conducted with full cooperation.

**Know and Follow School Safety Procedures**

- Be familiar with the school's emergency plans, including exit routes and safe zones.
- If unsure about a procedure, ask a teacher or administrator before an emergency occurs.

**Respect Emergency Personnel and Safety Measures**

- Follow instructions from law enforcement, firefighters, or other emergency responders without question.
- Do not tamper with safety equipment such as fire alarms, emergency exits, or security devices.

Failure to comply with these expectations may result in disciplinary action, as emergency preparedness is critical to maintaining a safe learning environment for all students and staff.

# TERRORISTIC THREATENING

At Taylor County Schools, one of our most important functions is providing the safest learning environment for all our students and staff.

With the passing of 2019's Senate Bill 1, also known as the "School Safety and Resiliency Act," school districts throughout the Commonwealth must send notice to families informing them of the risk of students engaging in acts that could even unknowingly mirror terroristic threatening. For your information, the definition of terroristic threats as defined by the Kentucky Revised Statutes is below:

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

- (1) A person is guilty of terroristic threatening in the second degree when he or she intentionally:
- (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

*(For the complete text of **KRS 508.078**, including penalties, click [HERE](#))*

In compliance with the School Safety and Resiliency Act, the purpose of this letter is to notify all parents and guardians that school district officials, in coordination with responding law enforcement agencies, will pursue charges for terroristic threatening in the second degree against anyone who makes such threats, including students.

Please help us by educating your student on the seriousness of making threats in person, on social media, or in any form that could be viewed as terroristic threatening. We appreciate your partnership in keeping our school the safest place for your students to learn and grow.

If you have any questions or concerns, please contact Neil Sanders at (270)465-4431 or [neil.sanders@taylor.kyschools.us](mailto:neil.sanders@taylor.kyschools.us). You may also contact SRO Ricky Underwood at (270)465-4431 or [ricky.underwood@taylor.kyschools.us](mailto:ricky.underwood@taylor.kyschools.us).

# SEXUAL EXTORTION

Per [KRS Chapter 531](#), sexual extortion—also known as *sextortion*—is now recognized as a felony offense in the Commonwealth of Kentucky. This law criminalizes the act of using threats, coercion, or intimidation to force another person to engage in sexual conduct, produce explicit material, or provide something of value. Sexual extortion often involves the use or threat of sharing private or sensitive images, messages, or personal information to manipulate or control someone else.

In the school setting, this behavior is incredibly harmful and undermines students' safety, privacy, and well-being. The school district has a zero-tolerance policy for sexual extortion and considers any such act a significant violation of the Code of Acceptable Behavior and Discipline. We encourage all families to review [this letter](#) explaining the steps school districts are taking to help ensure students don't fall victim to sexual extortion. You can also find information about sexual extortion in Board Policy [09.4221](#).

## **Sexual extortion may include, but is not limited to:**

- Threatening to share explicit photos, videos, or messages unless demands are met;
- Coercing someone into creating or sharing sexually explicit content under the threat of exposure;
- Demanding sexual favors, money, or other benefits in exchange for not releasing sensitive material;
- Using social media or digital platforms to harass, blackmail, or intimidate others in a sexual context.

## **Consequences for students who engage in sexual extortion may include:**

- Immediate disciplinary action, including suspension or recommendation for expulsion;
- Loss of privileges, including access to technology and participation in extracurricular activities;
- Confiscation of electronic devices used in the offense;
- Mandatory reporting to law enforcement, as required by law;
- Possible criminal charges under KRS Chapter 531, as sexual extortion is now classified as a Class D felony in Kentucky.

Students are strongly encouraged to report any suspected incidents of sexual extortion to a school administrator, counselor, or trusted adult. All reports will be handled promptly, confidentially, and in accordance with district policy. Retaliation against individuals who report misconduct is strictly prohibited and will result in further disciplinary action.

Taylor County Schools is committed to fostering a safe, respectful, and supportive learning environment. Education on digital safety, responsible use of technology, and respectful interpersonal conduct will be integrated into student programming.

# PROHIBITED ITEMS

(See Board Policies [05.48](#), [09.423](#), [09.4232](#))

To maintain a safe, healthy, and productive learning environment, Taylor County Schools strictly prohibits possessing, using, selling, distributing, or transferring any items that threaten the well-being of students, staff, or the school community. This includes, but is not limited to, weapons of any kind, illegal drugs, prescription drugs without proper authorization, and alcohol. The use, possession, or distribution of these substances or items on school grounds, during school-sponsored activities, or while traveling to and from school is strictly forbidden and will result in disciplinary action in accordance with school policy and applicable laws.

## **WEAPONS ON SCHOOL CAMPUS**

Carrying, bringing, using, or possessing any firearm or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is strictly prohibited. This includes possession of dangerous instruments such as pocket knives, tasers, hunting knives, fireworks, and pepper spray on school property and buses.

A firearm is defined as “any weapon which will expel a projectile by means of explosion” ([KRS 527.010\(4\)](#)). A deadly weapon is defined as “any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged,” as well as knives, nightsticks or club, blackjack or slapjack, karate sticks, shuriken or death star, or artificial knuckles made from metal, plastic, or other similar hard materials ([KRS 500.080](#)).

School officials have the authority to seize and destroy any weapons deemed a threat by proper school authorities. Unlawful possession of a deadly weapon on school property is classified as a Class D felony, which can result in imprisonment for one to five years and a fine of up to \$10,000. Additionally, any student possessing a firearm, deadly weapon, or dangerous instrument, including tasers, may lead to immediate suspension and/or an expulsion hearing.

According to the [Gun-Free Schools Act of 1994](#), Taylor County Schools is required to report any student found to have brought a weapon or firearm to school or school grounds to the criminal justice or juvenile delinquency agencies.

## **ILLEGAL SUBSTANCES**

No student is allowed to buy, have, use, be influenced by, sell, share, distribute, or transfer any alcoholic beverages, narcotic drugs, controlled substances, mood-altering substances (including inhalants), over-the-counter medications or drugs, drug paraphernalia, counterfeit or imitation narcotics, drugs, or controlled substances on school property (which includes any vehicle owned, operated, leased, or contracted by the Board of Education) or during any school-related or school-sponsored activities.

## **PROHIBITED SUBSTANCES:**

- Tobacco products, alternative nicotine products, or vapor products
- Controlled substances: any substance or immediate precursor listed in Chapter 218a of the Kentucky Revised Statutes or any other substance the Kentucky Cabinet for Health and Family Services may add under regulations pursuant to [KRS 218A.020](#). Examples include THC, CBD, and such derivatives.
- Look-Alikes: any substance represented as or looking like an illegal or controlled substance
- Prescription Drugs utilized in an unauthorized way or transmitted to another student.
- Over-the-counter medications sold, transmitted, or used to obtain a mood-altering effect.
- Inhalants: Any substance inhaled to obtain a mood-altering effect (e.g., butane, nitrous oxide, glues, whiteout, gasoline, etc.).

## **AUTHORIZED MEDICATION:**

Authorized medication is not classified as a prohibited item. For medication to qualify as authorized, it must be prescribed by a licensed medical provider. Such medication will not be regarded as a breach of the TCS Code of Acceptable Behavior and Discipline unless shared with others. Students who carry and administer their medication must have a completed authorization form on file with the school nurse.

## **USE OF ALCOHOL, DRUGS, AND OTHER PROHIBITED SUBSTANCES**

The principal or their designated representative will assess if there has been a breach of the Drug and Alcohol Policy. Upon confirming a violation, the principal/designee will contact the parents or guardians and inform the TC Department of Law Enforcement Services. The principal or their designee will meet with the student, their parents, and the SRO. Students transferring to TCS from another public school district with a history of Drug/Alcohol violations may also be subject to accountability under this policy. For consequences related to the use of alcohol, drugs, and other prohibited substances, please refer to your child's school handbook.

## **SALE, DISTRIBUTION, OR TRANSFER OF PROHIBITED SUBSTANCES**

The student will be suspended and referred to the Discipline Review Committee to determine appropriate consequences. The incident will be reported to the TCP Department of Law Enforcement Services to discuss potential charges being filed.

## **LOOK-ALIKE SUBSTANCES**

A student who possesses, tries to sell, or transmit a substance that appears to be illegal or controlled may be treated as if it is such a substance, even if it is ultimately determined to be a look-alike. Disciplinary measures may be enforced, including removal from athletic teams and/or school-sponsored activities, suspension, or placement in an alternative school.

## **PRESCRIPTION DRUGS**

The use of a medication approved and administered according to a prescription from a physician or dentist will not be regarded as a breach of this policy. Prescription medications may only be held by the individual designated on the prescription and must be used for medicinal purposes as stated in the prescription.

1. If the principal or their designee finds that prescription drugs have been misused or shared with another student, this will lead to disciplinary action.
2. If it is determined that prescription drugs were shared or used to achieve a mood-altering effect, or if they were used in amounts exceeding the labeled dosage, this will also warrant disciplinary action according to the procedures described in the first offenses section for Alcohol, Drugs, and Other Prohibited Substances.
3. In cases where the principal or their designee finds that prescription drugs were sold to another student, the student will face suspension and be referred for a review by the Student Discipline Committee.
4. If state or federal laws mandate the reporting of the substance involved in the violation, a juvenile petition will be submitted to the Court Designated Worker, or a complaint will be filed with the County Attorney.
5. If a student has a second behavioral violation related to prescription drugs, this will result in disciplinary action following the procedures outlined in the first offenses section for Alcohol, Drugs, and Other Prohibited Substances.

## **OVER-THE-COUNTER MEDICATIONS**

Students are prohibited from selling or sharing over-the-counter medications. If the principal or their designee finds that a student has sold, shared, or used over-the-counter medications to achieve a mood-altering effect (such as mini-thins, diet pills, or products containing ephedrine) or has taken more than the recommended dosage, this will result in disciplinary action. Consequences may include removal from athletic teams and/or school-sponsored activities, suspension, or potential referral to Lakeside Alternative School.

*(If state or federal laws mandate reporting of the substance involved in the violation, a juvenile petition may be filed with the Court Designated Worker, or a complaint may be submitted to the County Attorney)*

## **INHALANTS**

The inhaling of substances for the purpose of obtaining a mood-altering effect is prohibited (e.g., butane, nitrous oxide, glues, whiteout, gasoline, etc.).

1. If the principal or their designee concludes that a substance was inhaled to achieve a mood-altering effect, this will be grounds for disciplinary action, including removal from athletic teams and/or school-sponsored activities, suspension, or other disciplinary actions. If state or federal law mandates reporting the possession of the substance as a criminal offense, a juvenile

petition will be submitted to the Court Designated Worker, or a complaint will be filed with the County Attorney.

2. In the case of a second behavioral violation involving inhalants, this will be considered a basis for disciplinary action according to the procedures outlined in the First Offense Section for Use of Alcohol, Drugs, and Other Prohibited Substances. After following the procedures stated in the First Offense Section, if the student commits another inhalant violation, they will face suspension and could be referred to the Discipline Review Committee, along with the potential referral to Lakeview Alternative School.
3. If the principal or their designee believes that the seriousness of the first inhalant incident requires a drug evaluation, they may implement the First Offense Section of the district's regulations regarding the Use of Alcohol, Drugs, and Other Prohibited Substances.

# SEARCH & SEIZURE

In a situation involving search and seizure, the principal or their designated representative shall adhere to the following procedures:

1. A student's person will only be searched if there are reasonable grounds to believe that the student is hiding evidence of an illegal act or a violation of school rules.
2. School officials may confiscate illegal items, such as weapons, ammunition, drugs, or any other possessions deemed a threat to the safety and security of the student or others. Prohibited items will not be returned.
3. Additionally, items that could disrupt or interfere with the educational process may be temporarily removed from a student's possession by a staff member. These items may be returned either by that staff member or through the school office.
4. General inspections of school property, including lockers, desks, electronic devices, and school-issued equipment, may occur at any time. During these inspections, items that belong to the school may be collected.
5. All confiscated items will be handed over to the appropriate authorities or returned to their rightful owner, depending on the circumstances. Illegal items will not be returned.
6. Students will have the chance to be present during searches of their possessions unless (1) the student is absent from school or (2) school authorities believe that the student's presence could pose a risk to the student's health and safety.

# DUTY TO REPORT

In Kentucky, school districts are legally obligated to report specific criminal violations. This responsibility focuses on ensuring the safety and well-being of students and staff. Key responsibilities include:

- **Mandatory Reporting of Abuse:** School personnel must report any suspected child abuse or neglect to law enforcement or the Department for Community-Based Services (DCBS).
- **Reporting Serious Incidents:** School districts are required to report incidents such as assaults, sexual offenses, drug-related offenses, weapons on school property, and other serious criminal violations to local law enforcement agencies.
- **Collaboration with Law Enforcement:** Schools must work closely with law enforcement to ensure that criminal activities are properly investigated and addressed. This includes providing necessary information and access to school facilities when required.
- **Documentation and Communication:** Schools must maintain accurate records of incidents and reports. They must also communicate with parents or guardians about criminal incidents involving their children.
- **Compliance with State Laws:** School districts must follow specific state laws and regulations regarding the reporting process to ensure compliance and avoid legal repercussions.

These responsibilities are part of the broader commitment to creating a safe educational environment and ensuring that appropriate authorities promptly address criminal behavior. Examples of incidents in which reports shall be made to law enforcement officials are governed under the Kentucky Revised Statutes (KRS) mentioned below:

## **KRS 158.154**

When the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of the section, "school property: means any public school building, bus, public school campus, grounds, recreational area, or athletic field in charge of the principal."

**KRS 158.155**

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police by telephone or otherwise if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
  - A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
    - Carrying, possession, or use of a deadly weapon; or
    - Use, possession, or sale of controlled substances; or
    - Any felony offense under the laws of this Commonwealth and
2. The conduct occurred on the school premises, within 1,000 feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

**KRS 158.156**

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in [KRS Chapter 508](#) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the principal of the school attended by the victim. The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The principal shall file a written report with the local school board and law enforcement agency, the Department of Kentucky State Police, or the county attorney within 48 hours of the original report.

**KRS 620.030**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

# BEHAVIOR VIOLATIONS & RESPONSES

Taylor County Schools is committed to maintaining a safe, respectful, and supportive learning environment for all students. Our Code of Acceptable Behavior and Discipline outlines the expectations for student conduct. This section provides an overview of the procedures and responses related to behavior violations, including students' due process rights, the protocols for suspensions and expulsions, and special considerations for students with disabilities. *Contact your child's school for a more detailed explanation of responses to behavior violations at a particular school.*

## **DISRUPTION TO THE EDUCATIONAL PROCESS**

Per Board Policy [09.426](#), behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior that disrupts the educational process shall include, but not be limited to:

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

## **DUE PROCESS**

Students are entitled to fair and consistent treatment in response to behavior violations. Due process ensures that students can be heard and present their side of the story before any disciplinary action is taken. This process protects students' rights while upholding behavioral standards and expectations.

[KRS 158.150](#) notes a student shall not be suspended from the school until after at least the following due process procedures have been provided: (a) The student has been given oral or written notice of the charge or charges against them, which constitute cause for suspension; (b) The student has been explained the evidence of the charge or charges if the student denies them; and (c) The student has been allowed to present their own version of the facts relating to the charge or charges. These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such

cases, the due process procedures outlined above shall follow the suspension as soon as practicable but no later than three school days after the suspension.

## **SUSPENSION AND EXPULSION**

In cases of severe or repeated behavior violations, suspension or expulsion may be considered. Suspensions, whether in-school or out-of-school, temporarily remove students from the regular school environment to address the behavior issue. Expulsions, the most serious form of disciplinary action, result in the removal of a student from the school for an extended period. All decisions regarding suspensions and expulsions will be made in accordance with district policies and state laws, ensuring that students' rights are respected throughout the process. [KRS 150.158](#) provides further details on the suspension and expulsion of students.

## **CONSIDERATION FOR STUDENTS WITH DISABILITIES**

Taylor County Schools strives to foster a disciplined, inclusive, and equitable learning environment for all students by adhering to these guidelines. We recognize that students with disabilities may require additional considerations when addressing behavior violations. Per federal and state regulations, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, TCS will provide appropriate interventions and support for students with disabilities. Disciplinary actions involving these students will be handled in a fashion that considers potential unique circumstances.

### **SPECIAL CIRCUMSTANCES:**

School personnel may remove a child with a disability to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is a manifestation of the child's disability if the child: (a) Carries a weapon to or possesses a weapon at, school, on school premises, or to, or at, a school function ("*Weapon*" means *dangerous weapon as defined in [18 U.S.C. 930\(g\)\(2\)](#)*). (b) Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the KDE ("*Controlled substance*" means *a drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act [\(21 U.S.C. 812\(c\)\)](#)*). or (c) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of KDE ("*Serious bodily injury*" means *bodily injury as defined in [18 U.S.C. Section 1365\(h\)\(3\)](#)*).

# BULLYING & HAZING

Taylor County Schools is dedicated to creating a safe, inclusive, and respectful environment where all students can learn and thrive. Bullying and hazing are strictly prohibited and are considered serious violations of our Code of Acceptable Behavior and Discipline. This section outlines the definitions and reporting procedures related to bullying and hazing and the support available to students who may be affected.

## **BULLYING**

[KRS 158.148](#) defines bullying as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated while on school premises, on school-sponsored transportation, at a school-sponsored event, or disrupts the education process. This definition shall not be interpreted to prohibit the civil exchange of opinions, debate, or cultural practices under the state or federal constitution, where the opinion expressed does not otherwise materially or substantially disrupt the education process.

## **HAZING**

[Per KRS 508.180](#), "hazing" is defined as a direct action that substantially endangers the physical health of a minor or student for recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to: (a) Violate federal or state criminal law; (b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury; (c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements; (d) Endure brutality of a sexual nature; or (e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

## **OTHER ACTIONS NOT TOLERATED**

Bullying and hazing, along with the use of lewd, profane, or vulgar language, are strictly prohibited in Taylor County Schools. Additionally, students must not engage in behaviors such as menacing, taunting, intimidation, verbal or physical abuse, or any other threatening conduct. This policy applies to all student language and behavior forms, including those conducted electronically or online. Such actions disrupt the educational environment and hinder other students' ability to benefit from the educational opportunities provided.

***\*STUDENTS WHO VIOLATE THIS POLICY SHALL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION.***

## **REPORTING BULLYING OR HAZING**

School employees are expected to act reasonably and prudently in student welfare and safety situations. This includes adhering to district policies for intervening and reporting situations that threaten, harass, or endanger the safety of students, staff members, or visitors to the school or district. Such situations include, but are not limited to, bullying or hazing of students and harassment or discrimination of staff, students, or visitors by any party.

Students who believe they have been victims of bullying or hazing or witnessed such behavior should report it as soon as reasonably possible. Reports can be made to a classroom teacher, who will then inform the principal. Alternatively, students may report incidents using the [STOP Tipline](#) on the school or district website. In cases of peer-to-peer bullying, hazing, or harassment, employees must report the incident to the alleged victim's principal, as outlined in Board Policy [09.42811](#). The principal or their designee will investigate and address reported incidents of such misconduct.

In applicable cases, employees must also report bullying and hazing to the appropriate law enforcement agencies and complete any necessary documentation as required by the district's harassment and discrimination policies, particularly those related to federally protected areas.

When a complaint that does not fall under this specific policy is received, administrators should review other relevant policies, including but not limited to policies [09.422](#), [09.426](#), and [09.42811](#), to ensure the allegations are addressed appropriately.

# HARASSMENT & DISCRIMINATION

Harassment and Discrimination are unlawful actions based on race, color, national origin, age, religion, sex (including sexual orientation or gender identity), or disability. Such behavior is considered sufficiently severe, pervasive, or objectively offensive when it negatively impacts 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. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

## **EXAMPLES OF PROHIBITED CONDUCT MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Any nicknames, slurs, stories, jokes, written materials, or pictures that are lewd, vulgar, or profane and relate 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. Instances involving sexual violence;
4. 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;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. 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
7. Destroying or damaging an individual's property based on any of the protected categories
8. Using an electronic device to send harassing messages or engage in cyberbullying.

## **REPORTING HARASSMENT**

If a student believes that they, another student, an employee, or a visitor is experiencing or has experienced harassment or discrimination, they should report it to their principal or principal's designee as soon as reasonably possible. Parents or guardians may also report on behalf of their child. In each school, the principal is responsible for handling reports of harassment or discrimination. Alternatively, reports can be made directly to the Superintendent or their designee. If the concern involves sexual discrimination or harassment, reports can also be directed to the TCS Title IX Coordinator, Terry Vanmeter, by email at [terry.vanmeter@taylor.kyschools.us](mailto:terry.vanmeter@taylor.kyschools.us) or by phone at (270)465-4431.

All complaints, whether verbally or in writing, will result in a documented investigation and a written report. Employees who believe such behavior is occurring or has occurred must inform the victim's principal, who will immediately forward the information to the superintendent or designee. The

superintendent or their designee will then investigate per district policies and procedures regarding harassment, discrimination, or sexual harassment.

## **TITLE IX SEXUAL HARASSMENT DEFINED & REPORTING PROCEDURES**

1. A district employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
2. Unwelcome conduct that, from the perspective of a reasonable person, is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the District's educational programs or activities;
3. Any of the following:
  - "Sexual assault" as defined in [20 U.S.C. 1092\(f\)\(6\)\(A\)\(v\)](#), which includes rape, fondling, incest, or statutory rape as described in the FBI's Uniform Crime Reporting system. Sexual assault involves acts against another person without consent, including situations where the victim cannot consent.
  - "Dating violence," as defined in [34 U.S.C. 12291\(a\)\(10\)](#), refers to violence committed by someone in a current or past romantic or intimate relationship with the victim. Factors such as the length and nature of the relationship and the frequency of interaction determine the existence of such a relationship.
  - "Domestic violence," as defined in [34 U.S.C. 12291\(a\)\(8\)](#), includes felony or misdemeanor acts of violence committed by a current or former spouse or intimate partner, someone with whom the victim shares a child, a cohabitant or former cohabitant as a spouse or partner, or any person protected under domestic or family violence laws.
  - "Stalking," as defined in [34 U.S.C. 12291\(a\)\(30\)](#), means engaging in behavior directed at a specific person that would cause a reasonable individual to fear for their safety or the safety of others or to suffer significant emotional distress.

Refer to Board Policy [09.428111](#) for more details on Title IX Sexual Harassment. Forms for reporting sexual harassment are available in Board Procedure [09.428111 AP.21](#). For additional questions, individuals can contact TCS Title IX Coordinator Terry Vanmeter, by email at [terry.vanmeter@taylor.kyschools.us](mailto:terry.vanmeter@taylor.kyschools.us) or by phone at (270)465-4431.

## **NON-DISCRIMINATION STATEMENT**

Students, parents, employees, potential employees, and the general public are hereby informed that Taylor County Schools does not discriminate based on age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, religion, political affiliation or beliefs, or limitations related to pregnancy, childbirth, or related medical conditions. This applies to employment, educational programs and services, career and technical education opportunities, admissions criteria, and activities in accordance with federal and state laws.

# ALTERNATIVE PROGRAMS

For conduct that disrupts the educational process, the Principal or their designee may assign a student to the Lakeview Academy education program. This program serves students who require a more structured setting and students who want to take classes offered via computer. [09.4341](#) provides further details on Alternative Education.

The Lakeview Academy School's goals are to assist all students in developing skills necessary to succeed in academics, social skills, verbalizing feelings in an appropriate manner, dealing with conflicts in a positive way, and to promote a successful transition from school to higher education or work.

Student placements shall be based:

- to ensure the safety of the individual student, student body or staff
- to meet the educational needs of the student
- to transition the student to a placement as a state agency
- Discipline purposes

\*Examples (but not limited to): Drug abuse, Court Order, Credit Recovery, Attendance

**Maintaining a Safe and Drug Free School Setting** - The Taylor County Board of Education is committed to providing a safe and drug free school environment. To maintain this positive learning climate, security cameras, drug dogs, safety sweeps, and other security measures may be used. To meet this goal, the administration may conduct random or systematic administrative searches of lockers, desks, parking lots, and other facilities, which are the exclusive property of the Taylor County Board of Education. This also extends to school sponsored events. In addition and under the requirement of the Fourth Amendment, when there is reasonable suspicion pointing to a specific student that a school rule or criminal statute has been broken, that student and his property may be searched by school officials following reasonable suspicion, but need not be supported by search warrant or probable cause. If you feel your child has a problem with illegal substances or alcohol, we encourage you to contact your child's school for counseling and contacts for professional help.

# HANDBOOK REVIEW PROCESS

The Taylor County Schools' Student Code of Acceptable Behavior and Discipline will be reviewed annually to ensure it reflects current federal and state laws and any updates to Board of Education policies. This review will be conducted by a designated committee that may include administrators, teachers, staff, students, and parents.

In addition to the annual review, the handbook may be revised more frequently if required by changes in law, policy, or district needs. Any updates or revisions will be communicated to students, parents, and staff in a timely manner. The most current version of the handbook will be available on the district's website.