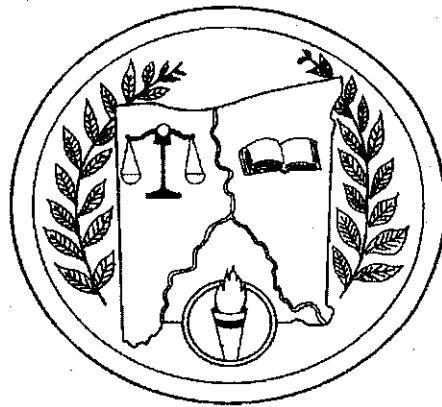


Pendleton County Schools
"United in Pursuing Excellence"

Code of Conduct Book

2022-2023

Student Code of Conduct



Mission: Pendleton County Schools is committed to graduating every student college and/or career ready by empowering staff to deliver high quality instruction in a safe and trusting environment.

PENDLETON COUNTY BEHAVIOR GUIDELINES

LEVEL I OFFENSES

These are minor misbehaviors which require immediate intervention by the staff member who is supervising the student or who observes the violation. These misbehaviors may include, but are not limited to; the following (see pg. 26):

1. Disrupting and/or interfering with the normal operations in a classroom.
2. Tardy on a regular basis.
3. Failure to carry out a reasonable request from teacher or other school official.
4. Failure to comply with school based dress codes.
5. Any other violations which are expressly listed in the written school rules and related procedures that fall within this category.

LEVEL II OFFENSES

These are actions which disrupt the learning climate of the school. These misbehaviors may include, but are not limited to the following (see pg.26):

1. Repeated violations of Level I offenses.
2. Not attending an assigned class without a valid excuse.
3. Forging notes or willfully providing misinformation concerning absences, truant behavior.
4. Disrespectful behavior including use of profanity, and/or an obscene gesture or back talking towards another person(s).
5. Failure to follow the procedure for prescribed and over the counter medications.
6. Possession and/or displaying of obscene materials

LEVEL III OFFENSES

These are acts against a person(s) or property which may indirectly endanger the health or safety of others. These violations require administrative action. Depending on the circumstances, some of these offenses may require notification to the school board and/or appropriate law enforcement authorities. These misbehaviors may include, but are not limited to; the following (see pg. 27):

1. Repeated violations of Level I and/or II offenses.
2. Fighting
3. Assault by striking, shoving, kicking or otherwise subjecting another person to offensive physical contact with another person resulting in physical or emotional damage.
4. Threatening to assault another person, to inflict significant physical or emotional damage.
5. Encouraging or inciting discord or a civil disturbance including bomb threats or false fire alarm activation.
6. Interfering with school personnel in impeding their ability to carry out their responsibilities.
7. Possessing and/or using a lighter, matches, or tobacco products at school.
8. Gambling.
9. Speeding, reckless driving, or improper use of motor vehicle on school property.

LEVEL IV OFFENSES

These are serious violations, which require administrative actions, notification of appropriate law enforcement authorities and result in the immediate removal of the student from the school. A request for an expulsion hearing, or a meeting with the Superintendent of Schools or his/her designee may occur with a Level IV violation. These misbehaviors may include, but are not limited to; the following (see pg. 27):

1. Repeated violations of Level II and/or Level III offenses.
2. Arson, the intentional setting of fire.
3. Assault, by striking, shoving, kicking or otherwise subjecting another person(s) to physical contact resulting in significant physical injury or physical threat of life or violence to another person(s).
4. Possession, use, or transfer of dangerous weapons: explosives, gun, rifle, knife, leaded cane, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, or martial arts weapons (including using or threatening to use any blunt or sharp-pointed instrument which may be capable of inflicting bodily injury).
5. Possessing, exchanging, selling, distributing or, under the influence of alcohol, drugs or any substance purported to be an illegal drug, possession of related drug paraphernalia.
6. Interfering with school personnel by force or violence in impeding their ability to carry out their responsibilities.
7. Vandalism (defacing or disfiguring school and personal property), trespassing, unlawful entry, criminal mischief, burglary or larceny.
8. Sexual contact, sexual harassment
9. Computer hacking
10. Threatening, extortion, blackmail or coercing another student.

Pendleton County Schools

2525 Highway 27 N
Falmouth, Kentucky 41040
Phone 859.654.6911

Contact Person
Joe Buerkley
Superintendent
Pendleton County Schools
Phone 859.654.6911

Committee Members

Joe Buerkley, Superintendent
Matt Compton, Assistant Superintendent/Executive
Director of Student Services Code of Conduct
Committee Chairperson

Jamie Baker, Assistant Principal-Pendleton County
High School
Robert Hoover, Principal-Phillip Sharp Middle School
Mark Hegyi, Principal-Southern Elementary School
Darell Pugh, Principal-Northern Elementary School

Pendleton County School District Contact Information

Person/Title/Address	Telephone/E-Mail	Fax
Superintendent Joe Buerkley 2525 HWY 27 N. Falmouth, KY 41040	859-654-6911 joe.buerkley@pendleton.kyschools.us	859-654-6143
Administrative Assistant Superintendent/Office Manager Barb Brown 2525 HWY 27 N. Falmouth, KY 41040	859-654-6911 barb.brown@pendleton.kyschools.us	859-654-6143
Assistant Superintendent/Executive Director of Student Services Matt Compton 2525 HWY 27 N. Falmouth, KY 41040	859-654-4981 matt.compton@pendleton.kyschools.us	859-654-6143
Executive Director of Curriculum and Instruction Laura Pugh 2525 HWY 27 N. Falmouth, KY 41040	859-654-6911 laura.pugh@pendleton.kyschools.us	859-654-6143
Executive Director of Finance and Human Resources Jennifer Pierce 2525 HWY 27 N. Falmouth, KY 41040	859-654-6911 jennifer.pierce@pendleton.kyschools.us	859-654-6143
District Health Coordinator Sarah Wolfe 2525 HWY 27 N. Falmouth, KY 41040	859-654-6911 sarah.wolfe@pendleton.kyschools.us	859-654-6143

Food Service/Nutrition Director Lisa Mitchell 6762 HWY 27 N. Butler, KY 41006	859-654-4981 lisa.mitchell@pendleton.kyschools.us	859-654-6143
Maintenance Supervisor Scott Logan 2525 HWY 27 N. Falmouth, KY 41040	859-654-3325 scott.logan@pendleton.kyschools.us	859-654-6143
Assistant Transportation Director Scott Nordheim 6762 HWY 27 N. Butler, KY 41006	859-654-4981 scott.nordheim@pendleton.kyschools.us	859-654-6143
Northern Elementary School Principal Darrell Pugh 925 HWY 177 E. Butler, KY 41006	859-472-7341 darrell.pugh@pendleton.kyschools.us	859-472-6548
Southern Elementary School Principal Mark Hegyi 320 Fairgrounds Rd. Falmouth, KY 41040	859-654-6981 mark.hegyi@pendleton.kyschools.us	859-654-2906
Phillip A. Sharp Middle School Principal Robert Hoover 35 Wright Rd. Butler, KY 41006	859-472-7000 robert.hoover@pendleton.kyschools.us	859-472-7011
Pendleton County High School Principal Tony Dietrich 2359 HWY 27 N. Falmouth, KY 41040	859-654-3355 tony.dietrich@pendleton.kyschools.us	859-654-4235

COMMUNITY RESOURCE AGENCIES

Adult Education/One Stop - 859.654.3325

Alanon- 859.654.6974

Alcoholics Anonymous - 859.654.6974

Harrison Memorial Hospital - 859.234.2300

Three Rivers District Health Department- 859.654.6985

Cabinet of Human Resources - 859.654.3381

4 C's Northern Kentucky 800. 315-7878

CAC Community Action Commission- 859.654.4054

MEBS Counseling Service - 859.654.6327

North Key Intensive Outpatient Program - 859.654.6988

- Educates adolescents to make low risk choices in their behavior regarding alcohol, tobacco, other drugs and violence.

North Key Comprehensive Care- 859.654.6988

- Alcoholism, Drug Abuse, Counseling, Mental Health, and Developmentally Disabled Services

Pendleton County Public Library - 859.654.8535

Suicide Hotline - 513.281.2273

Poison Control Center - 800.222.1222

St. Elizabeth Hospital - Grant County - 859.824-8240

St. Elizabeth Hospital - Edgewood- 859.344-2000

St. Elizabeth Hospital - Ft. Thomas - 859.572-3500

St. Elizabeth Hospital - Florence - 859.962.5200

St. Elizabeth Alcohol & Drug Treatment Center - 654.6974

- Inpatient detoxification, intensive outpatient day and evening programs, inpatient rehabilitation, day treatment and partial residential treatment.

TABLE OF CONTENTS

Notice of Nondiscrimination	1
Position Statement	2
Jurisdiction of Code	3
Student Rights and Responsibilities	5
Parent/Guardian Rights and Responsibilities	7
Teacher Rights and Responsibilities	9
Principal/Administrator Rights and Responsibilities	11
Student Code of Conduct Rules and Regulations	12
Due Process	12
Search and Seizure	12
School Activities	13
Dress and Appearance	13
Tobacco	13
Attendance	13
Health Requirements for School Attendance	15
Vandalism	17
Telecommunication Device	17
Assault	18
Weapons	18
Harassment/Discrimination/Harassing Communication	19
Students with Special Needs/504 Discipline Guidelines	22
Family Education Rights & Privacy Act Notification (FERPA)	22
Student Records/Directory Notification	23
Pupil Rights Amendment (PPRA)	23
Opt Out Student Records Directory Information Notification	24
Disciplinary Levels/Procedures and Response Options	26
Drug and Alcohol Philosophy/Procedures	28
Use of Medication at School	31
Conduct on Bus	31
Expulsion	33
KRS 158 Compliance Procedures	34
Acceptable Use Policy	35
Use of Physical Restraint and Seclusion in Public Schools	39
Code of Conduct Acknowledgement Form	40

Pendleton County Board of Education
Notice of Non-discrimination

The Pendleton County School District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Pendleton County School District also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) Donna Pollard, Director of Special Education, 2525 U.S. 27, Falmouth, KY 41040, 859-654-6911, donna.pollard@pendleton.kyschools.us.

POSITION STATEMENT

DISTRICT MISSION

Pendleton County Schools is committed to graduating every student college and/or career ready by empowering staff to deliver high quality instruction in a safe and trusting environment.

DISTRICT VISION

"United in Pursuing Excellence"

PURPOSE OF CODE OF CONDUCT

INTRODUCTION

The Pendleton County School District is committed to providing quality education for all students. We believe a safe and orderly environment must be maintained for this process to be effective.

If a conflict exists between the code of conduct and the adopted policies/procedures of the Board of Education or state statutes, the policies/procedures or state statutes shall govern.

STATEMENT OF PURPOSE

As a certified agent of the State of Kentucky, Pendleton County Schools has the moral and legal responsibility to provide an education for all children within its district. The responsibility to take advantage of this educational opportunity rests with each student, encouraged by the support and involvement of his/her teachers and parents/guardians.

The purpose of this document is:

- 1) To affirm and protect the rights of the district and building administration, teachers, parents/guardians, and students;
- 2) To define the responsibilities of the district and building administration, teachers, parents/ guardians, and students;
- 3) To document pertinent Kentucky state laws that serve as parameters for the respective discipline codes of schools within the district;
- 4) To identify the regulations governing students who ride school buses.

It should be pointed out that, although parents and students have many rights guaranteed by state and federal laws and court decisions, some of these rights may end when and where they begin to interfere with the constitutional rights of others. Most importantly, students need to know that every right carries with it the responsibility to exercise that right wisely and that failure to do so may result in loss of privileges. Essentially, then, the responsibility for conduct is in the hands of each individual student and his/her parent/guardian, and, when an action by a student is not in compliance with an accepted standard, specific consequences shall be uniformly applied as outlined in this document and the individual school codes.

The intent of this code is to help students maintain acceptable behavior. Used properly by students, parents, teachers, counselors, administrators, and all other school personnel, this document should be an instrument which will help provide an atmosphere that will enable students to achieve the goal of a basic education, thus allowing them to be competitive in the adult world.

JURISDICTION OF CODE

This code will be in effect on school property during regular school hours as well as other places and times where teachers and school administrators have jurisdiction over students, including (but not necessarily limited to) school-sponsored functions, before or after school programs, field trips and athletic events. This code also applies to students when they are on the way to or from school or school events.

In addition, those students in vocational education programs who are registered in a regular high school come under the jurisdiction of this code.

It should be noted that various state laws and school board policies mandate certain administrative functions which are not part of this code, and this code is intended neither to restrict nor deny those functions.

APPLICATION OF CODE

The solution to a problem or the resolution of a conflict within the educational setting usually can be accomplished through an informal process by the people most frequently involved: the teacher and the student. It is expected, therefore, that every effort will be made by the teacher to handle the situation with the student at the time the unacceptable behavior occurs. If it is misconduct of a serious nature, more drastic action must be taken immediately.

The management of order and discipline are an essential element of a safe and productive learning environment. Establishing fair and consistent discipline at the lower grades, and being consistent as the student progresses, should reduce the need for extreme methods of discipline. As students mature and advance in school, they are expected to assume a greater degree of responsibility for their behavior. It should be noted that, although these rules are written for all students K-12, many of these rules apply primarily to older students. Accordingly, the type of disciplinary action taken MAY vary with age and situation as well as the type of misconduct.

When considering the consequences/interventions of inappropriate behavior the following circumstances may be reviewed and taken into consideration:

- 1) Age and/or developmental stage of student;
- 2) Frequency of misconduct; behavioral history;
- 3) Seriousness of particular misconduct;
- 4) Attitude of the student; degree of cooperation of student;
- 5) Educational placement;
- 6) Attendance and academic standing.

The Pendleton County Board of Education believes each student should accept the rights and responsibilities appropriate to their level of maturity and abide by the rules and regulations of the Board and its designated employees.

Note that consequences and interventions are at the discretion of administration when incident(s) rise to that level.

Reaching the goals outlined requires cooperative relationships among the students, parents, and educators and may be more easily achieved through acceptance of RESPONSIBILITIES.

PHILOSOPHY

To ensure that an environment conducive to effective learning is maintained in the Pendleton County Schools, it is necessary to establish a consistent and effective discipline code.

The Pendleton County Board of Education recognizes its responsibility to prepare students for their role as adults in a democratic society. To accomplish this, there must be mutual respect and trust toward each other by students, parents, and school staff. The code of conduct is a vehicle for accomplishing this objective.

Effective learning is not possible without an environment that is safe, respectful, and responsible. Establishing behavior expectations that are taught and reinforced by all school staff members creates such an environment.

The board of education is entrusted with the mandate to educate all children until graduation or age twenty-one (21), whichever comes first. They are committed to establishing an environment that is most conducive to learning, while protecting the individual rights and responsibilities of all.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

A major initiative in the Pendleton County School District is *Positive Behavior Intervention and Supports (PBIS)* which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered system of support to enhance student learning. Students often need encouragement and new skills to improve behaviors and assistance in learning to do so. School staff recognizes that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions. (Center for Positive behavior Intervention Supports, University of Oregon)

The Pendleton County School District has embraced Positive Behavioral Intervention & Supports (PBIS) to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing school wide behavior referrals to make decisions and solve problems based on their individual school needs.

Parents and student(s) will notice PBIS in our schools when they see and hear each school's clearly defined expectations for all school settings and by the rewards student(s) can obtain by meeting these expectations.

Successful PBIS implementation will help us:

- o Have more engaging, responsive, preventative, and productive learning environments.
- o Improve classroom management and address disciplinary issues based on data analysis.
- o Improve supports for students whose behaviors require more specialized assistance.
- o Maximize academic engagement and achievement for all students

(Center for Positive behavior Intervention Supports, University of Oregon)

For additional information about PBIS, visit www.pbis.org.

STATEMENT OF RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Students have the right to:

1. Be respected as a worthwhile human person, regardless of race, creed, national origin, economic status, sex or age;
2. Attend the public schools from entry through the twelfth grade (providing the student is under 21 years of age);
3. Be kept informed as fully as is reasonably possible of all rules, regulations, policies, and penalties to which they may be subjected and be assured of all due process rights;
4. Enjoy personal safety and the protection of their personal property and freedom from verbal abuse within the total school environment;
5. Make recommendations regarding classes offered and to select and participate in classes that will best meet individual needs;
6. Seek advice and counseling in academic, personal, social, and career related concerns;
7. Be involved in co-curricular school activities that are governed by clearly defined rules and standards for participation;
8. Have all constitutional rights recognized and be informed as fully as possible of these rights;
9. Participate in decision making procedures directly affecting student (when appropriate);
10. Expect that when information is offered in a disciplinary case, the confidentiality of the students will be respected unless the testimony of the student is required in a hearing in the school or before the Board of Education or in a court proceeding;
11. Expect that all school personnel will carry out their assigned duties and responsibilities;
12. Have access to and interpretation of their own personal school records if 18 years of age or older, or if younger with consent of parent/guardians in accordance with FERPA;
13. Have their records maintained accurately and confidentially;
14. Learn decision-making and problem-solving skills;
15. Be provided with the objective, content, and requirements of each course at the beginning of the course;
16. Be provided with the method of grading to be used in each course at the beginning of the course;
17. Receive academic grades based only upon academic performance;
18. Attend a fully accredited school in the manner prescribed in the eligibility guidelines established by the Board of Education;
19. Have assignments and/or tests missed due to absence handled in accordance with established individual school policies;
20. Express themselves, including, but not limited to appearance, assembly, association, and circulation of petitions and literature provided that it does not disrupt the educational process, is not a danger to the health and safety of persons or property, or does not infringe on the rights of others, nor does not violate school policy;

21. Procedural due process concerning disciplinary action;
22. Expect the school property to be attractive and well maintained;
23. Privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing material(s) prohibited by law or individual school policy.

Students have the responsibility to:

1. Attend school and classes regularly, to arrive on time, (refer to compulsory school attendance law)
and to have needed materials;
2. Fulfill, to the best of their ability, the objectives of each course;
3. Refrain from possessing any firearm, knife, deadly weapon or dangerous instrument on school property, at school sponsored functions, before or after school programs, field trips, athletic events or on school buses;
4. Refrain from possessing, using, being under the influence of, and/or selling alcohol, controlled substances, marijuana, or any other nonprescription mind or mood altering substances or look alike items while at school or on the way to or from school;
5. Refrain from vulgar or profane language and acts of violence, to include: verbal and physical intimidation or abuse of students, invited guests and/or school employees;
6. Become familiar with and observe the laws, policies, rules, and regulations of the state, district, and individual schools which concern their conduct;
7. Refrain from using any electronic pager or cellular telephone while at school or while attending a school sponsored or school-related activity or on school buses except in accordance with Acceptable Use Policy (see Acceptable Use Policy)
8. Show respect and cooperation toward teachers, substitute teachers and other school employees;
9. Refrain from possessing or using any tobacco products;
10. Show consideration for the rights of others within the total school environment;
11. Pursue and complete the course of study prescribed by the state and local boards of education;
12. Conduct themselves on the school buses in accordance with rules governing safety and school conduct in general;
13. Refrain from conduct that disrupts classroom work or school activities, creates disorder, invades the rights of others, or damages or destroys private or public property;
14. Report knowledge of wrongdoing where confidentiality and protection from reprisal is assured as much as possible;
15. Practice self-control and use the proper channels through which rules or practices may be questioned

or changed;

16. Make reasonable effort to secure personal property;

17. Participate in school activities and functions in order to have a more positive school experience;

18. Assume responsibility for their academic achievement and conduct;

19. Be aware of their academic progress and status at all times and to communicate this information to their parents or guardians and to encourage parents to become involved in educational activities and at-home learning;

20. Learn and use problem-solving methods rather than avoidance behavior in conflict situations (i.e., teacher-student conflict, schedule change, parent-student conflict, etc.);

21. Provide explanation for any absence or tardiness to the school in accordance with the established school policy;

22. Cooperate with teachers and administrators in maintaining a safe and orderly school environment which promotes an atmosphere conducive to learning;

23. Apply themselves consistently and diligently to in-class and at-home learning tasks;

24. Make up, in accordance with established school policies, assignments and/or tests missed due to absence;

25. Comply with established standards of personal grooming and dress as established in individual school codes.

26. Refrain from bullying behavior, (bullying is 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).

PARENTS AND GUARDIANS RIGHTS AND RESPONSIBILITIES

Parents and guardians have legal rights in the education of their children from kindergarten through high school. These rights are of two kinds, both equally important: the rights that parents have on their own, as parents, and the rights they have as agents for their children.

Parents and guardians have the right to:

1. Enroll their child in a fully accredited school as prescribed by the procedures established by the Board of Education and the respective school;
2. Expect a safe and orderly school environment which promotes an atmosphere conducive to learning;
3. Be respected as an individual regardless of race, creed, national origin, economic status, sex, or age;
4. Be represented in the process of developing academic and disciplinary policies;
5. Expect effective instruction which addresses the needs of all students and reflects world-class

standards of academic achievement;

6. Receive timely and thorough reporting of their child's progress;

7. Examine their child's personal school records in accordance with State and Federal laws.

8. Expect school personnel to notify parents/guardians of important school news and messages, particularly as they relate to children;

9. Be informed of the academic requirements of any course and school program and the grading and promotion policies;

10. Consent to the placement, in accordance with established guidelines, of their child in a special education class (unless proper due process procedures are followed to affect a placement with such consent);

11. Expect classroom disruptions to be dealt with firmly and quickly;

12. Participate in meaningful parent-teacher conferences to discuss their child's progress and welfare.

Parents and guardians have the responsibility to:

1. Ensure regular, punctual attendance, unless the child is physically unable, in accordance with the compulsory school attendance law;

2. Report and explain any absence to the school in accordance with established school policy;

3. Inform the school of any condition or circumstance which may affect their child's learning, attendance, or participation in school programs and activities;

4. Accept their own role as the primary educators of their child;

5. Establish and maintain in the home an atmosphere which fosters a positive attitude toward education and learning;

6. Establish and maintain a home environment in which their child can accomplish at-home learning tasks without distraction or disturbance;

7. Demonstrate respect for teachers, administration, and school personnel in the home, at school, and at school-related activities;

8. Inspect their child's cumulative record and request removal or correction of any false or misleading statements, in conformity with current guidelines, and to receive upon request, names and addresses of all persons or agencies outside the school system who have been given information about their child;

9. Discuss problems with appropriate school personnel;

10. Assist their child in complying with established standards of personal grooming and dress;

11. Show an interest in their child's school work and progress through regular communication with the school;

12. Cooperate with the school when their child is involved in a disciplinary matter;
13. Maintain contact with the school staff through conferences, messages, or appointments made through school office;
14. Develop in their child positive self-concept, self-respect, and self-confidence;
15. Communicate with their child concerning academic performance and behavior;
16. Actively participate in the recommending of policies proposed for adoption by the Pendleton County Board of Education and/or School Based Decision Making (S.B.D.M.) councils.

TEACHERS RIGHTS AND RESPONSIBILITIES

Teachers of Pendleton County Schools have the right to:

1. Require responsible attendance on the part of students;
2. Expect all students to complete class assignments, including homework assignments and make up assignments that occur as a result of absences in compliance with established policies;
3. Work in an educational environment that is safe and orderly with minimal disruptions;
4. Have the support of the school principal, subject area coordinators, and administrators;
5. Expect the principal, through proper disciplinary procedures, to deal with any student whose behavior disrupts learning, or who violates the code of conduct;
6. Enjoy freedom from verbal abuse and safety from physical harm as is possible to assure;
7. Apply the established academic and disciplinary policies according to prescribed guidelines;
8. Establish classroom rules which shall be more specific extensions of established academic and disciplinary policies;
9. Take prudent action in emergencies to protect their own person and all persons in their care;
10. Have a personal life and privacy outside of school;
11. Be treated with courtesy and respect by students and parents;
12. Expect the involvement of parents and guardians in the education of their children

Teachers of Pendleton County Schools assume the responsibility to:

1. Exemplify responsible attendance at classes and assigned supervisory duty positions;
2. Maintain a positive, professional attitude and behavior toward all students, parents, administrators, other teachers, and the Board of Education;
3. Possess a thorough knowledge of the subject matter and to understand the cultural as well as the practical values of that knowledge;

4. Maintain on-going professional development and to employ an understanding of human growth and development;
5. Implement the Board approved curriculum by developing instructional activities which meet students' academic needs;
6. Refer students with possible special problems to the appropriate resources (i.e., speech therapist, social worker, special education, etc.) and notify parents or guardians of such referral;
7. Maintain a classroom atmosphere conducive to learning with mutual respect and trust and with appropriate discipline;
8. Deal firmly, promptly, and consistently with disruptions or violations of Board policy, the code of conduct, and school procedures, and, if necessary, enlist the support of administrators in extreme cases;
9. Inform parents/guardians of student's successes, problems, or failures in learning and behavior;
10. Evaluate students' assignments, returning them as soon as possible, and maintain necessary records of student progress and attendance;
11. Reply promptly with respect and courtesy to inquiries and suggestions from parents/guardians and administrators;
12. Follow the policies, regulations, and standards adopted by the Board of Education/administration, policies adopted by site-based councils, and work appropriately where change is desired;
13. Explain specific rights and responsibilities as described in the adopted code, as well as school and classroom procedures;
14. Help students to master the basic skills, develop positive self-concepts, self-respect, and self-confidence in order to respect the worth and dignity of others; clarify their values, and make choices that lead to responsible citizenship;
15. Be role models of responsible citizenship;
16. Provide adequate supervision for students assigned to their care and inform the principal's office or colleague if absent from assignment;
17. Devote the full academic day to providing instruction, guidance, and supervision, and use the planning period for the benefit of the school, student, teacher, or professional planning and development;
18. Provide students with the method of grading used in each course at the beginning of the course;
19. Provide, if possible, continuity of teaching experiences for students in their care during the regular teacher's absences;
20. Provide students with the objectives, a brief summary of content, and requirements of each course at

the beginning of the course;

21. Provide information, upon request of a student or parent, about the student's progress in academic achievement and conduct during the course;
22. Dress appropriately and professionally.

PRINCIPALS AND ADMINISTRATORS RIGHTS AND RESPONSIBILITIES

Principals and administrators have the right to:

1. Participate in the formulation of administrative policy;
2. Have sufficient and proper staff, facilities, and supplies needed for the educational program within available resources;
3. Expect staff members to comply with policies and directives;
4. Have a personal life and privacy outside of the school;
5. Deal appropriately under Board policies with any student whose conduct disrupts the learning of others, or violates the Code of Conduct;
6. Expect and receive adequate support from the Board of Education and administrative superiors in administering the school.

Principals and administrators have the responsibility to:

1. Exemplify responsible attendance;
2. Create and maintain, with the help of staff, a positive learning environment with appropriate discipline according to the approved code and local policies;
3. Implement and evaluate all aspects of the educational program to promote learning and to comply with the policies, procedures, regulations, and/or laws of the school, district, state, and nation;
4. Ensure dissemination of policy information, assessment results, and overall school performance;
5. Apply academic and disciplinary policies fairly and impartially according to prescribed guidelines using his/her best judgment;
6. Serve as a role model for students in action, speech, and personal appearance;
7. Encourage active involvement of parents/guardians in the education of their child;
8. Be available for conferences with staff, students, parents, and others on discipline matters;
9. Ensure implementation of all pertinent statutes and administrative regulations.

Pendleton County Board of Education has the right to:

1. Expect responsible attendance on the part of administrators, teachers, and students;
2. Receive the support of administrators, teachers, parents/guardians, and students in implementing the

established academic and disciplinary policies of the district and schools;

3. Expect cooperation from administrators, teachers, and students in the process of state-mandated assessment;
4. Expect the involvement and cooperation of parents/guardians in the education of their child.

STUDENT CODE OF CONDUCT

All students shall comply with the lawful rules and regulations for the governance of Pendleton County Schools. Willful disobedience or defiance of the authority of the school staff, habitual profanity or vulgarity, or other gross violation of propriety or law constitutes cause for administrative behavioral resolution.

DEFINITIONS

The following definitions shall be used in the Pendleton County School District until officially amended by the Pendleton County Board of Education.

Suspension shall mean exclusion of a student from school for a specific period of time not to exceed ten (10) days per offense. If suspended, this includes exclusion from all school activities occurring on specified dates.

Parent(s) means a natural mother or father, an adoptive mother or father, a legally appointed guardian, or a surrogate parent of a child who is a ward of the state.

Alternative Placement means the placement of a student in the Alternative Center at PCHS or other appropriate educational setting.

Expulsion means that the board may expel any student for misconduct as defined by law.

Action to expel a student shall not be taken until the student has had an opportunity for a hearing before the board. The board's decision shall be final. In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed. (see board policy 09.435)

Alternative to Suspension Projects/Programs means at the discretion of the principal and as an alternative to suspension measure, students may be required to complete a diversion program or project (i.e. Service Learning Projects, Intervention Programs, Counseling, Educational Program, etc.). Such assignments shall be of a nature related to the offense and designed to change inappropriate student behavior or teach students to make acceptable choices.

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.

DUE PROCESS

Before being suspended from school for violation of school regulations, a student shall have the right to the following due process procedures.

The student shall be given oral and/or written notice of the charge(s) against him/her.

If the student denies the charge(s), he/she shall be given an explanation of the evidence against him/her.

The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).
(see Board Policy 09.431)

SEARCH AND SEIZURE

All students must be aware that lockers, desks, cabinets, closets, classrooms and other school facilities are the exclusive property of the board of education and may be searched from time to time to prevent violation of the student code of conduct.

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a noncertified person that is responsible for the students is authorized to conduct the search of a student or his/her personal effects.

No strip searches of students shall be permitted.

Additionally, student vehicles located on school property may be the subject of a lawful search.

SCHOOL ACTIVITIES

Students who attend school sponsored off-campus events shall be governed by the rules and regulations of the Pendleton County Board of Education and are subject to the authority of school officials.

No student shall, on the way to or from any school event, on or off school premises, violate the rules and regulations of the Pendleton County Board of Education and are subject to the authority of school officials. Violation of this regulation constitutes cause for administrative behavioral resolution and the possible elimination of the schools involved from all participation in interscholastic athletics and other activities.

DRESS AND APPEARANCE

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions or gang related apparel which, in the judgment of the principal, may significantly disrupt the education process or threatens the health or well-being of that student or other students is prohibited.

Principals shall enforce the dress code in their schools. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in administrative behavioral resolution.

The following attire is prohibited, including but not limited to, see through mesh clothing, tank tops and tube tops; hats or caps; sleep wear (unless on special building designated days); bare torso; clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene, crude, or rude pictures or sayings pertaining to drugs, alcohol, tobacco, extreme violence, gangs or sex; non-prescription sunglasses; swim wear, and exposed under garments; biking shorts; and clothing too tight, too short, or too suggestive constituting a risk of distraction to the educational process **NOTE: SBDM Councils may draft dress codes that are more restrictive.**

TOBACCO

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the board, inside board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

ATTENDANCE

All students are expected to attend regularly and be on time for their classes. This will insure they receive the maximum benefits from their educational experiences and develop habits of punctuality, self-discipline, and responsibility. School attendance and academic performance are related. The regulations below are designed to improve academic performance of the students through regular attendance. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.¹

ENROLLMENT OF STUDENTS

All resident students must register in the school of their enrollment within three (3) school days of the opening of the school year.

VERIFICATION OF ABSENCE REQUIRED

Failure to present verification of each absence will result in the absence being listed as unexcused.

When a student returns to school after any absence, a signed statement from the parent or guardian stating the reason for the absence(s) is required. A physician's statement may also be presented to validate the absence. The physician's statement is to excuse only the absence of the student being treated by the doctor. This statement **must be submitted within five (5) school days** of the student's return to school or the absence shall be deemed unexcused;

PHYSICIAN'S STATEMENT

A physician's statement must include (1) time and date of appointment, (2) when the student is able to return to school, and (3) the physician's signature.

EXCUSED ABSENCES

Excused absences as defined below will qualify for an excused absence with a parent note for the first seven absences that do not have a medical or physician statement. After seven (7) excused absences with a parent note, a student must have a physician statement. Once a student reaches seven (7) unexcused absences, no parent notes will be accepted for excused absences.

An excused absence or tardiness is defined as follows:

1. Death or severe illness in the pupil's immediate family; "immediate family" being mother, father, sister, brother, or grandparents.
2. Illness of the pupil; "illness" being defined as a health hazard making school attendance a threat to the health of the student or others at school. A doctor's statement is required after the fifth consecutive absence.
3. Court appearance as a result of a subpoena.
4. Work required to assist parent's livelihood (to be included in the seven accumulated excused absences).
5. Religious holidays and practices.
6. One (1) day for attendance at the Kentucky State Fair.
7. Documented military leave.
8. One (1) day prior to departure of parent/guardian called to active military duty.
9. One (1) day upon the return of parent/guardian from active military duty.
10. 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.
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.

Absences of extraordinary circumstances which do not fall within the above guidelines must have approval from the Principal to be recorded as an excused absence.

MAKE-UP WORK

Students will be permitted to make up work missed during absences. For each day the student is absent, he/she will receive a day to complete make-up work.

UNEXCUSED ABSENCES

Unexcused absences are those that do not meet the "excused absence" guidelines as listed above. Students may earn up to 75% on missed assignments during unexcused absences.

All absences above seven (7) accumulated excused absences will be unexcused, unless verified by a medical statement or court order, declared an emergency by the Principal, or unless prior approval from the Principal has been obtained.

TRUANCY AND COURT ACTION

Any student (under 18 years of age) who has been found to have been absent from school without valid excuse for three or more (3) days during a one (1) year period, or tardy without valid excuse on three (3) or more days on at least two (2) occasions during a one (1) year period, shall be a "habitual truant". Students who are listed as habitual truants will be subject to court action. The student's parents or guardian may also be subject to court action.

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.

CLASS TRUANCY

No student may leave the school premises or classroom without permission during regular school hours. Infraction of this policy may result in administrative behavioral resolution.

DRIVER'S LICENSE REVOCATION KRS 159.051

Students who are sixteen (16) or seventeen (17) years old who becomes 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

Academic and attendance deficiencies for student's age sixteen (16) or seventeen (17) 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 five (5/7) courses, or the equivalent of five (5/7) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in a class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

REINSTATEMENT OF DRIVING PRIVILEGE

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

MEETING HEALTH REQUIREMENTS FOR SCHOOL ATTENDANCE

Meeting health requirements for school attendance is an important part of making sure your child is ready for school. These requirements provide the assurance that your child is not only up-to date on necessary immunizations, but also that he/she is healthy for school. Keep your child "on track" by making sure that he/she meets the health requirements every school year.

IMMUNIZATIONS

Kentucky laws mandate that all children in public and private school are currently immunized according to state guidelines. These guidelines include:

PRESCHOOL: All children enrolling in Preschool must present a Kentucky Immunization Certificate showing that they are currently immunized against diphtheria/tetanus/pertussis (DTP), polio vaccine (IPV), measles/mumps/rubella (MMR), varicella (VAR), Hepatitis B (HBV), and hemophilia influenza disease according with testing and immunization schedules established by regulations of the Cabinet for Health Services.

KINDERGARTEN: All children enrolling in kindergarten must present a Kentucky Immunization Certificate showing all age appropriate vaccines including an additional dose of diphtheria/pertussis/tetanus vaccine (DTP), polio vaccine (IPV), and measles/mumps/rubella vaccine (MMR) received on or after their fourth birthday. Documentation must be received before they may enroll in school.

MIDDLE SCHOOL: All children enrolling in sixth grade must present a Kentucky Immunization Certificate showing all age appropriate vaccines including two doses of measles/mumps/rubella vaccine (MMR), varicella (VAR), meningococcal vaccine, diphtheria/tetanus/pertussis vaccine (DTP), a complete series of Hepatitis B (HBV) vaccine and an additional dose of Tetanus/diphtheria (Td) if at least 5 years have elapsed since their last dose of DTP. Documentation must be received before they may enroll in school.

HIGH SCHOOL: All students must present a Kentucky Immunization Certificate showing all age appropriate vaccines including receipt of a diphtheria/tetanus vaccine booster (Td). A booster of this vaccine is required every 10 years. For some students, this vaccine will be due when they are 14-16 years of age. Documentation must be received before they may enroll in school.

A Kentucky Immunization Certificate can be obtained from the doctor, clinic or health department that administered the vaccine. Physicians can obtain blank certificates from the Board of Health. This certificate must show the dates of all vaccines received, be dated to expire when the child is due to receive another booster and have a physician signature or office stamp affixed.

PHYSICAL EXAMINATIONS

Regular physical examinations are a must for all school children, but are required for:

PRESCHOOL AND KINDERGARTEN: All children enrolling in preschool or kindergarten must have a physical examination performed within one year prior to their admission to school. This examination must be recorded on the school medical examination form and may be obtained from any Pendleton County school.

PRE-PARTICIPATION SPORTS PHYSICAL:

Any student trying out for sports activities, including cheerleading, at the high school level, must have a physical examination performed before tryouts. This examination must be recorded on the sports physical examination form, which may be obtained from any member of the high school coaching staff. Elementary schools also require students to have a sports pre-participation physical for sports activities.

MENINGOCOCCAL MENINGITIS

As part of the information our schools provide to you concerning students and school health issues, Pendleton County Schools is making you aware of a potentially fatal bacterial infection that strikes teenagers and college

students at a higher rate than other age groups. This information will give you the facts about the disease and help you take precautions to prevent your child from becoming ill with meningococcal disease. Meningococcal disease, commonly known as meningitis, can be misdiagnosed as something less serious because early symptoms are similar to those of influenza or other common viral illnesses. Symptoms include high fever, headache, nausea and stiff neck. The disease can come on quickly and may cause death or permanent disability (brain damage, organ failure, loss of hearing and limb amputation) within hours of the first symptoms. Although the disease is rare, it can be prevented through vaccination. Meningococcal disease is spread by air droplets and direct contact with secretions from infected persons, through coughing without covering the mouth and kissing. Teenagers and college students can reduce the risk of contracting the disease through immunization and by not sharing personal items such as food utensils, water bottles and drinking glasses.

A safe and effective vaccine is available to protect against four of the five strains of bacteria that cause meningococcal disease. Although teens and college students are at greater risk for contracting the disease, up to 83 percent of the cases in this age group may be prevented through immunization. For those teenagers who have not been previously vaccinated, the U.S. Centers for Disease Control and Prevention (CDC) recommends immunization at high school entry and for all upcoming college freshmen who will live in dormitories (only one shot required).

For more information about meningococcal disease, you should consult your child's physician, school nurse or local health department staff. Information also is available online from these health-related organizations:

American Academy of Family Physicians, www.aafp.org

American Academy of Pediatrics, www.aap.org

Centers for Disease Control and Prevention, www.cdc.gov

Meningitis Foundation of American, www.musa.org

National Association of School Nurses, www.nasn.org

National Foundation for Infectious Diseases, www.nfid.org

National Meningitis Association, www.nmaus.org

In addition, the Kentucky Department of Education provides links to this information and the above Web addresses from its Web site at www.education.ky.gov.

VANDALISM

Any student who willfully defaces or damages school property shall make full restitution within two (2) weeks or make necessary arrangements within this time frame for such restitution. This provision applies to all school property, including school buses.

TELECOMMUNICATION DEVICES

Personal Telecommunications Device means 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 and a cellular telephone. Students and staff have a right to an expectation of privacy while on school grounds. Due to this, unauthorized taping, duplication, picture taking, audio, video, or other means or methods are strictly prohibited.

By choosing to allow your student to bring any type of COMMUNICATION DEVICES/CELL PHONES to school, parents/legal guardians agree and support the following:

- Schools may require students to register cell phones and numbers in order to carry them on campus.
- The restrictions below 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.

- 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.
- The contents of cell phones may be searched by school administration. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian. **CONFISCATION MAY INCLUDE THE CELL PHONE AND SIM CARD.**
- KRS 158.165 (The school district accepts no responsibility for use, breakage, theft or loss of these personal items). Also refer to the AUP (Acceptable Use Policy) VIOLATIONS. Consequences may include removing computer privileges as well as additional consequences.
- Devices shall not be used in a manner that disrupts the educational process, including but not limited to:
 - o Creates noise or distractions
 - o Poses a threat to academic integrity, such as cheating
 - o 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).
 - o Is profane, indecent, obscene or offensive to other individuals
 - o Constitutes or promotes sending, sharing or possessing sexually explicit messages, photographs, or images using any electronic device.

The use of cell phones and other electronic media usage may be directed by teachers through classroom assignments. Schools may require phones to be turned off as appropriate. Additional policies on phone or other electronic media use may be added or enhanced by the School SBDM. At no time, should a phone or other electronic media device interrupt classroom instruction. Students with phones that ring or vibrate interrupting instruction may face consequences for this disruptive conduct.

*Example(s): Students taking pictures of other students on their phones, modifying it and sending it to others. Students taking pictures/texting about other students and spreading rumors about the student in the messages. Students taking pictures of themselves or others, sending it around, for personal gain.

ASSAULT

Any pupil who assaults another person by striking, shoving, kicking or otherwise subjecting the person to offensive physical contact or emotional damage shall be subject to appropriate disciplinary action and/or legal action. Depending on the circumstances, the incident may be subject to criminal investigation and prosecution. Any pupil who assaults a teacher or other school personnel by striking, shoving, kicking, or otherwise subjecting the teacher or other school personnel to physical contact shall be subject to appropriate disciplinary action and/or legal action.

Depending on the circumstances, the incident may be subject to criminal investigation and prosecution. Any pupil who verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action and/or legal action.

WEAPONS

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 prohibited.

Violation of this policy by students shall require that the principal immediately make a report to the superintendent, who shall determine if charges for expulsion from the district schools should be filed under Policy 09.435.

The penalty for students bringing a firearm or deadly weapon to school or onto the school campus/property shall result in the removal from school and require a hearing with the Superintendent or his/her designee.

Any student, who brings to school a firearm or deadly weapon/instrument, as defined by state or federal law, must be referred to the appropriate law enforcement authorities.

Suspected violations while on the school bus will result in immediate notification to the appropriate authorities and possible removal and/or suspension from the bus under KRS 158.150.

DANGEROUS INSTRUMENTS

Any student who brings to school a dangerous instrument is subject to disciplinary measures and the instrument will be confiscated. (see **Weapons**)

HARASSMENT/, DISCRIMINATION/, HARASSING COMMUNICATION/BULLYING

Harassment/discrimination/harassing communication is unlawful behavior based on race, color, national origin, age, religion, marital status, political beliefs, gender 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.

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.

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

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

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's, race, color, national origin, age, religion, marital status, political beliefs, gender, or disability;
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 education decision will be based on whether or not the student submits to unwelcome sexual conduct;
4. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student;
7. 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;
8. Limiting students' access to education tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and

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

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

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

In circumstances also involving suspected child abuse, additional notification shall be required by law.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

STOP BULLYING BEHAVIORS

Treat others as you would like to be treated

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.

What is Bullying and/or Cyber-Bullying? Bullying and/or Cyber-Bullying is defined as any intentional, written, electronic (i.e., Internet, YouTube, e-mail, text messages, picture phones); verbal or physical act or actions repeated over time against another person that a reasonable person knows will have the effect of:

- Placing a person in reasonable fear of harm to his or her emotional or physical wellbeing or
- Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power imbalance between the bully and the target or
- Interfering with a student having a safe school environment that is necessary for successful educational performance, opportunities or benefits or

- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

Because we believe every student deserves a safe learning environment, the Pendleton County School District is committed to dealing with bullying behaviors in our schools. To help the student who is the target of bullying behaviors:

1. We strive to identify the student who is using bullying behaviors, administer consequences for bullying behavior and help our students learn new ways of relating to others.
2. We educate our school community of the serious impact of bullying behaviors in order to respond consistently to all instances of bullying.

What do bullying behaviors look like?

- Inappropriate physical contact, including hitting, kicking, shoving, pushing
- Intimidating and threatening comments either verbal, written, or electronically
- Name calling or put-downs
- Malicious manipulation of others to do things they don't want to do
- Setting someone up to be bullied
- Spreading rumors or hurtful gossip
- Stalking
- Hurtful teasing or making fun of someone
- Harassment
- Hiding or destroying someone's belongings
- Standing by and watching bullying behavior

Bullying Prevention Tips

Are you being bullied?	Do you bully others?	Do you witness bullying?
<ol style="list-style-type: none"> 1. Tell a trusted adult what is happening (like your parents, teacher, principal, bus driver, or guidance counselor) 2. Stay in a group so you won't be an easy target and so others can help. 3. Try to stand up to the person who is bullying you. Tell him/her you do not like it, what he/she is doing is wrong, and you want it stopped. 4. Make a joke. Sometimes humor can make a bad situation more manageable. 5. Remember it's not your fault; no one deserves bullying. 	<ol style="list-style-type: none"> 1. Think about what you are doing and how it makes others feel. Think about their feelings, and then don't do it! 2. Hurting others and making them feel bad is never cool. Think how you feel when you're hurt. 3. Talk to an adult if you are not sure why you bully others or how to stop, you need to talk about it. A trusted parent, teacher or counselor can help you change. 4. Treat others as you would like to be treated. 	<ol style="list-style-type: none"> 1. Support someone who is being bullied. Spend time and include him in activities or just talk to show you care. 2. Stand up to the person doing the bullying. Try to get other kids to join you. It's not easy, but it works. When a bully sees that other kids don't think bullying is cool, he's more likely to stop. 3. Report bullying to an adult. Kids who are bullied may fear things will just get worse if they talk about it; kids who know they can't get away with bullying may stop.

Specific steps to reporting bullying behavior:

If you or someone you know is being bullied or know of any unsafe conditions please contact any Pendleton County School Employee (teacher, counselor, advisor, principal, secretary, bus driver, custodian etc.) You may also leave a message in the School Resource Officer's Shout Out box (PCHS). Students and parents may also notify school personnel by clicking on the S.T.O.P icon located on all school and district websites. The Safety Tip line, Online Prevention or S.T.O.P tip line is designed for use as an "online" reporting/prevention tool. If students, parents or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc.), they can anonymously pass on that information to school personnel by using this basic email format.

STUDENTS WITH SPECIAL NEEDS SECTION 504 DISCIPLINE GUIDELINES

Any student who creates a dangerous or disruptive situation may be subject to administrative behavioral resolution. The due process procedures that should be followed for short-term suspension [no longer than ten (10) days] are the same for all students.

Refer to the School District's Special Education and 504 Procedures for further information.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) NOTIFICATION OF FERPA RIGHTS

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

- 1) **The right to inspect and review the student's education records within forty-five (45) days of the day the School 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 School official 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 otherwise in violation of the student's privacy rights 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 disclosures 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.

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.

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 student 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.

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

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

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

Directory Information

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information. Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before September 30 of each school year.

Protection of Pupil Rights Amendment Notification of PPRA Rights

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

= consent before minor students are required to submit to a survey, analysis or evaluation that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education.

- o Political affiliations or beliefs of the student or student's parent;
- o Mental or psychological problems of the student or student's family;
- o Sex behavior or attitudes;
- o Illegal, anti-social, self-incriminating, or demeaning behavior;

- o Critical appraisals of others with whom respondents have close family relationships;
- o Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
- o Religious practices, affiliations, or beliefs of the student or the student's parents; or
- o Income (other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- Receive notice and an opportunity to opt a student out of:

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

- o Inspect, upon request and before administration or use

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Opt Out Student Directory Information Notification

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters, unless a parent or secondary school student, regardless of age, requests that this information not be disclosed.

Date

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for:

Student's Name

Following is a list of items that the District considers student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released. Please be advised that parents cannot prevent the school from using directory information on District issued ID cards or badges.

If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent. If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

Student Directory Information Listing

Section I

Third Parties, Limited to Institutions of Higher Education & Potential Employers
(Parent or student 18 or older may sign below to direct the District to withhold information in this section.)

Section II

Armed Forces Recruiters
(Parent or secondary school student, regardless of age, may sign below to direct the District to withhold information in this section.)

Choose one of the Options below:

- o Option 1: The District MAY NOT RELEASE ANY

information listed below.

- o Option 2: The District MAY RELEASE ONLY the

information checked below.

Choose one of the Options below:

If you choose Option 2, check the item(s) of information listed below that the District may release.

o Option 1: The District **MAY NOT RELEASE ANY** information listed below.

o Option 2: The District **MAY RELEASE ONLY** the information checked below.

If you choose Option 2, check the item(s) of information listed below that the District may release.

<ul style="list-style-type: none"><input type="checkbox"/> Student's name<input type="checkbox"/> Student's address<input type="checkbox"/> Student's telephone number<input type="checkbox"/> Student's school email address<input type="checkbox"/> Student's date and place of birth<input type="checkbox"/> Student's major field of study<input type="checkbox"/> Information about the student's participation in officially recognized activities and sports	<ul style="list-style-type: none"><input type="checkbox"/> Student's weight and height (if a member of an athletic team)<input type="checkbox"/> Student's dates of attendance<input type="checkbox"/> Degrees, honors and awards the student has received<input type="checkbox"/> Student's photograph/picture<input type="checkbox"/> Most recent educational institution attended by the student	<ul style="list-style-type: none"><input type="checkbox"/> Grade level<input type="checkbox"/> Student's name<input type="checkbox"/> Student's address<input type="checkbox"/> Student's telephone number (if listed)
---	---	---

NOTE: IF A STUDENT'S NAME, GRADE LEVEL, OR PHOTOGRAPH IS TO BE WITHHELD the student will not be included in the school's yearbook, program events, or other such publications.

Parent/Eligible Student's Signature

Date

These laws reference: Section 9528 of the Elementary and Secondary Education Act.

Student Code of Conduct-Behavior Offense Levels

LEVEL I

DEFINITION

Minor misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school, and require immediate intervention by the staff member who is supervising the student or who observes the violation, such as classroom disturbance, classroom tardiness, inappropriate language, non-defiant failure to complete assignments or carry out direction, disrespect, inappropriate dress, and any other violations which are expressly listed in the written school rules and related procedures that fall within this category, are usually managed by a classroom teacher.

DISCIPLINARY PROCEDURES

There is immediate intervention as outlined in the PBIS school-wide framework by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference, a conference with the counselor and/or administrator. The staff member maintains a proper and accurate record of the offenses and disciplinary action.

RESPONSE OPTIONS

May include: Verbal reprimand; a behavioral contract; counseling; withdrawal of privileges; strict supervised study; school or teacher assigned detention; referral to student intervention/assistance team and behavior intervention plan.

LEVEL II

DEFINITION

Misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and are managed by a teacher and administrator. These infractions, which are documented on office discipline referrals require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation.

Some of these misbehaviors are repeated violations of Level I offenses, not attending class without a valid excuse, truant behavior, using forged notes or excuses, disruptive classroom behavior, cutting class, trespassing, disrespectful behavior including use of profanity and/or obscenities, gestures or "back talking" towards another person, and failure to follow the procedure for prescribed and over the counter medications, possession and/or displaying of obscene materials.

DISCIPLINARY PROCEDURES

The student is referred, using the office discipline referral, to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and determines the most appropriate response. The teacher is informed of the administrator's action. The administrator maintains a proper and accurate record of the offense and the disciplinary action. A parental conference may be held.

RESPONSE OPTIONS

May include: Teacher/schedule change; referral to student intervention/assistance team; behavior intervention plan; social probation; referral to an outside agency; in-school suspension program; Friday/Saturday Alternative Program; strict supervised study; extra assignment; detention; denial of bus privileges; suspension.

LEVEL III

DEFINITION

Acts against persons or property whose consequences indirectly endanger the health or safety of others in the school can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students. Examples of Level III misbehaviors are: repeated violations of Level I and/or II offenses, fighting, defacing or disfiguring school property, school related trespassing, unlawful entry, criminal mischief, burglary or larceny, interfering with school personnel in impeding their ability to carry out their responsibilities, possessing and/or using a lighter, matches, or tobacco products at school, stealing, assaulting or threatening to assault another person, threatening to inflict significant physical or emotional damage to another person, encouraging or inciting discord or civil disturbance, gambling, sexual harassment, speeding or reckless driving and improper use of a motor vehicle while on school property.

DISCIPLINARY PROCEDURES

The student is referred, using the office discipline referral, to the administrator for appropriate disciplinary action. The administrator initiates disciplinary action by investigating the infraction. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. The administrator maintains a proper and accurate record of offenses and disciplinary actions. Any person(s) who harasses bullies or assaults another person(s) by striking, shoving, kicking or subjecting that person to physical or emotional damage shall be subject to disciplinary action and/or legal action.

RESPONSE OPTIONS

Temporary removal from class; referral to student intervention/assistance team; behavior plan; referrals to outside agencies; in-school suspension program; Friday/Saturday Alternative Program; suspension; and/or denial of bus privileges.

LEVEL IV

DEFINITION

These are acts against a person(s) or property which may indirectly endanger the health or safety of others. These violations require administrative action, notification of appropriate law enforcement authorities, and result in the student's immediate removal from school. A request for a hearing with the Superintendent of Schools or his/her designee is mandatory with a Level IV violation. Examples of Level IV offenses will include repeated violations of Level II and III. Other examples of Level IV behaviors are federal and state offenses such as: arson, the intentional setting of fire; assault resulting in significant physical injury to a person or written physical threat to life or violence directed towards persons; sale, exchanging, possession of related drug paraphernalia and/or possession or under the influence of alcohol or drugs or any substance purported to be alcohol or drugs or synthetic compound/substance; unlawful interference with school personnel by force or violence; vandalism, sexual offenses, computer hacking, and threatening, extortion, blackmail, or coercing a student; possession, use or transfer of dangerous weapons.

DISCIPLINARY PROCEDURES

The administrator verifies offense, confers with those involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified. School official must then contact law enforcement agency and assist in prosecuting the offender. A complete and accurate report is submitted to the superintendent and a hearing may be held with the superintendent or his/or designee to determine appropriate consequences. An Expulsion hearing may be requested.

RESPONSE OPTIONS

These are serious violations, which require administrative actions, notification of appropriate law enforcement authorities and result in the immediate removal of the student from the school. Suspension, Administrative Hearings; and or Expulsion are possible response options. A request for a hearing with the Superintendent of Schools or his/her designee may be held with a Level IV violation.

DRUG AND ALCOHOL PHILOSOPHY

The Pendleton County Schools' drug and alcohol policy and procedures are designed for the protection of health, safety, and educational welfare of all students.

It is the goal of the Pendleton County Schools to create a caring atmosphere for each student. We believe a caring environment is the primary step in preventing an individual from becoming involved with drugs and alcohol. This prevention is instituted by successful interpersonal relationships, while providing for the student's academic, social, emotional and physical growth.

The school system understands that chemical dependency is treatable, and that the earlier a person receives treatment, the greater the chances are for successful recovery. It should be clearly understood that the Pendleton County School System is not equipped with staff to treat chemical dependency problems of students. We will counsel students and/or parents and make recommendations to parents for treatment.

The Pendleton County School System will strive for early interventions with all students who are experiencing drug and alcohol abuse. The school system will focus on a prevention curriculum s and offer support to students who are abusing drugs and alcohol or have drug abuse in their family.

The Pendleton County School System understands, in spite of all its effort, a student may experiment with drugs or become chemically dependent. In the event this happens, it is the responsibility of the school system to enforce and follow the drug and alcohol policy and procedures in an equal and consistent manner for all students.

Use of Alcohol, Drugs and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

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

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.

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

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

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. Dispensing of medications shall be in accordance with that school's guidelines as indicated in the school's handbook or discipline/conduct policies.

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

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

an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

PREVENTION PROGRAM

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

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

Response Options

Any student verified to be in violation of this policy during his or her enrollment in the Pendleton County School System will be automatically suspended according to the following procedures:

1. Detained under administrative supervision until parents or legal guardians are called and informed of the violation.
2. A letter documenting the charges of suspension must be mailed or given to the parents or legal guardian. A copy of this letter must be delivered to the superintendent or designee.
3. Juvenile charges must be filed on this violation. Confiscated substance will be given to the police or sheriff's department.
4. The student will be suspended up to ten (10) days.
5. The superintendent may recommend expulsion or a hearing with superintendent or designee, provided KRS guidelines are followed.

If the superintendent or his/her designee recommends expulsion to the Board, the Board of Education may hold the expulsion in abeyance, if there are extenuating circumstances reasonably related to the offense and the drug and alcohol policy.

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

Use of Medication At School

Access

Except for emergency medications (including but not limited to FDA approved seizure rescue medications and EpiPens) and medications approved for students to carry for self-medication purposes, all medications, both prescription and nonprescription, must be stored in a secure cabinet or container accessible only to personnel designated to administer medications.

All medications given must be documented on a medication log.

Prescription Medication

School personnel who have completed training required by law, may administer medication to students after obtaining signed authorization from the parent. The medication must be sent to school in its original container with the prescription label attached. The prescription must contain information required by administrative procedures.

Nonprescription Medication

Students may take nonprescription medications which are brought from home once a completed authorization form from the parent/guardian is on file.

On an individual basis, students may be permitted to carry medication that has been prescribed or ordered by a health care practitioner to stay on or with the pupil due to a pressing medical need.

Self-Administration

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student. Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the-counter medication with another student. Each year the district shall notify students in writing of this prohibition and what violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

CONDUCT ON BUS

The privilege of riding a school bus will depend upon students obeying the following rules and procedures in accordance with the Pendleton County School District and under 702 KAR 5:030 Section 19-20.

14. Students are not to damage the bus and should report any observed damage to the driver. If a student causes damage, their parents or guardians may be held responsible for restitution.
15. Students are not to block the aisle of the bus or place any carry on objects in the aisle or in front of any emergency exit on the bus.
16. Live animals that are not a risk to other bus riders shall be allowed on the bus. No preserved specimens.
17. Students may not bring any carry-on objects on the bus that:
 - (a) Cannot be held on the lap without taking more seat room than the student in the seat. Objects must be lower than the student's neck.
 - (b) If placed on the floor between the legs, the height of the object must be below the height of the student's neck.
 - (c) Skateboards, pole vault poles and flags for drill teams, are not permitted in the passenger compartment of the bus.

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 writing with a disciplinary referral.

The principal is authorized to suspend immediately, up to 10 days per infraction, as a disciplinary measure, bus riding privileges for any student who is reported to him/her 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 Pendleton 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. After complying with the above

procedures, the superintendent or principal is authorized to exclude a student from transportation services.

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.)

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 Pendleton County School District. 859.654.4981

Bus and School Video Tape

Unless special circumstances exist, due to FERPA laws regarding confidentiality, the viewing of bus or school video by non-school personnel is limited by law.

EXPULSION

The board may expel any student for misconduct as defined in the subsection (1), KRS158.150. (See Board Policy 09.435).

Action to expel a student shall not be taken until the student has had an opportunity for a hearing before the board.

The Board's decision shall be final.

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

KRS Chapter 158 Compliance Procedures

A student, parent or 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 a written report to be made to the principal of the school attended by the victim. A form will be provided by the Kentucky Department of Education.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The principal shall file with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report a written report, containing: (a) The names and addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision; (b) the student's age; (c) the nature and extent of the violation; (d) the name and address of the student allegedly responsible for the violation; and (e) any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

Procedures:

1. A written report form, to be provided by Kentucky Department of Education, will 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.
2. The principal shall file with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.
3. The agency receiving a report shall investigate the matter referred to it. (The school board and school personnel shall participate in the investigation at the request of the agency).
4. Anyone acting upon reasonable cause in the making of a report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, the same immunity with respect to participation in any judicial proceeding resulting from such report or action.
5. Neither the husband-wife nor any professional-client/patient privilege, except the attorney-client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding student harassment, in any judicial proceedings resulting from a report pursuant to this section. This subsection shall also apply in any criminal proceeding in District or Circuit Court regarding student harassment.
6. Retaliation, whether verbal or physical, will result in enhanced penalties and may subject the perpetrator to criminal proceedings.

Reference:

KRS CHAPTER 508

KRS CHAPTER 158

TECHNOLOGY PURPOSE OF RESOURCES

The setup of the Pendleton County School District Network entails every student having a password to log in to Electronic Instructional Devices. Upon access, the Pendleton County School District Network provides every student access to educational software applications, Electronic Messaging service (Email), Internet Access, and various other technological opportunities. Every student has a folder on the server and designated web-based storage where work can be saved. The advantage of this is students will not lose what they are working on because of misplacement or technological failures. Saved Files will always be there until they leave the district or graduate. Any student issued any electronic device or technological equipment to be utilized at home must adhere to all Terms and Agreements as outlined below AND all additional Agreements/Contracts as made by the School or District.

TERMS AND AGREEMENTS

In order to gain access, Electronic Access/User Agreement Form (the last page of the Agreement) must be signed by the Student (Grades 3-12) and the Parent/Guardian. The following are the Terms and Agreements to this contract allowing student access to the Pendleton County School District Network and Electronic Instructional Devices.

1. NETWORK AND ELECTRONIC DEVICE ACCESS

Please make sure your child supplies a strong password (3rd through 12th grade) on the form. Students in grades K through 2nd will be supplied a simple generic password. Any violations of the following will result in a student's account and/or access being restricted or turned off (length of time determined by the Principal of the school)

The use of a student account must be in support of education and research and consistent with the educational objectives of the Pendleton County School District.

- **YOU MAY NOT GIVE YOUR PASSWORD TO ANYONE. FAILURE TO FOLLOW THIS RULE MAY RESULT IN LOSS OF ACCESS PRIVILEGES.**
- Student may not use another person's account.
- Student may not transmit obscene, abusive, suggestive violence or bullying, or sexually explicit language
- Student may not create or share computer viruses or related vulnerabilities.
- Student may not destroy another person's data.
- Student may not use the network for commercial purposes.
- Student may not monopolize the resources of the Pendleton County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games.
- Streaming video and/or audio content un-related to the educational purpose of the Network are prohibited during a regular school day (i.e. News Channels, YouTube videos, Music, etc.)
- Student are not to use varying code or executables to manipulate any Network configurations. (i.e. Executing batch files or commands to renew IP configurations, etc.)
- Student may not break or attempt to break into the Pendleton County School District Network or any other computer networks.
- Student may not use MUD (multi-user games) via the network.
- You are not permitted to get or put onto the Network any copyrighted material including software, or threatening or sexually explicit material. Copyrights must be respected.
- Student may not download nor upload from any personal device inappropriate data onto the network. This includes any audio/video of any format, games, etc. unless it is for educational purposes, approved by an educator, and adheres to all other District requirements.
- Student may not utilize any "hotspot" functionality on any issued District owned device during regular school hours.
- A student is responsible for any intentional damage he/she causes to any technology equipment up to an including full replacement value. Along with reimbursement for the equipment, county authorities may be contacted depending on the amount of the damage.
- Any Electronic or Technological Devices taken home by students are subject to inspection and verification that said device is being properly taken care of. Devices will be thoroughly checked for damages beyond normal usage.

2. INTERNET REGULATIONS

Internet access through the school is to be used for instruction, research, and school related activities. School access is not to be used for private business or personal, non-school related communications. Students are permitted to use the Internet for research and as a resource. All sites a student accesses are recorded through a web filter. If a student tries to access an inappropriate site, the student name is flagged and the principal of his/her school receives a referral of the site and time of use.

- Teachers, Library Media Specialist, and other Educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.

- You may not offer Internet access to any individual via your Pendleton County account.
- Purposefully annoying other Internet users, on or off the Pendleton County School District Network, is prohibited. This includes such things as continuous talk requests and chat rooms.
- Students should not reveal their name or personal information to or establish relationships with "strangers" on the Internet, unless a parent or teacher has coordinated the communication.
- A student who does not have a signed AUP on file may not share access with another student.
- A student may not attempt to bypass the web filter.
- A student may not participate in ANY chat rooms, virtual meeting (Google Meets, Teams, Zoom, etc.) unless directly related to class instruction and involving the teacher.
- Internet usage and access from any District owned Electronic or Technological device from outside of the District Network must be monitored by the Parent or Guardian. The device may be inspected at any time for site access verifications and appropriate measures taken as necessary to ensure the district owned device and resources remain protected.
- Teachers and sponsors may ask students to sign up for an account on blogs or Social Media sites in order to participate in online instructional activities and discussions. Social Media sites may not be accessed within the school Network unless:
 - Such sites are not blocked by the district technology department.
 - Access to such sites is for educational use and supports the educational objectives of the Pendleton County School District.
 - Sites are directly supervised by a teacher or other staff member who is aware of your attempt to access such a site.
 - School/District Administration has approved for access
 - Parent/Legal Guardian has directly expressed written permission for access

****Social Media Sites and any other messaging platforms are currently blocked and not permitted on any school owned device.**

Students may participate in social networking accounts if set up by a district employee on monitored sites following District guidelines to promote communications with students, parents, and the community concerning **school-related activities and for the purpose of supplementing classroom instruction.**

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for to utilize a social networking site for instructional or other school-related communication purposes, the following shall be completed:

- 1) If permission is granted, staff members will set up the site following any District guidelines.
- 2) Staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being accepted into the site. This permission shall be kept on file at the school as determined by the Principal.
- 3) Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.
 - c. Once use of the site is no longer needed, the sponsoring staff member must remove all content and disbar the site from availability.

Students are discouraged from "friending" teachers on their PERSONAL social networking sites. As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

Students may also use the Internet as a medium for taking ONLINE assessments in which parental permission is not necessary. Online assessment occurs on a secured, locked site preventing the student from accessing outside information.

3. ELECTRONIC MAIL (Email) REGULATIONS

Students of Pendleton County School District are prohibited from using district resources to establish or access Internet Email accounts through third party providers (i.e. AOL, Hotmail, Google, etc.). Only Kentucky Education Technology Systems Email can be used. All remote access applies to the following regulations. The Email is not guaranteed to be private and will be monitored at the district level. People who operate the system do have access to all mail, including content. Messages relating to or in support of illegal activities may be reported to the authorities. Email containing inappropriate language, content, suggesting violence or bullying will be reported to appropriate School Administration. Email addresses are assigned to all students. Lower grades may have a classroom account. Email is a great way for students to correspond with teachers and send work. Your child's email will not show his/her name meaning the addresses are not made public and are only viewable within the Pendleton County School Email Tenant. The only way for someone to obtain your child's email is for him/her to give it to the person, outside entity, or the email has been utilized outside of the Pendleton County School District Network.

- Be polite. Do not write or send abusive, suggesting violence or bullying messages to others.
- Students may not use email for communications that are not directly related to instruction or sanctioned school activities. Do not use email for private business or personal, non-educationally related communications.
- Students may not use email for educational related communications that are not through school account. Do not use email, for instance, from a source other than Pendleton County Schools to communicate with a teacher.

- Students may not swear, use vulgarities, suggesting violence, bullying, or any other inappropriate languages.
- Students may not send or attach personal documents or images that contain not-educational related material.
- Students may not send or attach documents or image files containing pornographic, obscene, or sexually explicit material.
- Students may not access, copy or transmit another user's messages without permission.
- Do not reveal personal addresses, phone numbers or the other personal identification of other students unless a parent or a teacher has coordinated the communication.
- Students may not send email messages using another person's name or account.
- Students may not send email messages anonymously.
- Students may not set up an "automatic forwarding" rule on their Pendleton County School District Email account.
- Do not create, send, or participate in chain e-mail.
- Students are prohibited from attaching District owned device Mail applications to any personally owned Email account (Gmail, Yahoo, etc.)

The email is not private. District personnel and others who operate the Network do have access to all email, usage and content is monitored. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages relating to or in support of illegal activities OR indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and/or other appropriate authorities.

4. COMMUNICATION DEVICES

A person shall not use personal communication devices for purposes of transmitting or receiving messages (INCLUDING TEXT MESSAGING) not instructionally related in Pendleton County School District.

- Personal Devices should not be used upon entering the school building and refrain from using until 20 minutes after dismissal or exiting the building. Any regulations listed in the school handbook supersede this time element if it is different.
- All devices must be stored in a secure place (purses, pockets, etc.)
- Use of personal communication devices should not be used on school buses and any assigned detention, including but not limited to Friday, Saturday School, etc. unless used as part of instruction in the classroom.
- All personal devices (i.e. laptops, notebooks, tablets, PDA's, wireless, etc.) are not permitted to access any part of the school/district network unless the completed forms for BYOD are approved along with other Internet training as indicated by the Pendleton County School District.
- Using a device's "hotspot" abilities within the school environment is **PROHIBITED** at all times. Hotspots can interfere with the District's Wireless and Network performance.
- Any violations of these usage policies will result in confiscation. If the device has been confiscated, a parent/guardian will need to come to school to pick the device up from the office. Chronic non-compliance shall result in PERMANENT loss of privileges.
- The Pendleton County School District accepts no responsibility for use, breakage, theft or loss of these personal items.
- Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor.
- 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

Student Name (print): _____ Grade: _____ School: _____

Homeroom/1st Period: _____

ALL students must return a signed copy of the AUP with a password in order to access the network. Parental permission is needed for online access.

STUDENT – After reading the Student Acceptable Use Policy, please read and sign the following contract completely and legibly. The signature of a parent or guardian is **ALSO** required at the bottom of this page for direct access for all students. I have read the Pendleton County School District Network Student Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

PARENT OR GUARDIAN – The Pendleton County School District has access to and use of the Internet and Electronic Mail as part of the instructional process. Students must sign a student Acceptable Use Policy agreement before direct access to the Internet or Electronic Mail (email) will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to Electronic Mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand that disciplinary action may be taken. As the parent or guardian of this student I have read the Student Acceptable Use Policy for Pendleton County School District Internet and E-Mail access. I understand that this access is designed for educational purposes and Pendleton County School District have taken available precautions to eliminate access to controversial and/or inappropriate material. However, I also recognize it is impossible for Pendleton County School District to restrict access to all known controversial and/or inappropriate materials and I will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for the student named above to have Network access and certify that the information contained on the form is correct. If there is any access that I disagree with my child having, I have noted it below my signature. I understand that this form gives my child permission for access for the current school year only. By signing the user agreement and parent permission form, the student and parent has agreed to abide by Board policy governing access to technology resources.

PARENT CONSENT FOR USE – By signing this form, you hereby accept and agree that your child's 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. You also understand that the email address provided to your child 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/or designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Student Signature: _____ Date: _____

NEW PASSWORD*(print): _____

***Grades 6-12: Passwords MUST be at least 8 characters** with at least one special character/number (ie 1,2,@,\$,#) and one capital letter. Example: \$tudyH@rd DO NOT use anything that would be easy to guess. NOTE: No part of a person's name can be used in the PW (ie Name: Bill Smith PW: Smit123 would not be permitted). A different password from the previous year or a variation of it is required.

***Grades 3-5: Passwords must be at least 6 characters**

***Grades K-2:** Password will be generically assigned until time in which the student can effectively remember and type a new password.

Parent/Guardian (print): _____ Signature: _____ Date: _____

If there is any specific form of technology that you do not choose for your child to use or be involved in, please list here:

Please return this form to Homeroom Teacher.

Use of Physical Restraint and Seclusion in Public Schools

KAR 7:160

This administrative regulation establishes the requirements for the use of physical restraint and seclusion in school districts. It also establishes notification and data reporting requirements for the use of physical restraint and seclusion within those districts. It does not prohibit the lawful exercise of law enforcement duties by sworn law enforcement officers. Specific board policy and procedures can be found on the Pendleton County School District website (www.pendleton.kyschools.us):

- **Select Board of Education on the right hand column and**
- **Select Board Policies and Procedure site:**
 - | *Chapter 9, policy 09.2212 (Use of Physical Restraint and Seclusion) and procedure 09.2212 AP.21 (Physical Restraint and Seclusion Forms) provide reference information.*
 - *The Process for registering any complaints regarding this regulation is contained in Chapter JO, policy JO.2 (Citizen Suggestions and Complaints) and procedure 10.2 AP2 (Citizen Complaints to the Board).*

EXECUTIVE DIRECTOR TEACHING
& LEARNING
LAURA PUGH

ASSISTANT SUPERINTENDENT/
EXECUTIVE DIRECTOR OF
PUPIL PERSONNEL/STUDENT SERVICES
MATT COMPTON

DIRECTOR OF
FINANCE/HUMAN RESOURCES
JENNIFER PIERCE

PENDLETON COUNTY SCHOOLS

2525 HWY 27 NORTH
FALMOUTH, KY 41040
859-654-6911 FAX 859-654-6143

JOE BUERKLEY
SUPERINTENDENT



Dear Parent/Guardian,

Our most important function in Pendleton County Schools is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made.

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

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

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**

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

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. Please help us ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

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

If you have any questions or concerns, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Matt Compton".

Matt Compton

Assistant Superintendent

Pendleton County Schools

**PENDLETON COUNTY SCHOOLS
CODE OF CONDUCT
ACKNOWLEDGEMENT FORM**

Student's Name

Teacher

Please review the *Student Handbook* with your child. His/her teacher has discussed it in class, as the Code of Student Conduct and the policies and regulations it references are an important part of the daily student life, supporting a safe and secure learning environment.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the *Code of Student Conduct*. This enables students to succeed in school and the community. Your support is vital to this process.

After you have reviewed the Code of Conduct with your child, please sign and return the signed form to school within one month of enrollment.

As the parent(s) or guardian of:

I have read and discussed the Student Code of Conduct with my child, and reviewed Kentucky Revised Statutes regarding terroristic threatening and penalties associated with it. We understand that it and the policies and regulations it references apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all school, school-related, or Board-sponsored activities, including but not limited to, school field trips and sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

Parent/Guardian's Signature

Date

Parent/Guardian's Signature

Date

Student's Signature Date

This handbook was sent home to be shared with the parent(s)/guardians on: — — — —

**For Office Use
Only
Date**
