

# **LARUE COUNTY SCHOOL DISTRICT**

## **CODE OF PUPIL CONDUCT 2019-2020**

**DAVID RALEIGH, SUPERINTENDENT  
LARUE COUNTY BOARD OF EDUCATION  
208 COLLEGE STREET  
HODGENVILLE, KENTUCKY 42748  
(270) 358-4111**



**Date of Adoption June 17, 2019**

# **Code of Acceptable Behavior and Discipline**

I am pleased to share the redesigned Code of Acceptable Behavior and Discipline with all members of the LaRue County School District. Our goal is to provide a document that is clear and concise in sharing our expectations with our students in order to maintain a safe educational environment in our schools.

I ask that you review this code with all LaRue County School Students in your household. Please contact your child's principal if you have any questions concerning this document.

Sincerely, David Raleigh, Superintendent

#### Six Pillars of Expected Behavior

It is our goal to instill in all students, parents, and staff, through daily reinforcing and modeling:

"Positive Behaviors and Attitudes for a lifetime"

Set a good example for others to look up to and admire.

Make the world a better place. Be a good person and respectful of others.

Think right and do right – know the difference between right and wrong and do what is right.

RESPECT	RESPONSIBILITY	TRUST	FAIRNESS	CITIZENSHIP	CARING
<p>I treat others with respect and follow the golden rule.</p> <p>I am tolerant of others.</p> <p>I use appropriate language.</p> <p>I am considerate of the feelings of others.</p> <p>I don't threaten, hit or hurt anyone.</p> <p>I deal peacefully.</p>	<p>I do what I'm supposed to do.</p> <p>I keep trying.</p> <p>I always do my best.</p> <p>I use self-control.</p> <p>I am self-disciplined.</p> <p>I think before I act and consider the consequences of my actions.</p> <p>I am accountable for my own choices.</p>	<p>I am honest.</p> <p>I don't deceive, cheat, or steal.</p> <p>I am reliable-I do what I say.</p> <p>I have the courage to do the right thing.</p> <p>I build a good reputation.</p> <p>I am loyal-I stand by my family, friends, and country.</p>	<p>I play by the rules.</p> <p>I share.</p> <p>I am open-minded and listen to others.</p> <p>I don't take advantage of others.</p> <p>I don't blame others carelessly.</p>	<p>I cooperate.</p> <p>I stay informed-I vote.</p> <p>I am a good neighbor.</p> <p>I obey laws and rules.</p> <p>I respect authority.</p> <p>I protect the environment.</p> <p>I do my share to make my school and community better.</p>	<p>I am kind.</p> <p>I show compassion and show that I care.</p> <p>I express gratitude.</p> <p>I forgive others.</p> <p>I help people in need.</p>

# CODE of ACCEPTABLE BEHAVIOR and DISCIPLINE

## PHILOSOPHY AND RATIONALE

All of our policy and procedures have been developed using a variety of sources designed to improve and maintain a positive and safe learning environment. We ask that all students, staff and members of our learning community treat others as you would like to be treated. Using the “Six Pillars of Expected Behavior” as our examples, we strive to maintain a positive school attitude through the expectations and rules for conduct for our students, staff and our learning community.

This document has been developed through the cooperative efforts of students, parents, teachers, and administrative personnel of the LaRue County School District for the following purposes:

1. To provide certain disciplinary procedures to ensure that students, may learn in an environment conducive to learning.
2. To provide all concerned parties with information regarding regulations and procedures affecting the educational program as it pertains to individual rights and responsibilities.

It is with these purposes in mind that this **Code of Acceptable Behavior and Discipline** has been developed.

Pupils will be subject to school discipline for any violation of this **Code of Acceptable Behavior and Discipline** at all school related functions including, but not limited to, buses, traveling to and from school, regular school day activities, extracurricular and curricular activities at home, school facilities, or away.

This **Code of Acceptable Behavior and Discipline** provides for consistent and equitable treatment of all students in the LaRue County Public Schools. Students will be responsible for adherence to this code in school, at school sponsored or related activities, on school buses, and at any extra-or co-curricular activities at, or away from school.

This **Code of Acceptable Behavior and Discipline** provides for an annual review by the school community and the Board of Education to insure an effective document, which meets the changing needs of the total educational community.

This **Code of Acceptable Behavior and Discipline** provides the basic procedures which will be followed in disciplinary matters and the meanings and explanations of the procedures and the violations.

### The LaRue County School District 2017-2018

LaRue County Board of Education 270-358-4111	
LaRue County Transportation & Maintenance	270-358-4747
Hodgenville Elementary School	270-358-3506
Abraham Lincoln Elementary School	270-358-4112
LaRue County Middle School	270-358-3196
LaRue County High School	270-358-2210
LaRue County Alternative School	270-358-5984
LaRue County Adult Education	270-358-8334
The Life Connection	270-358-7100

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**The LaRue County School District**  
***SPIRIT OF SPORTSMANSHIP***

The LaRue County School District appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials will not be tolerated and may be grounds for ejection from the game and/or facility.

## **SUPERINTENDENT'S STATEMENT**

The LaRue County Board of Education has adopted a uniform code of conduct to promote a positive school climate for all participants in the educational process. The Board requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state and nation.

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

- Students and parents/guardians with a clear set of regulations pertaining to proper school discipline conducive to the orderly operation of schools,
- Uniform guidelines for administering corrective measures for infractions of the Conduct Code,
- Due process procedure for all individuals,
- Safe and positive environment for students, district employees and visitors to the schools,
- Opportunities for students to achieve at a high academic level in a productive learning environment,
- Assistance for students who are at risk of failure, engaging in disruptive behavior, or have poor attendance,
- Protection of property.

The LaRue County Board of Education wishes to thank the many individuals who assisted in developing the Uniform Code of Student Conduct for the LaRue County Schools.

We encourage each student and parent/guardian to take the time to read and understand the contents of our policy. We feel confident that by working together, the learning environment for each student will be improved.

David Raleigh, Superintendent  
LaRue County Board of Education

208 College Street  
Hodgenville, KY 42748  
(270) 358-4111

## **CODE OF PUPIL CONDUCT ADVISORY/REVIEW COMMITTEE**

David Raleigh, Superintendent LaRue County Schools  
Tom Claycomb, School Board Attorney  
Eric Allen, Director of Student Services  
Jim B Phelps, Instructional Supervisor  
Chris Price, Hodgenville Elementary Principal  
Jason Detre, Principal LaRue County Middle School  
Kelly Sandidge, Director of Student Services LaRue County High School  
Denise Skaggs, Principal LaRue County High School  
Robbie Leathers, Teacher LaRue County Alternative Teacher  
James Slaven, Assistant Principal, LaRue County Middle School  
Phil Fulkerson, District Director of Transportation and Maintenance

## **DISTRICT MISSION STATEMENT**

The mission of the LaRue County School System is to provide equitable opportunities for academic, social, and personal growth in a safe environment for ALL students.

## **CODE OF CONDUCT DEVELOPMENT/ANNUAL REVIEW PROCESS**

This Code of Conduct handbook was developed by administrative personnel in accordance with the LaRue County Board of Education policies, rules and regulations. Teachers, parents, students and the community were consulted and involved in drafting this instrument.

The Code of Conduct will be reviewed annually by local administrative staff and suggested revisions will be reviewed by the district advisory committee. Legal counsel will review the current Code of Conduct as well as future revisions.

### **DISSEMINATION**

The student discipline code will be disseminated to school employees and parents in the District. This includes those parents whose child enrolls during the school year.

### **ORIENTATION**

Each building principal is responsible for conducting an annual orientation of the Code of Conduct for students, staff and parents.

## ***IMPORTANT NOTICE TO PARENTS AND STUDENTS***

**All LaRue County Schools are operating under school site-based decision making council governance. School councils may develop policies that differ from the policies stated in this Code of Conduct Manual.**

**REVIEW EACH SCHOOL'S STUDENT HANDBOOK FOR ADDITIONAL POLICIES AND PROCEDURES.**

## **WHERE AND WHEN THE CODE WILL APPLY**

This code applies to **ALL** students in the LaRue County School District while at school, while on their way to and from school, at the bus stop, and while on the bus or other district vehicle, and while they are participating in school-sponsored trips and activities.

Pupils are under the authority of the principal, teacher, bus driver and other school staff at all times, from the time they leave home to come to school until they arrive home that afternoon or until they are properly released during the school day to their parents or guardians (KRS 161.180) or when they are in attendance of any school function before or after school hours, on or off school property when under the supervision of school personnel.

Any person who enters school property is under the authority of the school during such time as he/she remains on school property and shall abide by all rules and regulations as set by the state, board, or school officials.

This code establishes minimum behavior standards. Each school, grade or class may require special provisions. School councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

The superintendent or his designee is responsible for the code's implementation and application throughout the district. The principal is responsible for administration and implementation of this Code with his/her school in a uniform and fair manner without partiality or discrimination.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering code standards in the classroom, halls, and other assignment locations.

## **EQUAL EDUCATIONAL OPPORTUNITIES (09.13) NONDISCRIMINATION POLICY**

The LaRue County Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status in the programs, activities and services it provides, as required by law.

Individuals who have questions concerning compliance with this requirement should contact Mr. David Raleigh, Superintendent at the LaRue County Board of Education, 208 College Street, Hodgenville, KY 42748 (270) 358-4111.

### **STUDENTS WITH DISABILITIES**

The district shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

The district shall operate its programs in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Parents of students who have a temporary or permanent disability may request the District supervisor to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.


### **RELIGIOUS ACTIVITIES**

The District shall observe the rights of students to voluntarily engage in religious activities or express religious viewpoints while at school, as established by the United States Constitution and law, provided they do not:

1. Infringe on the rights of the school to:
  - a. Maintain order and discipline;
  - b. Prevent disruption of the educational process; and
  - c. Determine education curriculum;
2. Harass other persons or coerce other persons to participate in the activity; or
3. Otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Principal, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

## The LaRue County School District Six Pillars of Expected Bus Behavior

<b><i>BE A GOOD CITIZEN</i></b>	<b><i>BE CARING</i></b>	<b><i>BE RESPECTFUL</i></b>	<b><i>BE RESPONSIBLE</i></b>	<b><i>BE FAIR</i></b>	<b><i>BE TRUSTWORTHY</i></b>
I obey the driver. I cooperate. I keep the bus clean & free of vandalism. I obey the "Rules of the Road" I cross the street at least 10 feet in front of the bus.	I am kind in what I say & do. I am helpful to the driver, monitor & other students. I respect others' personal space.	I am considerate of people's feelings. I use good manners. No bad language. No put downs. Never threaten, hit or hurt anyone. I deal peacefully with anger, insults or disagreements.	I stay seated & face forward. I speak softly, no loud voices. I use self-control. I accept responsibility for my own behavior.	I am nice to others on the bus. I set a good example for others. I always "Ride the Bus by the Rules".	I am on time. I am honest & reliable. I only get on & off my bus at the assigned stop. I have the courage to "Do the Right Thing". 

The privilege of riding a school bus will depend upon students obeying the following rules and procedures in accordance with the LaRue County School District and under 702 KAR 5:030 Section 19-20. These behavioral expectations apply to students, drivers, and others, whether going to and from home, at the bus stop, on the buses, on our school grounds or in our school buildings.

### CONDUCT ON BUS

1. Students must arrive at the bus stop on time.
2. Students who must cross the roadway should cross in front of the bus after the driver signals them that it is safe to do so.
3. Students are to obey the driver promptly.
4. Students are to help the driver keep the bus clean by cleaning their feet before entering the bus and keeping wastepaper and rubbish off the floor and seats.
5. Students are to sit in the seat assigned by the bus driver and stay seated while on the bus.
6. Students are not to have matches, lighters or any open flame on the bus. Students with open flames while riding the bus will be reported to the appropriate authorities and are subject to removal from the bus under 702 KAR 5:080 section 24.
7. Students should avoid unnecessary conversations with the bus driver.
8. Students are not to use loud, abusive or profane language while on the bus.
9. Students are not to lean out the bus windows. They must keep their arms, legs, head, and property inside the bus.
10. Students are to enter and leave the bus only after it has come to a complete stop.
11. Students are to leave the bus only at their regular bus stop or at the school, unless they have written permission of a school administrator.
12. Students are to respect the people they pass while on the bus. They are not to yell or make signs to those the bus passes along the road.
13. Students are not to damage the bus and should report any damage to the bus driver. If they do cause damage, their parents or guardians may be held responsible for restitution.
14. Students are not to interfere with the vision of the driver.
15. Students are not to block the aisle of the bus or transport animals on the bus. The driver shall not permit the transport of any object that would block the bus aisle or exit in case of collision under 702 KAR 5:080 section 20.
16. At no time shall students be permitted to eat, drink, or use tobacco products while riding the bus or at the bus stop.
17. Use of electronic communication devices in any manner shall be prohibited. The ride to and from school are considered school hours and the applicable board policy will apply.
18. Cell phones should not be used while on the bus for anything other than to play music while using headphones.
19. Videotaping of any kind shall be prohibited on the bus.
20. School personnel may allow a student to make a call in case of an emergency.
21. Once a student has entered a bus, only a school employee may escort the student from the bus until the bus has arrived at the assigned bus stop and at that point the student will depart the bus in safe and cautious manner.

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

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

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

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

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

**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 LaRue County School District.

## **STOP BULLYING BEHAVIORS!**

### **LIVE BY THE "SIX PILLARS OF EXPECTED BEHAVIOR"**

**Treat others as you would like to be treated - Respect, Responsibility, Trust, Fairness, Citizenship and Caring**

***Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.***

***What is bullying and/or Cyber-Bullying?*** Bullying and/or Cyber-Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

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

**Because we believe every student deserves a safe learning environment, the LaRue 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 and 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 oral, 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
- Excluding from the group
- 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***

<b>Are you being bullied?</b>	<b>Do you bully others?</b>	<b>Do you witness bullying?</b>
<ol style="list-style-type: none"><li>1. Tell a trusted adult what is happening (like your parents, teacher, principal, bus driver or guidance counselor)</li><li>2. Stay in a group so you won't be an easy target and so others can help.</li><li>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.</li><li>4. Make a joke. Sometimes humor can make a bad situation more manageable.</li><li>5. Remember it's not your fault; no one deserves bullying.</li></ol>	<ol style="list-style-type: none"><li>1. Think about what you are doing and how it makes others feel. Think about their feelings, and then don't do it!</li><li>2. Hurting others and making them feel bad is never cool. Think how you feel when you're hurt.</li><li>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.</li><li>4. Treat others as you would like to be treated.</li></ol>	<ol style="list-style-type: none"><li>1. Support someone who is being bullied. Spend time and include him in activities or just talk to show you care.</li><li>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.</li><li>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.</li></ol>

#### **What are some things you can do to help stop bullying?**

- Don't join the person who is doing the bullying behavior
- Stop the rumor or gossip that is being told to you
- Be unwilling to listen to put-downs about others
- Be a respectful person and role model
- Be an encourager of positive solutions

**Bullying tipline: <http://www.larue.kyschools.us/harassment-bullying-report>**

### **Guidelines to Assist School Districts Implement HB 91 (KRS 158.156)**

House Bill 91 was enacted during the 2008 legislative session. During the legislative process, HB91 was sometimes referred to as the "Golden Rule Bill" or the "Bullying Bill." Because these "titles" have frequently been used, there is some confusion about the provisions and requirements of HB 91. The legislation is actually much broader than just a "Bullying Bill" and focuses on students who are victims of felony offenses (specified under KRS Chapter 508). HB 91 requires *any* school employee (or an employee of the board of education), who has reasonable cause to believe a student has been the victim of one of these offenses, to make a written or oral report to the principal of the school attended by the student/victim. Through the provisions of HB 91, it will be possible for school and district employees to report serious safe-school incidents, including bullying (rising to the level of a felony offense), to the principal so that quick and effective actions can take place to ensure the safety and well-being of all students.

*Since the passage of HB 91, the new legislation has been officially codified as a new section under KRS 158.156. Although the majority of the new legislation has been codified under KRS 158.156, other statutes (laws) were referenced in the legislation. They include:*

- *KRS 158.148 provides new information about information that needs to be included in local Codes of Acceptable Behavior and Discipline (See Section 3 below)*
- *KRS 525.070 provides additional information about the definition of “Harassment”(See Section 4 below)*
- *KRS 525.080 provides clarification about the definition of “Harassing Communications” (See Section 5 below)*

**School Requirements for Compliance with HB 91  
(KRS 158.156) Procedures to be followed**

- School employees report to principal (suspected student victims of felony offenses under KRS Chapter 508)
- Within 48 hours, principal files written report with local board of education\* (through the Superintendent as the executive agent of the BOE), and one of three local law-enforcement agencies (See Section 1)
- Principal notifies parents or guardians of student \*\*
- The agency receiving the principal's report will conduct an investigation (school and/or board may participate in the investigation if the agency requests)
- If a law or board violation has occurred, school will report incident as part of safe school data reporting

*\*Note: The principal may use the forty-eight hour timeframe to investigate the allegations of the initial report. If the principal doesn't find any evidence of a KRS Chapter 508 felony offense, he/she does not have to file a report with the agencies listed below (see Section 1). If the principal is in doubt as to whether there has been a KRS Chapter 508 offense, he/she should consult with the local law enforcement and the board attorney.*

*If the reported offense rises to the level of those included under KRS Chapter 508, the superintendent will inform the local board of education that the incident has been reported to one of the three agencies listed below (in accordance with KRS 158.156). The superintendent will **not** share details of the reportable offense with the board of education until all facts (and resulting disciplinary decisions, if any) are determined.*

*\*\*Note: The law isn't clear as to whether both the parents of the alleged victim and the alleged perpetrator should be notified. Best practices would involve notifying and informing the parents of the alleged victim and the parents of the alleged perpetrator.*

HB 91 also specifies new requirements for the Kentucky Department of Education. These include the following:

**Requirements for KDE relative to HB 91(KRS 158.444)**

KDE will provide an annual report to the Office of Education Accountability (OEA) on statewide safe-school data. The annual report will include monthly data and cumulative data for the year. Data will be reported by school district, schools in each district, and grade-levels within each school. The annual report to OEA will be delivered by August 31 of each year.

The following is a brief description/interpretation of various sections in HB 91 (KRS 158.156) that pertain to school districts:

### **SECTION 1 (KRS 158.156)**

This section states that any school employee who has reasonable cause to believe that a student has been the victim of a **felony** offense under **KRS Chapter 508 (see below for list of offenses)** by another student shall **immediately** make an oral **or** written report to the principal of the school attended by the victim. After receiving the initial report and determining that it is a reportable incident, the **principal** must notify the parents, legal guardians, or other persons with custodial control of the students involved in the incident. If the principal determines there is a reportable incident, he/she **shall** file a written report within forty-eight (48) hours of the original report. The written report will be filed with the local Board of Education (through the superintendent), and **one** of three state agencies (see below).



If the principal determines that a written report should be filed with **one** of the three state agencies, the following information will need to be included in the report:

- The names and addresses of the student (victim) AND his/her parents, legal guardians
- The student's (victim) age,
- The nature and extent of the violation,
- The name and address of the student (perpetrator) allegedly responsible for the violation: and,
- Any other information that the principal making the report believes may be helpful in the investigation process

### **Felony Offenses under KRS Chapter 508 include:**

For a description of each KRS Chapter 508 offense, go to [www.lrc.ky.gov/KRS/508-00/CHAPTER.htm](http://www.lrc.ky.gov/KRS/508-00/CHAPTER.htm)

- First Degree Assault
- Second Degree Assault
- Third Degree Assault
- Assault Under Extreme Emotional Disturbance
- First Degree Wanton Endangerment
- First Degree Terroristic Threatening
- Second Degree Terroristic Threatening
- First Degree Criminal Abuse
- Second Degree Criminal Abuse

The agency (local law enforcement, **or** the Kentucky State Police, **or** the County Attorney) that receives a report under this Section shall investigate the matter. The school board and school personnel shall participate in the investigation at the request of the agency.

KRS 158.156 states, “Anyone acting upon reasonable cause in the making of a report required under this section in good faith shall have immunity from any liability, civil or criminal, that might be otherwise be incurred or imposed.”

## **SECTION 2 (KRS 158.444)**

This section contains a description of the different types of safe school incidents that schools are required to report annually to the Kentucky Department of Education (KDE). **This Section does not include any changes from current practice in regard to the reporting of safe school data; however, there is new language to stress the importance of reporting the following:**

- all incidents where a student has been disciplined by the school for a “serious incident”\*
- all incidents where a student is charged criminally for an offense included in KRS Chapter 508
- all incidents where a student is charged criminally for harassment (KRS 525.070)
- all incidents where a student is charged criminally for harassing communications (KRS 525.080)

\*KRS 158.148 requires the Kentucky Department of Education (KDE) to define “serious incident” for reporting purposes. KDE is defining “serious incident” as any incident committed by a student resulting in a safe-school incident report with the student (perpetrator) receiving corporal punishment, suspension, or expulsion.

All identifiable student data will be subject to confidentiality requirements consistent with KERPA and FERPA. Parents, legal guardians, or other person’s with custodial control shall have the right to inspect or challenge student records consistent with

Parents, legal guardians, or other persons with custodial control shall have the right to inspect or challenge student records consistent with the Family Educational Records and Privacy Act (FERPA) <http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html> and the Kentucky Educational Records and Privacy Act (KERPA) <http://www.lrc.ky.gov/KRS/160-00/700.PDF>.

Any incident reported in the safe school data for an individual student will remain in his/her permanent folder.

KRS 158.148 contains new language that requires the provision of “a model policy” to Implement the provisions of this section and Sections 1, 2, 4, and 5 of this Act.” A collection of model policies, provided by the Kentucky School Boards Association (KSBA) can be found at the end of this document.

### **SECTION 3 (KRS 158.148)**

This Section requires districts to update their Code of Acceptable Behavior and Discipline **every two years with the first update completed by November 30, 2008.**

#### **The District Code Shall Contain\*:**

1. *Procedures for identifying, documenting, and reporting incidents of violations of the code and incidents for which reporting is required under Section 1 of this Act*
2. *Procedures for investigating and responding to a complaint or a report of a violation of the code or of an incident for which reporting is required under Section 1 of this Act, including reporting incidents to the parents, legal guardians, or other persons exercising custodial control or supervision of the students involved.*
3. *A strategy or method of protecting from retaliation a complainant or person reporting a violation of the code or an incident for which reporting is required under Section 1 of the Act*
4. *A process for informing students, parents, legal guardians (or other persons exercising custodial control or supervision) and school employees of the requirements of the code... including training for school employees; and,*
5. *Information regarding the consequences of violating the code*

\*New language in HB 91 (KRS 158.156) requires school districts to provide very clear and specific information in their Codes of Acceptable Behavior and Conduct about how they intend to implement the various provisions of this legislation. These new requirements will result in uniform policies and procedures in school districts across Kentucky.

### **SECTION 4 (KRS 525.070) Harassment**

There were changes made in this statute (related to HB 91) to more clearly define harassment. These include the **intent** to intimidate where information is included about various school locations such as school premises, school-sponsored transportation, or school-sponsored events where harassment may occur. **Schools should report any incidents of harassment as they would have in the past (as safe school incidents).**

#### **Criminal Harassment (KRS 525.070 and KRS 525.080)**

HB 91 amended two criminal statutes that address **criminal harassment**. These two sections, **Section 4 (KRS 525.070) and Section 5 (KRS 525.080)**, are **misdemeanors** and thus are not part of the mandatory reporting requirement of HB 91. Depending

## **SECTION 5 (KRS 525.080) Harassing Communications**

The addition to this statute states that a person is guilty of harassing communications if “he/she communicates while enrolled as a student in a local school district with another student in any manner that would cause the other student to suffer from fear of physical harm, intimidation, humiliation, or embarrassment...” This could also include any harassing communication that takes place away from school property. Usually, schools only report when the educational process is disrupted. If this behavior manifests itself at school, the school should pursue appropriate action through their Codes of Acceptable Behavior and Discipline or local law enforcement. If harassing communications are brought to the attention of the principal, it would be best to consult with the local board attorney for advice. **Schools should report any incidents of harassing communications as they would have in the past.**

### **SAFE AND ORDERLY LEARNING ENVIRONMENT (Reports of Harassment, Discrimination, Bullying and Hazing)**

The LaRue County School District and its staff promote a safe orderly learning environment free of harassment, discrimination, bullying, hazing, and other unacceptable behavior. Any student that believes that he/she has been the victim of harassment, discrimination, bullying, hazing or other unacceptable behavior is to report the incident(s) immediately to school staff. Reporting can be made verbally or by filling out a **Harassment, Discrimination, Bullying or Hazing Reporting Form** available in each school office or on the district web site. Employees who have knowledge of alleged hazing or observed student harassment, discrimination, bullying, hazing, or other unacceptable behaviors including felony offenses shall immediately notify their Principal, immediate supervisor, or the Superintendent, who will begin an investigation.

### **EMPLOYEE REPORTS OF CRIMINAL ACTIVITY (09.2211)**

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

**KRS 158.154** - When **the principal** has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the **Principal** shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, “school property” means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the **Principal**.

**KRS 158.155** - An **administrator, teacher, or other employee** shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State police, by telephone or otherwise, if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
  - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:

- i. Carrying, possession, or use of a deadly weapon; or
    - ii. Use, possession, or sale of controlled substances; or
  - b. Any felony offense under the laws of this Commonwealth; and
2. The conduct occurred 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.

**KRS 158.156 - Any employee** of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and 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.

**KRS 620.030 - Any person** who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report as well to the proper authorities for investigation.

## MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational 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 District receives a request for access.***

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

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

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

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

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

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

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

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

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

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

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

6. ***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 20202-8520

## **Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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



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

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

**Inspect, upon request and before administration or use -**

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

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The LaRue County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The LaRue County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The LaRue County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The LaRue County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 
- Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above. *Parents who believe their rights have been violated may file a complaint with:*
- 

● Family Policy Compliance Office  
U.S. Department of Education

## **TITLE I PARENT INVOLVEMENT POLICY**

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents of students participating in the Title I program.

### **Expectations**

It is the intent of the LaRue County Board of Education that parents shall be provided with frequent and convenient opportunities for full and ongoing participation in the

### **Involvement**

Title I program including opportunities to suggest modifications, based on changing needs of parents and the schools.

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

The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

### **Support for Program**

If the District's Title I allocation is \$500,000 or more, the District shall reserve one percent (1%) of its allocation for the purpose of promoting parent involvement. Parents of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be used.

The District will provide coordination, technical assistance, and implement effective parent involvement activities. These measures may include, but shall not be limited to, the following:

Designation of resources to assist in communication with parents, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.

### **Support for Program**

Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies;

Identification of ways in which parents can be involved in staff training activities to demonstrate the value of parent involvement and various techniques designed to successfully engage parents as equal partners in their child's education;

Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this policy and the plan designed to implement it. The process shall focus on the following questions: Does this policy increase parent participation? What barriers to parent participation still exist, and how can they be reduced or removed?

In the design of activities and materials designed for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

### **School Policy**

Each school shall submit to the Superintendent and Board, for review and comment its Title I school parent involvement policy, which must meet all legal requirements. This policy shall be developed jointly with and distributed by the school to parents of participating students. A copy of each school's parent shall be kept on file in the central office.

## **RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED, SEPARATED OR SINGLE PARENTS (09.12311)**

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

Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished by the following procedure:

Unless the school has been informed and given evidence of state law or court order concerning the status of the student:

1. Both parents shall have equal access to any information concerning the student.
2. Both parents shall have the right to release of the student under their care.

## **EDUCATIONAL GUARDIANSHIPS**

LaRue County Schools will accept educational guardianships. These guardianships will need to be notarized by one of the following: County Court Clerk, Circuit Court Clerk, or the County Attorney's Office. Temporary guardianships ordered by the Judge will also be accepted as well as legal document from DCPS.

## **RELEASE OF STUDENT DIRECTORY INFORMATION**

Directory information is information contained in a student's educational record that would not generally be considered harmful or an invasion of the student's privacy if it were disclosed. Directory information currently consists of the following:

1. Student's name
2. Address
3. Telephone number
4. E-mail address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Degrees received
14. Honors and awards received; and
15. Most recent educational agency or institution attended.

LaRue County Schools will release student directory information unless a written statement is received from the parent/guardian stating the information or any part of the information is not to be released.

## **GRADES K-12 STUDENT ATTENDANCE POLICY**

The LaRue County Public School District expects all students to attend school regularly and be in the assigned classroom on time. Regular attendance is necessary if students are to receive maximum benefit from the instructional program. We firmly believe that attendance is a student and parent/guardian responsibility. However, every effort will be made to contact the parents of students having attendance-related problems.

**KRS 159.010 Section 1 states that the parent or guardian is responsible for keeping his/her child in regular school attendance for the full term that school is in session. KRS 159.150 states that any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days is a truant. Any child reported as a truant two (2) or more times is a habitual truant. Truants shall be reported to the Principal and then to the Director of Pupil Personnel, who shall take appropriate action. Also, amended KRS 159.990 holds a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws. This student can be fined \$100 for a first offense and up to \$250 for a second offense.**

In view of KRS 159.010 and KRS 159.150 requirements, the LaRue County Board of Education has adopted the following attendance policy for all students in grades K-12 with the intent to improve student attendance, reduce potential dropouts, and encourage more effective communication between the home and the school.

### **STATEMENT OF POLICY**

a. If a student is absent from school, the parent/guardian shall call the school and send a note which states the reasons for absences. Notes should be sent to the principal's office for recording and filing. Information furnished by the parent/guardian is used to determine if the absence is excused or unexcused. Letters will be mailed to families when the 5 "Parent Days" have been depleted.

b. Legitimate reasons for excused absences:

- Illness of the student (with doctor's note)
  - Severe illness or death in the student's immediate family. In the case of a death only the day of the funeral will be excused. (A note from the funeral home is required.)
  - In the case of funerals held out of state additional travel days may be granted by the school principal.
  - Medical or dental appointments (Medical excuses are needed from these offices covering the date the pupil was seen as well as date when they may return to school)
  - Orders of the court (written note from the County Clerk's office required if attending court)
  - Religious holidays and practices
  - Special activities or circumstances (if approved in advance) by the principal or his/her designee
- Students will be given 5 "Parent Days" for the entire school year. A parent day will be automatically used when a student is absent from school. If the student or parent produces an excusal note from the above-mentioned reasons for excused absences the absence will be changed to doctor's excused and the parent day will be saved.

Parent Days will be used for 5 absences that are not Doctor excused or Principal approved by any of the above-mentioned reasons for excused absences. The parent day will be used automatically, parents will not be required to produce a note.

- **ALL NOTES USED TO EXCUSE ABSENCES AND TARDIES MUST BE TURNED IN TO THE OFFICE OF THE STUDENTS' PERSPECTIVE SCHOOL WITHIN FIVE (5) SCHOOL DAYS OF THE ABSENCE. This will include doctor's excuses, or any of the above-mentioned reasons for excused absence. Failure to turn in any excuse notes will result in a parent day being used. If the student has already exhausted his/her 5 parent days the absence will result in an unexcused absence or tardy. NO excused absences will be taken over the phone.**  
**\*\* if a note has been altered by anyone other than the office in which it is issued, the student and parent may face criminal charges.**
  - Parent days will NOT automatically be applied to tardies. However, if the parent wishes to use one of the student's 5 parent days for a tardy they will be able to do so. The parent will need to notify the school's attendance clerk with this request. 1 parent day may be applied to 1 tardy.
  - **In the case that the school nurse deems a child too sick to stay at school the nurse may request that the parent check their child out of school for the remainder of the day and that day only will be excused per the nurse.**
  - Driver's permit test and driver's test, (for only the appropriate amount of time/maximum of 2 times/written document required)
- 
- Approved school activities (including 2 college days for seniors)
  - Documented Military Leave
  - 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 recuperation leave.

c. All students are required to make up work missed within a stated amount of time with arrangements made with the teacher. Students having unexcused absences shall not receive credit for make-up work.

d. No Transportation Changes or Check Out Permissions will be taken over the phone in any of our schools. ALL written requests will need to be submitted with a signature, time, and a date, and will be verified on our pickup list before a student is allowed to leave the building. In case of a situation with no correspondence, the student will be sent home by their regular mode of transportation.

e. After a total of six (6) days of unexcused absences, tardies, or early dismissals in one (1) year for a

student under 16 years of age, the Director of Pupil Personnel or designee shall deliver a final notice to the family in accordance with KRS 159.180.

- f. After a total of seven (7) days of unexcused absences, tardies, or early dismissals in one (1) year for a student under 16 years of age, the Director of Pupil Personnel may sign a petition with Juvenile Court charging the child with habitual truancy, which is a violation of KRS 159.010 to 159.170 and sign a petition in Adult District Court for those students over 18 years of age and still enrolled in school. Parents can also be charged with Educational Neglect if students become habitual and it is deemed that the parents are hindering the educational process for their children.
- g. All days missed due to suspension are unexcused.
- h. The Director of Pupil Personnel may file with the court system earlier than the sixth unexcused absence/tardy if the pupil's previous year's attendance classified them as truants.
- i. Hodgenville Elementary School, Abraham Lincoln Elementary School, LaRue County Middle and LaRue County High School, will have a nurse for the 2018-2019 School Year. These positions will be staffed by the Cumberland Family Medical Group. Cumberland Family Medical will also provide a nurse practitioner and LPN to service all staff and students.  
In the case that the school nurse deems a child too sick to stay at school the nurse may request that the parent check their child out of school for the remainder of the day and that day only will be excused per the nurse.

#### Healthy Kids Clinic

The Healthy Kids Clinic, a service of Cumberland Family Medical Inc., is a unique combination of school nursing services and a school based health center. On-site services include acute care visits, well-child visits, physicals, and immunizations. Exams and immunizations are conducted by our licensed health care provider during regular school hours at the child's school. This service is provided to those students with parent/guardian permission.

Our district highly encourages parents to talk with their children about being seen by the school nurse prior to asking parents to pick them up for being sick. We believe this will help to increase timely and accurate assessments of your child's health needs as well as parent's ability to make a more informed decision about picking their child up from school for being sick.

It is our desire that all students remain healthy and come to school ready to learn each day.

#### **UPDATED NEW POLICY:**

Once a student has reached 12 unexcused absences (2 unexcused tardies equal one unexcused absence) he/she will lose their privilege to drive to school for the remainder of that school year.

Note: Parents may keep their children home from school or take them out of school for reasons that they deem necessary – BUT that does not mean the absences will be excused. Only the school can excuse a student's absence.

**Suspensions from school do not count towards this policy as unexcused days from school.**

#### *DEFINITIONS AND CLARIFICATIONS*

- a. TARDY – A student who is not in his/her assigned classroom when the tardy bell rings is recorded tardy for the day; also, a student who checks in late or leaves early (.01-34% of the school day). The tardy will be considered unexcused unless for the reasons listed in Section b of this attendance policy.
- b. HALF DAY – Students must be in attendance between 35-83% of the school day to receive half-day credit.
- c. FULL DAY – Students must be in attendance at least 84% of the school day to receive full-day credit.
- d. LATE BUS – Students arriving to school late as a result of a late bus will not be counted as tardy.
- e. In regards to truancy and other areas of attendance 2 unexcused tardies equals one unexcused absence.

### ***Attendance Awards:***

In order to achieve the end of the year perfect attendance award a student may not have more than 2 tardies per semester for the entire year and those tardies must be excused. Any absences that are part of school related trips will not count as absences from school.

## **GENERAL GUIDELINES FOR DISCIPLINE CONSEQUENCES**

**General Guidelines for Discipline Consequences:** When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order in the learning environment.
2. Students shall be treated fairly and equitably. Consequences will be administered after a careful assessment of the circumstances of each case. Factors to consider shall include:
  - Threat to the safety of all
  - Seriousness of the offense
  - Student's age
  - Frequency of misconduct
  - Student's attitude
  - Potential effect of the misconduct on the school environment.
3. All types of disciplinary infractions may not be included within this document. For these teacher-level items and for any items not included, the principal may use his/her own discretion on the consequences.

### **Teacher level incidents:**

- Tardiness to class
- Failure to bring appropriate materials to the classroom
- Refusal to participate in classroom activities
- Talking in class
- Sleeping in class
- Cheating/dishonesty
- Eating, drinking or chewing gum in the classroom
- Radios, CD players, cameras, games in class or at functions, MP3 players or similar devices.
- Inappropriate cafeteria conduct
- Inappropriate hall conduct
- Poor sportsmanship in classroom activities
- Throwing objects (spitballs, paper, airplanes, etc.)
- Public display of affection

### **Possible teacher level consequences:**

- Student conference
- Student-teacher contract
- Special assignment or duties
- Parent contact
- A grade of zero for cheating
- Rewards or demerit system for behavior
- Verbal correction

- Cooling-off or time-out
- Special seating assignment in classroom
- Teacher level probationary agreement
- Teacher assigned detention
- Parent-teacher conferences
- Temporary confiscation of items that disrupt the educational process
- Withdrawal of classroom privileges
- Conferencing with teachers, special services, or administrative personnel
- Referral to School Guidance Counselors
- Sending the student to the office or other assigned areas
- Providing outside agency information for parent personal use

REPETITION AND SEVERITY IN THIS CATEGORY MAY RESULT IN MORE SERIOUS DISCIPLINE INCLUDING SUSPENSION THROUGH THE PRINCIPAL'S OFFICE.

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

Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old student applying for a driver's license or permit is required to have a completed school Compliance Verification Form. *This form is available in the LaRue County High and Director of Pupil Personnel offices and must be completed by school personnel and presented by parents to the circuit clerk's office staff before applying for a driver's permit or license.* Basically, the form is verifying that the student is compliant with the components of the "No Pass/No Drive Law. **If the student is not compliant, a form will not be issued.**

Also, students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license or permit driving privilege revocation.

### **ACADEMIC AND ATTENDANCE DEFICIENCIES GUIDELINES**

Academic and attendance deficiencies for students' age sixteen (16) or seventeen (17) enrolled in regular, alternative, and special education programs shall be defined as follows:

1. Students shall be deemed academically deficient if they **have not** received passing grades in at least **four (4)** of the **six (6)** courses taken in the preceding **semester**. **\*(Students must pass four (4) of the six (6) courses taken each semester to maintain drivers licenses/permits or be eligible to apply for a driving permit.)**
2. Students shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absent events during a **semester**. **Suspensions are considered unexcused absences and two (2) unexcused tardies equal one (1) unexcused day absent in applying the No Pass/No Drive statute.**
3. Reports of noncompliance based on academic deficiency (grades), dropouts and attendance for the 2012-2013 school year and thereafter will be made beginning with grades from the **first (1<sup>st</sup>) fall semester**. Students are considered noncompliant until they become compliant or reach age 18. For school purposes, students are noncompliant a full **semester** until they have time (the following **semester** or summer school) to improve their grades and/or attendance **and meet the No Pass/No Drive compliance requirements.**

### **REINSTATEMENT OF DRIVING PRIVILEGE**

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement must then apply to the school counselor **or assigned designee** to have their standing confirmed **and reported to the appropriate agency for reinstatement.**

## **The LaRue County School District Violations & Procedures**

Disciplinary Actions are utilized by The LaRue County School District to maintain the educational environment and protect each student's right to a free and appropriate education. This code of conduct covers all of The LaRue County School District events including those on school grounds, buses, and activities sponsored by the school. Definitions of the violations and procedures are contained in the pages following this chart.

Elementary and middle school principals have the discretion to administer consequences at a lower step in consultation with the Larue County School Superintendent or designee.

<p align="center"><b>Behavioral Violations &amp; Possible Consequences</b> <b>Grades</b></p>
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Pre-School > 5													
	I n f o r m a l I n - S c h o o l D i s c i p l i n e M e a s u r e	P a r e n t / G u a r d i a n C o n f e r e n c e	S c h o o l o r A l t e r n a t i v e P l a c e m e n t s u c h a s I S S	S a t u r d a y D e t e n t i o n	A f t e r S c h o o l D e t e n t i o n	S h o r t T e r m S u s p e n s i o n (1-5 D a y s)	L o n g T e r m S u s p e n s i o n (5-10 D a y s)	E x p u l s i o n	D R C	R e f e r r a l t o C o u r t S y s t e m	R e f e r r a l t o S o c i a l S e r v i c e s	R e f e r r a l t o L o c a l P o l i c e	R e f e r r a l t o S c h o o l A g e n c y
POSSIBLE ACTIONS													
BEHAVIORAL VIOLATIONS													
Unexcused tardiness to school or class	x	X	x	x	x				x	x	x	x	x
Leaving school grounds without permission	x	X	x	x	x	x	x	x	x	x	x	x	x
Failure to follow school class rules	x	X	x	x	x	x	x	x	x	x	x	x	x
Deliberate disruption of the educational process	x	X	x	x	x	x	x	x	x	x	x	x	x
Falsification of any school document or school personnel signature	x	X	x	x	x	x	x	x	x	x	x	x	x
Cheating on academic and/or athletic activities	x	X	x	x	x	x	x		x	x	x	x	x
Profanity/Vulgarity	x	X	x	x	x	x	x	x	x	x	x	x	x
Fighting - Students	x	X	x	x	x	x	x	x	x	x	x	x	x
Fighting - Physically or verbally abusing a teacher or other school employee	x	X	x	x	x	x	x	x	x	x	x	x	x
Smoking/Gambling	x	X	x	x	x	x	x	x	x	x	x	x	x
Non-approved purchasing or selling candy, food or beverages on the bus or school grounds	x	X	x	x	x	x	x	x	x	x	x	x	x
Vandalism - Less than \$100	x	X	x	x	x	x	x	x	x	x	x	x	x
Theft/Extortion		X	x	x	x	x	x	x	x	x	x	x	x
False fire alarm/bomb threat						x	x	x	x	x	x	x	x
Possession of weapons, drugs, alcohol or fireworks						x	x	x	x	x	x	x	x
Sale of drugs, alcohol, fireworks							x	x	x	x	x	x	x
Vandalism - More than \$100			x	x	x	x	x	x	x	x	x	x	x
Assault/Sexual Abuse			x	x	x		x	x	x	x	x	x	x
Arson							x	x	x	x	x	x	x
Any action which might be considered to be a detriment to the learning process of any student	x	x	x	x	x	x	x	x		x	x	x	x
Sexual Harassment/Harassment	x	X	x	x	x	x	x	x	x	x	x	x	x
Possession of Deadly Weapons or look a likes						x	x	x	x	x	x	x	x
Habitual violations	x	X	x	x	x	x	x	x	x	x	x	x	x

Bringing radio, CD, tape players, etc.	x	X	x	x	x	x	x		x	x	x	x	x
Not attending Saturday or After School Detention	x	X	x	x	x	x	x	x	x	x	x	x	x
Cell Phone Use	x	x	x	x	x	x	x	x	x	x	x	x	x

#### BEHAVIORAL VIOLATIONS GRADES 6-12

	In - class Discipline (Teachers)	In - school Discipline (Principal)	Parent / Guardian Conference	In - school Behavior Modification	Saturday Detention	After School Detention	Suspension (Short-term) 1 - 5 Days	Suspension (Long-term) 5-10 Days	DRC	Expulsion	Referral to Court System	Referral to Social Services	Referral to Local Police	Referral to School Agency
POSSIBLE ACTIONS														
Grades 6-12														
BEHAVIORAL VIOLATIONS														
Fighting		X	x	x	x	x	x	x	x	x	x	x	x	x
General Use of Profanity or Gambling	x	X	x	x	x	x	x		x		x	x	x	x
Showing disrespect toward teachers and school personnel - refusal of punishment		X	x	x	x	x	x	x	x	x	x	x	x	x

Loud/Abuse language toward school personnel		X	x	x			x	x	x	x	x	x	x	x
Willful destruction of property or grounds		X	x	x	x		x	x	x	x	x	x	x	x
Smoking or use of tobacco		X	x	x	x	x	x	x	x	x	x	x	x	x
Possession of weapons, drugs, alcohol and fireworks		X	x	x	x	x	x	x	x	x	x	x	x	x
Theft/Extortion	x	X	x	x	x	x	x	x	x	x	x	x	x	x
Falsely activating a fire alarm		X	x	x	x	x	x	x	x	x	x	x	x	x
Making bomb threats or failure to disclose information pertaining to bomb threats		X	x	x	x	x	x	x	x	x	x	x	x	x
Leaving school grounds without permission		X	x	x	x	x	x	x	x	x	x	x	x	x
Failure to follow correct procedures for signing in and out during class day	x	X	x	x	x	x	x	x	x	x	x	x	x	x
Tardiness	x	X	x	x	x	x	x	x	x	x	x	x	x	x
Falsification of documents or signatures of school personnel		X	x	x	x	x	x		x	x	x	x	x	x
The wearing of attire that is considered obscene or distracting (ex. Sunglasses, mini-skirts, halters, t-shirts with vulgar language, shorts, hat-caps)	x	X	x	x	x	x	x		x		x	x	x	x
Participation in sexual abuse of any kind		x	x	x	x	x	x	x	x	x	x	x	x	x
Any unnecessary display of affection (kissing, hand holding, etc.)	x	X	x	x	x	x	x		x		x	x	x	x
Skipping classes	x	X	x	x	x	x	x		x		x	x	x	x
Cheating on exams and/or academic work	x	X	x	x	x	x	x		x		x	x	x	x
Gum chewing – Soft drinks, except when allowed	x	X	x	x	x	x			x		x	x	x	x
Locker violation	x	X		x					x		x	x	x	x
Bringing radios, tape players, CD, etc.	x	X	x	x	x	x			x		x	x	x	x
Habitual violations	x	X	x	x	x	x	x	x	x	x	x	x	x	x
Any action which might be considered a detriment to the learning process of any student	x	X	x	x	x	x	x	x	x	x	x	x	x	x
Bus violations		X	x	x	x	x	x	x	x		x	x	x	x
Sexual Harassment/Harassment		X	x	x	x	x	x	x	x	x	x	x	x	x
Possession of Deadly Weapons or look-a-likes		X	x	x	x	x	x	x	x	x	x	x	x	x
Non-approved purchasing or selling candy, food, or beverages on the bus or school grounds	x	X	x	x	x	x	x	x	x	x	x	x	x	x
Assaulting School Personnel								x	x	x	x	x	x	x
Not Attending Saturday or After School Detention	x	X	x	x	x	x	x	x	x	x	x	x	x	X
Falsifying Any Notes to Excuse Absences or Tardies														
Any Knife confiscated from students														
Cell Phones	x	x	x	x	x	x	x	x	x	x	x	x	x	x

*School personnel will follow appropriate due process procedures unless immediate suspension is essential for safety reasons or to avoid disruption of the educational environment.*

#### STEPS TO DISCIPLINARY PROCEDURES

1. Confer/Investigate with parties concerned as soon as possible.
2. Assign consequence defined by the Code of Acceptable Behaviors and Discipline.
3. Notify legal guardian by phone, letter, or message as soon as possible.

#### PROCEDURES

Warning/Probation/Contract/Student Conference  
 Alternative Assignment/Detention/Zero for cheating  
 In-school Suspension  
 Bus Suspension  
 Expulsion.  
 Court Appearance for status offense.  
 Alternative School Placement  
 Court Designated Worker – Police referrals - Notify proper law enforcement officials as necessary (KRS 158). All felonies are reported to the Principal following school board procedures and reported to the Central Office Designee and proper law enforcement.

## **PROCEDURE DEFINITIONS**

**STUDENT CONFERENCE** – Conference (informal or formal) held between the student and a member of the school administrative team.

**WARNING/PROBATION/CONTRACT** - a contract between the student, parents, and the school to reinforce good behavior.

**DETENTION** - detaining a student after school, before school, or during the student's free time (e.g. lunch) with advance notice to the parent and/or student as appropriate.

**IN-SCHOOL SUSPENSION (ISOLATED CURRICULUM ENVIRONMENT)** -(short term) placement in separate supervised and structured school program that allows students to complete assignments, take tests, and be counted as present in school. During this short term ISS; students will be socially isolated from the regular environment.

(longer term) Students are removed from their regular classes to an isolated environment. Students will be in a restricted classroom with very restricted guidelines. Students will not be able to socialize with the student body and will eat lunch in restricted classroom. Restroom breaks will be limited and closely supervised. Students in ISS will be allowed and expected to complete make up work to be included as part of final grade.

**BUS SUSPENSION** – not permitting a student to ride the school bus to or from school for full or partial day (s) following appropriate due process procedures. While suspended from the bus, it will be the legal parent/guardians responsibility to transport their child to/from school. **Transportation is a privilege, not a right.**

**SUSPENSION** - not permitting a student to attend school for full or partial day (s) following appropriate due process procedures. While suspended, students do not receive credit for daily assignments, but are allowed to make up major tests, quizzes and projects. While suspended, students are not permitted to attend school-sponsored events. Suspension from school shall not exceed 10 school days.

**EXPULSION** - removal of student's right to attend school for a period of time over 10 days not to exceed one calendar year. Following guidelines of the code of conduct, the Principal may recommend expulsion in writing to the superintendent. Only the Board of Education has the authority to expel a student.

**REPORT TO AUTHORITIES** – Any LaRue County employee who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense as specified in KRS Chapter 508 (assault, wanton endangerment, stalking, menacing, terroristic threatening) committed by another student while on school premises, on school sponsored transportation, or at a school sponsored event must immediately make a report to the principal of the school the student attends. The principal will contact the student's legal parent/guardian and make a report to the local school board and local law enforcement agency. A report may coincide with any of the steps above.

**DISTRICT REVIEW COMMITTEE (DRC)** - This committee is made up of one administrator who represents the student's school, an administrator from another school within the district, and the Director of Pupil Personnel (DPP). A Special Education representative will be made available if needed.

## **VIOLATION DEFINITIONS**

**ABUSE OF A TEACHER (KRS 161.190)** – Any disrespect that is deemed by the police and/or County Attorney may result in status charges on students who mistreat or are rude and discourteous to teachers and staff.

**AGGRESSIVE MISBEHAVIOR TOWARD SCHOOL EMPLOYEES** - Verbal abuse, threats, physical contact, or threat of physical contact by student(s) toward school employee(s). Student conduct toward staff may be grounds for legal charges for Abuse of Teacher and/or other statutes.

**ALL OTHER OFFENSES** – Anything not specifically detailed but constituting cause for discipline measures including suspension or expulsion. To include (but not limited to) blackmail and extortion; criminal anarchism; criminal syndicalism; and kidnapping.

**ARSON** (or attempted arson) – Starting a fire within the school, on buses, or on the school grounds, for any purpose that results in destruction or disruption.

**ASSAULT** – Intentionally causing harm to other(s). According to Kentucky Revised Statutes 508.010, 508.020, 508.030, and 508.040, assault is classified in four different ways: Assault in the first degree, second degree, third degree, and fourth degree. The level of the assault will depend upon the nature of the injury sustained and if a deadly weapon or dangerous instrument was used. It should be noted that these are not legal definitions. Due to the ramifications of coding errors for assault offenses, please consult local law enforcement or the school board attorney regarding how to code assault incidents.

**ATTENDANCE** – TARDY/SKIPPING SCHOOL/TRUANCY-Skipping school, class, or leaving school without permission. Habitual truancy (excessive unexcused attendance events) is a status offense and may result in a mandatory court appearance by the student and parent. Absent Event= student misses more than (.01-34% of the school day) of the school day. Tardy = missing less than (.01-34% of the school day) or less of the school day.

**BEYOND CONTROL** - Demonstrating chronic non-compliant behavior (nine or more documented discipline referrals in a school year, three or more separate incidents of out of school suspension in a school year or one single issue that is of a very serious nature). These actions may result in a mandatory court appearance by the student and parent.

**BULLYING** – When someone and/or a group uses POWER or INTIMIDATION to hurt or scare another person. Including but not limited to means of intentional written, electronic, verbal or physical act or actions against another person(s).

**BURGLARY**- A person is guilty of burglary when, with the intent to commit a crime, he/she knowingly enters or remains unlawfully in a building. A building, in addition to its ordinary meaning, means any structure, vehicle, watercraft or aircraft where any person lives or where people assemble for purposes of business, government, education, Religion, entertainment or public transportation. Thus, breaking into a bus and stealing something from the bus would be counted as burglary.

**BUS DISTURBANCE** – Conduct on the bus which makes for an unsafe condition for students, driver and other motorists or pedestrian.

**CHEATING/PLAGIARISM/DISHONESTY**- doing something unfair or dishonest in order to gain something for oneself or another - stealing the work of another in order to use it as one's own work - intentionally misrepresenting the truth.

**CONFISCATED KNIVES** - Any knife confiscated on any of our school grounds will not be returned to the students and will be turned over to law enforcement officers.

**DEFIANCE OF AUTHORITY**- Refusal to comply with reasonable request of school personnel.

**DESTRUCTIVE DISORDERLY CONDUCT**-Dangerous or destructive conduct while also being disorderly at school or on buses including, but not limited to, throwing harmful objects, scuffling or lack of control of voice, language or limbs. This type of conduct does create a danger to self or others.

**DISORDERLY CONDUCT** – Committing a breach of the peace. In Kentucky, a person is guilty of disorderly conduct when in a public place and with intent to cause public inconvenience, annoyance or alarm, or creating a risk thereof.

**DISRUPTIVE DISORDERLY CONDUCT**-Disrupting the orderly educational environment at school or on buses including, but not limited to, throwing objects, horseplay, public display of affection, any unauthorized editing or use of media and/or audio that disrupts the educational environment/atmosphere is prohibited. This includes posting video and/or audio to internet that is disruptive to the learning environment.

**DRESS**-Work-place environments have expectations for dress. School SBDM Councils may enhance expectations for student dress. The dress code ensures appropriate clothing that is not offensive, provocative or disruptive and that reinforces safe behaviors and a safe and orderly learning environment.

- **Promoting Safety through Dress:** Schools rely upon a system of supervision and monitoring by staff and surveillance cameras to maintain a safe school environment. So as not to obscure the identity of any student or visitor, the following items are prohibited from being worn or carried. Some examples include: Wild eyes contact lenses, theatrical type make-up (e.g. face

paint, white face, etc.), dog collars, hardware chains, bandanas, or gang colors or paraphernalia. For safety reasons shoes must be worn at all times. We strongly encourage that shoes be secure through fit or strapping.

- **Avoiding Provocative Dress:** Neither the fabric, nor fit, nor fashion of an article of clothing shall allow exposure of undergarments or the midriff, while the student is seated, standing, or moving. Items inappropriate for the school setting includes shirts, blouses, or dresses in the following styles; sleeveless, tube, tank, halter, or crop. Shorts (when appropriate) and skirts/dresses must be mid-thigh or longer.
- **Disruptions to the Learning Environment:** Strictly prohibited are clothing and accessories that promote alcohol, drugs, gangs, violence, sexual behavior, profanity, or discrimination through words, pictures, or innuendo. These items include, but are not limited to, offensive print material or artwork on t-shirts. (Infractions may also be coded under Harassment.)
  - **NOTE:** Local School-Based Decision-Making Councils reserve the right to enhance the district minimum expectations with a school-level dress code. These may include body piercing or dyed hair of an unnatural color. In instances not specifically addressed in the district or school codes, the principal or his designee shall render a decision. Students must abide by the district and school codes and the implementation decisions made by the principal or his designee.

**DRUGS/ALCOHOL** (Marijuana, Prescription, Others, Any alcohol/alcoholic items) - **Use, Possession or Under the Influence; Sale, Transfer or Distribution** of a drug, look-a-like drug, prescription medication, over-the-counter medicine, synthetic compounds/substances, or drug paraphernalia including (pipes, roach clips, hemostats, rolling papers, etc.) Drugs are defined as prescription (must be taken in accordance with school policy requiring a written pre-approved medical form completed by a physician) or any substance that has a harmful or unnatural effect on the person using them. This includes possession, use or under the influence on school property or at a school sponsored function. Possession includes items found on school property or at a school sponsored function. (To include, but not limited to locker assigned to student, vehicles driven by the students, any other place deposited by student including purse, backpack, garbage container, etc.)

**FAILURE TO COMPLETE ASSIGNMENTS** - Includes failure to complete assignments and or bring materials for class. It is expected that, prior to any referral of this nature, the teacher must provide documentation of parent contact and teacher interventions.

**FAILURE TO COMPLY WITH DISCIPLINARY ACTION (DETENTIONS)** - Failure to follow discipline given by the school including detention, Friday/Saturday school, ICE, and bus suspension. This may include students who fail to attend detention, or Friday/Saturday School, etc., students suspended or expelled being on school property or school sponsored events.

**FALSIFYING/FORGERY/NOTE/COUNTERFEITING** – Occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument (e.g., checks, transcripts, official identification, currency).

**FRAUD** is obtaining money or property by false pretenses.

**GANGS, GANG-RELATED AND GANG-LIKE ACTIVITIES** - The presence of, or student involvement in, gangs, gang-related, or gang-like activities on school property or at school-related events. Gang related items include but are not limited to the display of gang symbols, drawings, paraphernalia or apparel (bandanas, hats/caps, or any item that may interfere with the process of maintaining a safe school environment)

**HARASSMENT** - A person is guilty of harassment when with intent to intimidate, harass, annoy, or alarm another person he or she:

- a. Strikes, shoves, kicks, or otherwise subjects him to physical contact; or
- b. Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
- c. In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
- d. Follows a person in or about a public place or places; or
- e. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
- f. Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
  - i. Damages or commits a theft of the property of another student;

- ii. Substantially disrupts the operation of the school; or
  - iii. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.
  - g. Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; or
  - h. Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
  - i. Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.
- Harassing communications is a Class B misdemeanor.

**INAPPROPRIATE MATERIALS**-Possession, handling, transmitting, or using inappropriate materials including, but not limited to, those that degrade, attack or endorse an ethnic background, religion and race, health, safety, sexually explicit, pornographic, and libelous items.

**LIBEL/SLANDER TOWARD ANY EMPLOYEE** – Any statement or portrayal (written/verbal/posted, etc.) on the Internet or any other communication **that falsely disparages anyone's professional competence and/or reputation.** NOTE: In addition to school level consequences, our employee(s) and/or the District have the right to file criminal charges and/or civil litigation.

**MARKETING OR BUYING AND/OR SELLING OF ITEMS**- Marketing, buying and/or selling of items not previously approved by the building principal.

**MENACING** – Intentionally placing self or other person(s) in harm's way or endangering the safety, health and/or welfare of self or others on school property or at school sponsored events, including but not limited to tampering with the drink and/or food of any school official or other person(s) or recklessly operating a motor vehicle.

**PROFANITY/ VULGARITY**- Spoken or written words that is recognized as swear or curse words. Some words while profane or vulgar may be deemed for grounds of other classification according to the code of conduct. The Principal will make the final decision to what constitutes word(s) as profanity/vulgar or other violation.

**PUBLIC DISPLAY OF AFFECTION (PDA)** – inappropriate embracing and kissing.

**REMOVAL FROM GROUNDS**; Students, Parents and/or visitors may be asked and/or removed from any LaRue County School Grounds

**REPEATED VIOLATIONS**- Demonstrating a documented pattern of inappropriate behavior for which the available procedures are not sufficient.

**SEXUAL MISCONDUCT** – Subjecting another person(s) to sexual contact by forcible compulsion; or Participant(s) subjecting another person to sexual contact who is incapable of consent because he/she: is physically helpless; less than sixteen (16) years old; or is mentally incapacitated including willing participant(s). (This also includes any type of Sexual Activity, Misconduct or Exposure at school, on the school bus or at any school sponsored event for any age student).

**SMOKING/CHEWING/SMOKING PARAPHERNALIA/TOBACCO OTHER**- Use, possession, sale or transfer of tobacco products or possession of smoking paraphernalia (lighters, matches, tobacco packs, etc.) Violation of this section (KRS 438.311) may also result in a fine and/or community service work assigned by the court.

**STOLEN PROPERTY (RECEIVING)** - violations include buying, receiving, possessing of stolen property.

#### **TERRORISTIC THREATENING - BOMB THREAT**

- o A person is guilty of one of these offenses when he/she: (a) Intentionally makes false statements that he/she or another person has placed a weapon of mass destruction on:
  1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of postsecondary education;
  2. A school bus or other vehicle owned, operated, or leased by a school;
  3. The real property or any building public or private that is the site of an official school-sanctioned function; or

4. The real property or any building owned or leased by a government agency; or
- Intentionally and without lawful authority, places a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection.
- Intentionally:
  - (a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
  - (b) Makes false statements that he/she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
  - (c) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
  - (d) He/she threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.

*Activating fire alarms would be included in category **TERRORISTIC THREATENING** for reporting purposes.*

**UNDER THE INFLUENCE (formerly drunkenness)** – Includes all offenses of intoxication with the exception of driving under the influence. In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of alcohol, a controlled substance, or other intoxicating substance.

**UNLAWFUL ASSEMBLY** - Two or more persons gathering or assembling for the purpose of engaging, or preparing to engage in disorderly conduct or with the intent to knowingly advance or assist in that purpose.

**VANDALISM** (Criminal Mischief) – The intentional destruction, injury, disfigurement, or defacement of any public or private property without consent of the owner or person having custody or control (i.e., by cutting, tearing, breaking, marking, painting, drawing, or covering with filth). Loss of \$500.00 requires a police report.

**VERBAL ABUSE** – To insult by means of words.

**VIOLATING SECURITY/COMPUTER HACKING** - Compromising district and/or school security procedures or putting others at risk. Making a threat or falsely alerting that a bomb has been placed or is about to explode. Also including: trespassing, failure to follow lock down, opening of exterior doors other than single monitored entrance, tampering of security cameras, telephone and/or fire alarm system, remaining on school grounds after posted hours without prior permission from school officials, use of fireworks, noxious substances, and intentionally reporting false tips to administrators, teachers, other sources, etc.

**WEAPON OTHER/DANGEROUS INSTRUMENT** - Use, Possession, Sale, Transfer or Distribution - of any object determined by the principal to be dangerous and capable of being readily used by one person to inflict severe bodily injury upon another person; examples include but not are limited to air guns, knives, artificial knuckles, club, baton, nunchaku karate sticks. (KRS 527.070)

**WILLFUL MISCONDUCT** (Fighting) - Willingly engaging in physical contact for the purpose of inflicting harm on the other person. Any provocation (verbal/physical) may be considered a mitigation of the charge. A student who finds himself/herself the victim of an attack should make every effort to get out of the situation including blocking, running, and calling for help.

**ASSAULT** - According to Kentucky Revised Statutes 508.010, 508.020, 508.030, and 508.040, assault is classified in four different ways: Assault in the first degree, second degree, third degree, and fourth degree. The level of the assault will depend upon the nature of the injury sustained and if a deadly weapon or dangerous instrument was used. **It should be noted that these are not legal definitions. Due to the ramifications of coding errors for assault offenses, please consult local law enforcement or the school board attorney regarding how to code assault incidents.** For each of the assault levels, the statutory definition is provided followed by classification criteria for school personnel.

**ASSAULT IN THE FIRST DEGREE** (Definition from KRS 508.010)

1. A person is guilty of assault in the first degree when:
  - He/she intentionally causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument; or



- Under circumstances manifesting extreme indifference to the value of human life he/she wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person.

2. Assault in the first degree is a Class B Felony

***For purposes of the school setting, an individual who intentionally uses a deadly weapon, dangerous instrument, or other means to cause serious physical injury to another is guilty of Assault in the first degree. This is the most serious assault; its code should be reserved for situations when the intent of the offender is to cause death or serious injury. To meet these criteria, the victim has to incur potential life threatening injury, serious disfigurement, or prolonged loss of the use of a body part from the incident.***

#### ASSAULT IN THE SECOND DEGREE (Definition from KRS 508.020)

1. A person is guilty of assault in the second degree when:

- He/she intentionally causes serious physical injury to another person; or
- He/she intentionally causes physical injury to another person by means of a deadly weapon or a dangerous instrument;
- He/she wantonly causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument.

2. Assault in the second degree is a Class C felony.

***For purposes of the school setting, an individual who intentionally causes physical injury to another person with a deadly weapon or dangerous instrument or intentionally causes serious injury to another person will be coded as Assault in the 2<sup>nd</sup> degree.***

#### ASSAULT IN THE THIRD DEGREE (Definition from KRS 508.025)

1. A person is guilty of assault in the third degree when:

- He/she intentionally recklessly, with a deadly weapon or dangerous instrument, or intentionally causes or attempts to cause physical injury to:
  - A state, county, city, or federal peace officer
  - An employee of a detention facility, or state residential treatment facility or state staff secure facility for residential treatment which provides for the care, treatment, or detention of a juvenile charged with or adjudicated delinquent because of a public offense or as a youthful offender;
  - An employee of the Department for Community Based Services employed as a social worker to provide direct client services, if the event occurs while the worker is performing job-related duties;
  - A probation and parole officer;
  - A transportation officer appointed by a county fiscal court or legislative body of a consolidated local government, urban-county government, or charter government to transport inmates when the county jail or county correctional facility is closed while the transportation officer is performing job-related duties;
  - A public or private elementary or secondary school or school district classified or certified employee, school bus driver, or other school employee acting in the course and scope of the employee's employment; or
  - A public or private elementary or secondary school or school district volunteer acting in the course and scope of that person's volunteer service for the school or school district; or.
- Being a person confined in a detention facility, or state residential treatment facility or state staff secure facility for residential treatment which provides for the care, treatment, or detention of a juvenile charged with or adjudicated delinquent because of a public offense or as a youthful offender, inflicts physical injury upon or throws or causes feces, or urine, or other bodily fluid to be thrown upon an employee of the facility.

2. Assault in the third degree is a Class D Felony.

***For purposes of the school setting, an individual who intentionally causes physical injury to a school employee, volunteer, or other persons working on the behalf of the school, is guilty of Assault in the third degree.***

#### ASSAULT IN THE FOURTH DEGREE (Definition from KRS 508.30)

1. A person is guilty of assault in the fourth degree when:

- He/she intentionally or wantonly causes physical injury to another person; or
- With recklessness he/she causes physical injury to another person by means of a deadly weapon or dangerous instrument.

2. Assault in the fourth degree is a Class A misdemeanor.

***For purposes of the school setting, an individual who intentionally causes physical injury to another person without use of a weapon is guilty of Assault in the fourth degree.***

### ADDITIONAL INFORMATION

***Rights and Responsibilities*** - Students have many rights, which include access to a system of public education that meets the

needs of the individual student in an educational environment that is safe and stable.

Student responsibilities include being accountable for their own conduct and for consideration for the rights and property of others. Parent's rights include sending their child to a school with a safe, stable environment where learning is valued. Parents have a number of responsibilities that include instilling in their children the value of an education, a sense of responsibility and respect. Teachers have the right to a stable, safe work environment where they can teach skills and concepts while caring for the overall developmental needs of the whole child. Teacher's responsibilities include presenting subject matter and experiences to students and to inform parents and students of positive academic achievements as well as problematic performance or behaviors. Administrators and other staff are critical parts of the school community. Rights and responsibilities for Principals and bus drivers have also been developed.

The previous passage is an abridged overview of the full series of "Rights and Responsibilities." The full version can be found in the LaRue County Board of Education "Policies and Procedures" Manual.

**Due Process** - In all discipline cases, school personnel will follow appropriate due process procedures. Ordinarily, a student shall not be suspended before being given oral or written notice of charges constituting suspension, an explanation of the evidence, and an opportunity to present their version of the facts. Whenever a suspension is being given as a consequence, the school will make every effort to contact parents and to share the specifics related to the case. Immediate suspension will only be used if it is essential for safety reasons or to avoid disruption of the educational environment. In these cases, due process guidelines should occur by phone or by written statement within three school days following the suspension.

**Family Education Rights and Privacy Act (School Records)** - In accordance with the Family Education Rights and Privacy Act, parents may review all education records relating to their child. This right is extended to students at age eighteen. Parents also have the right to file complaints if the district does not comply with this act. Parents of graduated students enrolled in a program for exceptional children, or of students who have otherwise left school, may request the destruction of any personally identifiable information, which was used for the identification, evaluation, or placement of the exceptional child. Such requests must be in writing to the Special Education Director.

In accordance with federal regulations concerning the transfer of educational records, this district will forward records on request to a school in which students seek to enroll. Upon written request, parents can obtain copies of these records and discuss these records if necessary.

**Note: All student records are confidential and can only be released through proper authorization.**

**Grievance Procedures** - Parents questioning actions taken by the school may do the following:

1. In classroom matters, contact the teacher to discuss the problem.
2. If the teacher meeting does not resolve the problem, the teacher and parents can arrange a meeting with the principal.
3. If the problem is not classroom related, the parents may contact the principal.
4. If none of the above procedures are satisfactory, parents may appeal the school decision and request a conference with the superintendent or designee after discussion with principal.
5. During this conference either party may present individuals relative to factors involved. The other party will be notified in advance if such persons are present.
6. The Superintendent or designee will advise parents in writing of the decision regarding the grievance within fourteen days after the conference of the appeal conference.

**Law Violations** - In areas where students violate state or federal laws, charges and consequences in addition to those of the school code may follow through the court system (e.g. theft, vandalism, weapons, tobacco violations, etc.).

## ALTERNATIVE SCHOOL

For conduct that disrupts the educational process, a student may be placed in the alternative education program (the NEST). The Alternative School Program serves students grades 6-12. Students in the 5<sup>th</sup> grade may be placed for no more than two days consecutively with the permission of the DPP and no more than 3 placements in a calendar year. Placement of students will be determined by the DPP and the Administration of the sending school or by a DRC meeting.

Students placed at THE NEST for disciplinary reasons will not be allowed to participate or attend in any extracurricular activities.

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

Student's referrals include:

- Problems functioning in a large environment
- Poor Attendance

- Academic problems
- Discipline problems
- Drug abuse
- Court Order

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

## **USE OF ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES (09.423)**

School officials will vigorously enforce all violations of school rules and regulations or state and federal laws. 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 school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free awareness prevention program for all students which shall include notice to students and parents of pertinent Board-provided information, education, assistance, and support for students affected by chemical dependency or other alcohol and drug abuse related problems, along with the following guidelines:

### ***DEFINITION I***

The definition of substance abuse in the District includes:

- Use, possession, or being under the influence of illegal drugs, intoxicant or alcohol, synthetic compounds/substances while on school property or while engaged in or attending a school activity.
- Being present upon school grounds within a reasonable time after having consumed or used a controlled substance, marijuana, illegal drugs, or intoxicants, including alcohol.
- The use or possession of drug paraphernalia on school property while engaged in or attending a school activity. Drug paraphernalia means all equipment, products, and materials of any kind including the constituent parts thereof that are either designed for use or which are intended by the student for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or a controlled substance.

### **PROCEDURES FOR HANDLING VIOLATIONS OF DEFINITION I**

- **FIRST OFFENSE** - the student will be suspended from school may be referred to the Board for possible expulsion. Student Assistant Program (SAP) Counseling will also be recommended should a student be allowed to remain in school, and a conference will be held with a DRC (Disciplinary Review Committee), the student, parents, guardian, Principal before the student may return to school. First offense will result in a minimum of 6 weeks at the LaRue County Alternative Education Center. Failure to follow guidelines set forth by the DRC will result in a recommendation of expulsion to the Board of Education.
- **SECOND OFFENSE** - the student will be suspended from school may be referred to the Board for possible expulsion. Student Assistant Program (SAP) Counseling will also be recommended should a student be allowed to

remain in school, and a conference will be held with a DRC (Disciplinary Review Committee), the student, parents, guardian, Principal before the student may return to school. Second offense will result in a minimum of 12 weeks at the LaRue County Alternative Education Center.

Failure to follow guidelines set forth by the DRC will result in a recommendation of expulsion to the Board of Education.

- **THIRD OFFENSE** - the student will be suspended from school and will be referred to the Board for possible expulsion.

## **DEFINITION II**

The definition for involvement with the distribution of controlled or illegal substances in the District includes:

- Distributing, selling, or attempting to sell marijuana, any controlled substance, illegal drugs, and intoxicants, including alcohol, limitation controlled substances, prescription drugs, or drug paraphernalia on school property while engaged in or attending any school activity.

●

## **PROCEDURES FOR HANDLING VIOLATION OF DEFINITION I**

Will be determined by the DRC. Also the student will be encouraged to see the SAP Counselor.

## **OPERATION OF PROGRAM**

The program shall be implemented by the Principal (or his/her designee) who will interpret the district's policy to students, staff, parents and the community, and a SAP Counselor/Coordinator, who will assess the nature and scope of alcohol and drug problems in students referred and make recommendations for the appropriate form of assistance.

Students, along with their families, shall be encouraged to contact staff persons, the Principal, or SAP

Counselor/Coordinator regarding problems with alcohol and other drugs with the assurance that such contacts will be handled confidentially.

Students who refer themselves to the SAP Counselor/Coordinator and who are making satisfactory progress in following his/her recommendations are not liable to formal suspension from school, athletics, or extracurricular activities for violations under Definition I prior to self-referral.

## **REFERRAL**

Students may be referred to the SAP Counselor/Coordinator by school staff, other students, parents, or community agencies (i.e., clergy, law enforcement, etc.). Staff members shall refer any student who (a) exhibits a definite and repeated pattern of decline in their school performance, which may be alcohol or drug-related, and/or (b) manifests any signs, symptoms, or indications of a chemical problem.

Any student judged by the Principal to be a possible danger to himself/herself or others may be excluded from school until professional evaluation is obtained. In cases of extended absence, assignments will be provided, homebound instruction initiated, or the student shall be given a referral to Youth Intensive Outpatient.

## **OPTIONS**

At all times it shall be the prerogative of the student and families to accept referral to the SAP Counselor/Coordinator or to outside assistance, or to reject it. Regardless of whether a student accepts or rejects assistance, it shall be his/her responsibility to maintain satisfactory or acceptable levels of performance and conduct or face such legitimate disciplinary action as may be corrective and warranted.

If a student accepts referral and/or treatment, that fact will be regarded as it would for any illness, with respect to benefits and privileges.

No records of a student's participation in the program will become part of his/her permanent record. The fact of a student's participation in the program including conversations he/she may have with staff members will be held strictly confidential, as required by federal confidentiality regulations.

Where either students or parents do not wish to cooperate in making needed assistance available, the student's status in school may have to be re-evaluated, taking into account the best interests of the student, the nature of the problem, and health, safety, welfare, educational opportunity, and rights of other students and staff.

It shall be the responsibility of each Principal and/or his/her designee to develop procedures consistent with this policy, and to provide the necessary orientation and training of staff persons. The Principal and the SAP Counselor/Coordinator will periodically evaluate the progress of the program and its effectiveness, and make annual reports and recommendations to the district administrator.

**Medical Exams** Kentucky - School Law requires the following information from students: a current Kentucky Immunization Certificate, a medical examination within twelve months prior to initial school admission, a second medical examination when students enter sixth grade, an eye exam for first time enrollees and a certified birth certificate for first time enrollees. Parents are responsible for providing and updating these records prior to the start of school. Students will be excluded from school if they do not have the proper health records. If you have any questions, contact your child's school.

**Notification of Police and Removing Students in accordance with KRS 158.150 & 158.154** – The LaRue County School District has adopted policies mandating that when the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to property, the principal shall immediately report the act to appropriate local law enforcement. Also, school administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a school building setting or from a district transportation system pending any further disciplinary action that may occur.

Each student is given a copy of the LaRue County Code of Acceptable Behavior and Discipline. Our District Enrollment form which is completed by a legal parent/guardian states “If you did not receive the Student Code of Acceptable Behavior and Discipline which included Regulations for Riding School Buses, please contact the school for a copy or request a copy in another language”.

Malicious conduct toward a staff member may be subject to legal charges for Abuse of Teacher and/or other statutes. (State Law - 161.190 Abuse of teacher prohibited.) - Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

**Possession** - The word possession includes items found in locker assigned to student, vehicles, and any other place where items have been deposited by student (Purse, backpack, garbage container, etc., but are not limited to).

**SBDM Policies** - This Code of Acceptable Behavior is seen as a minimum requirement for students of The LaRue County School District. School Based Decision-Making (SBDM) councils may strengthen individual rules of this code of conduct with review and/or approval of the LaRue County Board of Education. Schools will publish all areas where school policy is stronger than the Code of Conduct (e.g. school-based dress code).

### ***SCREENING FOR LICE***

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

Students should not be transported home on the bus if live lice are discovered either at home or at school.

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

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

## **ABSENCES DUE TO HEAD LICE**

If a child is sent home from school with “Live” head lice, the absence for the remaining portion of that day will be excused per the nurse. The child will need to be brought into the office before 7:45 a.m. on the next school day in order for school personnel to check the child’s hair. Proof of treatment must be shown to the school in the form of the treatment bottle, box, etc. If the child is NOT allowed to remain at school after having his/her hair checked, all subsequent absences will be unexcused per LaRue County Board Policy.

**This policy is consistent with KRS 620.030 (Duty to report dependency, neglect or abuse) and KRS 159.150 (Definitions of truant, habitual truant and being tardy – Adoption of truancy policies by local school boards)**

### **HEAD LICE NOTIFICATION**

#### **NOTIFICATION**

A case of head lice/nits has been discovered in your child’s classroom. The LaRue County Schools have a policy that each time head lice are detected, we do not send this notification to every parent/guardian of each child in the classroom. Due to confidentiality, this practice shall not occur for any reason.

#### **WHAT YOU AS A PARENT/GUARDIAN SHOULD DO**

Inspect your child’s head for two weeks. Head lice should be suspected when there is intense itching and scratching of the scalp and back of the neck. In the case of head lice, small whitish eggs (NITS) become firmly attached to the hair shaft, especially at the nape of the neck and above the ears. The eggs (nits) may look like dandruff, but dandruff can easily be removed from the hair. Eggs (nits) are not easily removed even by pulling. A fine-toothed comb is often needed to remove them.

#### **TREATMENT**

Several safe, nonprescription products are available. When used as directed, these products will quickly kill the lice and the eggs (nits). Parents are recommended to retreat with head lice treatment 7-10 days after the first treatment.

Don’t panic! If you discover a problem after you examine your child’s head and the heads of other family members, the following steps are recommended.

1. Use an effective head lice treatment (NIX).
2. Remove the eggs (nits) with a fine-toothed comb.
3. Wash all clothes (including caps and headgear) and bedding linens in hot water, and dry the articles thoroughly.

Clean the combs in hot (150 degrees for 20 minutes) soapy water, discard them, or soak in a mixture of head lice treat

1. Remove the eggs (nits) with a fine-toothed comb.
2. Wash all clothes (including caps and headgear) and bedding linens in hot water, and dry the articles thoroughly.
3. Clean the combs in hot (150 degrees for 20 minutes) soapy water, discard them, or soak in a mixture of head lice treatment and water.
4. Vacuum the house and discard the vacuum bag after use. There are no benefits in spraying the furniture with insecticide. This may cause other harmful health problems to your family.
5. If you have items like stuffed animals that cannot be washed or dry-cleaned, put them in a sealed plastic bag for two weeks. Lice need warm human bodies and blood to survive. Two weeks in a plastic bag will eradicate them.

#### **LIVE LICE POLICY**

The Larue County Schools have a Live Lice Policy that requires schools to send home any student who has verified (by School Personnel) any LIVE LICE. That day only will be marked as excused and any days afterward will need to be excused with parent notes or doctor’s excuses. The following are guidelines for LIVE LICE:

- a. Each occurrence shall be referred to the Live Lice Procedure Checklist by the school personnel

## LARUE COUNTY SCHOOLS HEAD LICE PROCEDURES

1<sup>st</sup> Incident: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature:

\_\_\_\_ Letter/Verbal contact with parents  
\_\_\_\_ Written/Verbal info for treatment/retreatment  
\_\_\_\_ Parent given “Head Lice Notification Paper”

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> Incident: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature:

\_\_\_\_ Home visit conducted by FRC  
\_\_\_\_ Conditions at home observed by FRC  
\_\_\_\_ Detailed treatment instructions for family and house  
\_\_\_\_ Refer to CFMC APRN or health care provider  
(Statement required)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> Incident: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature:

\_\_\_\_ Home visit by Principal, DPP or designee  
\_\_\_\_ Conditions of home environment observed  
\_\_\_\_ Doctor’s Statement required (Lice & Nit free)  
\_\_\_\_ Explanation of consequences, if issue unresolved  
(report to CPS)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4<sup>th</sup> Incident: \_\_\_\_\_

\_\_\_\_ Referral to Child Protective Services

\_\_\_\_\_ Explanation of final step

Parent/Guardian Signature: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5<sup>th</sup> Incident: \_\_\_\_\_

\_\_\_\_\_ File Educational Neglect charges

### ***IMMUNIZATION/SCHOOL ENROLLMENT REQUIREMENTS***

KRS 158.035 requires each school to have an up-to-date immunization certificate or legal exception for every child enrolled. Parents will be notified if their child is not in compliance. The student/parent will then have **10 school days** to present the school a valid immunization certificate. Failure to do so will result in the child being sent home and all subsequent absences will be considered unexcused. (Per State Guidelines) Students enrolling in Pre-school and entry level must have a physical exam and an up-to-date immunization certificate. Physical examinations for school entry into Kindergarten or the 6<sup>th</sup> grade must be dated less than one year prior to start of school. Students entering sixth grade MUST have a new physical examination and a valid immunization certificate showing a second MMR (mumps, measles and rubella) and meningococcal vaccine. **Students entering the sixth grade must also have completed the Hepatitis B series and the newly required meningococcal meningitis vaccine (MCV4).** House Bill 706, the Early Childhood Development law, requires all children entering public preschool, Head Start, or public school for the first time to have evidence of an eye examination by an optometrist or ophthalmologist no later than January 1<sup>st</sup> of year of enrollment. Any 5 or 6 year old child must have a dental screening by January 1<sup>st</sup> of their first year of enrollment in public schools. Cumberland Family Medical will be available to provide immunizations for students with parental permission.

### **Dispensing Medication**

Cumberland Family Medical Centers Inc. (Healthy Kids Clinic) in conjunction with the LaRue County School District provides standing orders for the administration of over the counter medication to pupils with parental consent.

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, e.g. Epipen or inhaler.

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



## **MEDICATION TAKEN DURING SCHOOL HOURS**

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

## **SCHOOL DISMISSAL**

No student shall be dismissed early from school without permission from the Principal or his designee. Any student who leaves the school grounds without permission from the Principal or his designee shall be subject to disciplinary action.

## ***RELEASE OF STUDENTS***

No student shall be released to any individual other than the student's parent/guardian or other individual as authorized by the parent/guardian.

If the student is to be picked up, the custodial parent/guardian or designee shall report to the Principal's office.

## ***SCHOOL VISITORS***

All visitors will be required to sign in at all schools and the board of education during the hours of 7:00 – 4:30. In order to gain access to our buildings the visitor will be asked to provide their set of keys or a driver's license and will then be given a visitor's badge after signing in at the front office. The visitor's badge must be displayed at all times while in LaRue County School's Buildings. Once the visitor returns the badge then their keys or license will be returned after they sign out. These new procedures are to provide the utmost safety for students and staff.

Visitor's that do not have a visitor badge will be asked to return to the main office and sign in or asked to leave the premises.

## **HOME/HOSPITAL INSTRUCTION**

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

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

committee will review and approve/disapprove home/hospital instruction application and will notify the parent of the decision.

The teacher of record must visit the participating student two days per 5 days out of school for a minimum of 1 hour per day.

### **LaRue County Schools Audio/Video**

Each school has video cameras inside and outside and some cameras have audio capability. These surveillance techniques are being utilized to protect students and staff.

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

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

### **Telecommunication Devices**

#### **POSSESSION AND USE**

**Each school SBDM will create a cell phone policy that pertains to their students and follows the guidelines set forth by the LaRue County Board of Education.**

#### **LCHS NEW POLICY:**

##### ***CELL PHONE/Media Device POLICY***

Cell phones/Media Device should remain in a student's pocket, purse, locker or backpack between the hours of 8 AM and 3:10 PM with the exception of lunch. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to use a cell phone, cell phones are expected to be put away.

For all violations the following will occur:

The teacher will ask the student to turn the phone off, put it away, and fill out a discipline referral in Infinite Campus.

1<sup>st</sup> Incident: A warning will be issued to the student.

2<sup>nd</sup> Incident: A detention will be issued to the student and parent will be contacted (phone/email)

3<sup>rd</sup> Incident: 2 detentions will be issued to the student. Parent contacted (phone/email)

4<sup>th</sup> Incident: 1 day of In-School Suspension will be issued to the student and a parent conference (come to school) will be scheduled OR 1 day of Saturday School and a parent conference will be scheduled.

5<sup>th</sup> incident: 3 days of In-School Suspension will be issued to the student OR 2 days Saturday School

After the 5<sup>th</sup> incident- a student will no longer be allowed to have a cell phone in their possession. They must leave it at home, in their car or in their locker. If a student is not assigned a locker, one will be assigned.

#### Additional Notes

If a student does not comply with the teacher's request to turn the phone off and put it away, the incident will be viewed as one of defiance in the discipline policy.

Saturday School is scheduled from 9:00 am to 12:00 pm.

## **LARUE COUNTY SCHOOL DISTRICT ELECTRONIC COMMUNICATIONS NETWORK ACCEPTABLE USE POLICY**

Our mission is to provide opportunities for academic, social, and personal growth for ALL students. In support of this mission, we are pleased to provide students, faculty, and staff with access to a district-wide electronic communications network, which includes access to the Internet and e-mail for limited, educational purposes. We expect that access to a worldwide network will enhance instructional methods and learning opportunities in the classroom.

Internet and e-mail access is a powerful communication tool, which will provide our students, faculty, and staff the opportunity to access valuable information and educational resources from thousands of libraries, databases, museums, and institutions throughout the world. We are no longer limited to educational resources that are physically available in our schools or geographic region. It is our intent that the Internet and e-mail will be used strictly for educational purposes in a supervised classroom setting. Access to this electronic communications network, including Internet and e-mail, is a privilege, not a right. All students, faculty, and staff are expected to use this privilege in an appropriate and responsible manner, as set forth in the following guidelines for acceptable use of the electronic communication network. Failure to adhere to these guidelines will result in the loss of this privilege and may result in other disciplinary or legal action.

### **PROCEDURES AND GUIDELINES**

In compliance with 1998 Senate Bill 230, KRS 156.675, and 701 KAR 5:120, the LaRue County School District has developed procedures and guidelines for Acceptable Use of the Internet, electronic mail, and local technology resources (including hardware, software, and the electronic communication network) which is outlined in this Acceptable Use Policy. This policy coincides with Local School Board Policy 08.2323.

The electronic communications network, including Internet and e-mail, is to be used only for educational purposes. Parental consent is required for student Internet use, unless the student has proof that he/she is 18 years or older. All students, faculty, or staff are required to sign a Permission/Agreement form before access to Internet or e-mail is allowed. Students will be closely monitored and supervised by faculty and/or staff while accessing the Internet or e-mail. Failure to adhere to the procedures and guidelines that are set forth in this policy will result in the loss of access to the electronic communication network and/or other disciplinary or legal action.

The LaRue County School District utilizes a Proxy server, which provides for the monitoring of Internet sites visited and for the controlling of accessible websites. This Proxy server software will allow the System Administrator to block inappropriate Internet sites and to view logs of Internet sites visited. Logs of Internet activity will be reviewed on a regular basis to detect any access of inappropriate sites. It is the responsibility of the District Technology

Coordinator and/or the System Administrator to review logs. Inappropriate Internet use will be reported to the student's principal or employee's immediate supervisor for appropriate disciplinary action.

### **INTERNET, E-MAIL, AND NETWORK RULES OF ETIQUETTE**

ALL users are expected to abide by the following rules of etiquette when accessing the electronic communications network that is provided for educational purposes by the LaRue County School District.

- Do NOT use the Internet or e-mail for private business or personal communication that is not school-related. The Internet and e-mail are to be used strictly for educational purposes, which include instructions, research, and school administration.
- Do NOT download or install ANY software, shareware, or freeware onto network drives or disks, unless written permission is given by the District Technology Coordinator.
- Do NOT access, copy, or transmit another person's folders, files, or messages without permission Do NOT use profane, abusive, sexually explicit, or other inappropriate language when communicating with others.
- Do NOT view, download, or transmit documents, which contain offensive, pornographic, obscene, or sexually explicit material.

- Do NOT use the electronic communication network, Internet, or e-mail to harm or destroy data of another user or to disrupt the use of the network by others.
- Do NOT create or share computer viruses.
- Do NOT share your password with another person. Each user is responsible for the security of his/her own password.
- Do NOT reveal personal information about yourself (such as address, phone number, social security number) to others on the network. Use the school's information, if necessary.
- Do NOT use the Internet or e-mail to purchase items, conduct any business transaction, or to disclose any financial information about yourself or others (such as credit card number or bank account number).
- Do NOT read a student's personal identity or transmit a student's work or photo with personally identifiable information without written parental consent.
- Do NOT vandalize or damage computer equipment, the network, or the data or files of another person in any way. Vandalism and/or theft of computer network resources WILL NOT be tolerated and will result in disciplinary action and/or losing Internet, e-mail, and computer network privileges. Individuals must reimburse the Board for the repair or replacement of any district property that is lost, stolen, damaged, or vandalized under their care.
- DO respect copyright laws of software and other instructional materials. A license agreement must be purchased and on file for all software that is installed on a district computer or network. A copy of each license agreement must be kept on file on location and submitted to the District Technology Coordinator. The District Technology Coordinator or System Administrator has the right to delete any and/or all software that is installed on a district computer or network for which there is no proof of license.
- DO appropriately acknowledge authorship and/or publishers of electronic documents in writing and research (footnotes, bibliographies, etc.). The District Technology Coordinator will provide guidelines for citing information received through electronic sources.
- DO realize that e-mail is not guaranteed to be private. System Administrators can, and may be required to scan electronic mail.
- DO realize that auditing procedures are used by system administrators to ensure that the Internet is NOT used for the purpose of accessing sexually explicit or other inappropriate material.
- DO realize that a Proxy server is used to control accessible sites by allowing access to educationally appropriate sites and blocking access to inappropriate sites.
- DO inform your teacher/network administrator IMMEDIATELY if you encounter any materials or persons that make you feel uncomfortable or may violate the guidelines or acceptable use. This will prevent you from facing disciplinary action and/or losing your internet and e-mail privileges.

Students, faculty, and staff are expected to adhere to the above-mentioned rules and guidelines. Violation of any of the above-mentioned rules and guidelines will result in a loss of access to the electronic communications network including Internet and e-mail, and may result in other disciplinary action or legal action. The same laws, school rules, and codes of conduct that apply to your conduct at school will apply to your conduct on the Internet.

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## ACCEPTANCE OF ATTENDANCE POLICY

I \_\_\_\_\_  
(Student)

**acknowledge receipt of the LaRue County Board of Education 2019-2020 Code of Pupil Conduct**

**Handbook Attendance Policy. I have read the policy and agree to abide by its content.**

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**Student Signature**

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**Date**

**BOOKLET & STUDENT INTERNET USE ON THE FOLLOWING PAGE.**  
**PLEASE SIGN, TEAR OUT, AND RETURN TO SCHOOL ASAP.**

**PARENT/GUARDIAN ACKNOWLEDGEMENT OF RECEIPT OF**  
**Hard Copy or Electronic Version of THE DISTRICT CODE OF PUPIL CONDUCT HANDBOOK**

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
(Parent/guardian signature) (Student)

acknowledge receipt of the LaRue County Board of Education 2019-2020 Code of Pupil Conduct Handbook. I have read the code and agree to abide by its content.

\_\_\_\_\_  
Parent/Guardian Signature Date

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

Sign and return this page to your child's homeroom or 1<sup>st</sup> period teacher.

**STUDENT/PARENT/GUARDIAN SIGNATURE PAGE**

**ELECTRONIC COMMUNICATIONS NETWORK ACCEPTABLE USE**  
**Student Permission/Agreement Form**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

I have read and/or had explained to me by my teacher the Electronic Communications Network Acceptable Use Policy for the LaRue County School District. I agree to follow the rules and guidelines that are set forth in this policy. I understand that if I violate these rules and guidelines that I will lose access to the electronic communications network, including Internet and e-mail and I may face further disciplinary or legal actions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ I am 18 years old and do NOT require parental permission.

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I \_\_\_\_\_ have read the Electronic Communications Network Acceptable Use Policy and I give my child \_\_\_\_\_ permission to  
Name (Printed) Child's Name (Printed)

Access the electronic Communications network, including Internet and e-mail. I understand that if my child violates this policy, he/she will lose access to the electronic communications network and he/she may face further disciplinary or legal actions. I hereby release the LaRue County Board of Education and its personnel from any/or all claims or damages that may arise as a result of my child's inappropriate use of the electronic communications network as set forth in this agreement. By signing below, I accept the terms of acceptable use as set forth by the LaRue County Board of Education.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date