

**STUDENT DISCIPLINE CODE BOOK
2014-2015 SCHOOL YEAR**

ROWAN COUNTY SCHOOLS

**Marvin Moore, Superintendent
121 East Second Street
Morehead, Kentucky 40351**

“Together We Can”

PARENT VERIFICATION FORM

Rowan County Schools' Discipline and Attendance Policies

Verifying Receipt

This form along with the parent computer permission form (located on the other side of this page) must be signed and sent back to your child's homeroom teacher.

Please be aware that all calls to any Rowan County public school may be recorded for security purposes.

Parent Form

I have received and read the **discipline** and **attendance** policies of the Rowan County School System and I understand these policies apply to any and all school functions.

Student Name: _____

Parent/Guardian Signature: _____

Enrolled in: (please check school)

- _____ Clearfield Elementary School
- _____ McBrayer Elementary School
- _____ Rodburn Elementary School
- _____ Tilden Hogge Elementary School
- _____ Rowan County Middle School
- _____ Rowan County High School
- _____ Bluegrass Discovery Academy Middle
- _____ Bluegrass Discovery Academy High

- I have read: (please check)
- _____ attendance policy
 - _____ behavior information
 - _____ student dress code
 - _____ school bus safety

Date: _____

This booklet does not contain a comprehensive listing of ALL student misconduct and district personnel's disciplinary responses. The Rowan County Board of Education, each school's administration and its site-based council reserve the right to administer other appropriate corrective measures for offenses listed and others that may occur. Variations from responses listed in the discipline code will be based on the severity of the incident and the number of times a student has had disciplinary referrals.

Don't forget to sign the other side of this page for your child to be able to access the expanded electronic and networked resources. Thank you!

Computer Parental Permission Form

1. Parents or legal guardians must give written permission before students will be granted access to any electronic or networked resources available under established board policy (e.g. Internet Access and E-Mail).
2. The Kentucky State Department of Education provides software to help identify and prevent objectionable or inappropriate material being accessed through the network. Software alone is not 100 percent effective and will be used by our district in conjunction with educating users on appropriate use, providing supervision and guidance, and enforcing the rules when they are broken.
3. Parents and legal guardians **must** complete and sign the consent form below requesting that their child be permitted to access expanded electronic resources (including the Internet and electronic mail) before their child will be given access to networked resources. If the consent form is not returned, the district will assume that the parents or legal guardians have denied their children access to networked resources.

Permission to Access Expanded Electronic and Networked Resources

I have read and understand the Rowan County Board of Education's Acceptable Use Policy, Procedures and Guidelines regarding electronic and networked resources. I have discussed the importance of following these guidelines with my child. I understand that most material available on the Internet is acceptable and can be valuable for educational purposes. . I understand that software will be used to identify and block access to objectionable or inappropriate material, but that software alone cannot be 100 percent effective in blocking this access. Therefore, I accept responsibility for setting standards of Internet and E-mail use for my child and have discussed my values and expectations of behavior with my child. The school cannot be held responsible if my child intentionally accesses material that I consider objectionable or inappropriate. My child has permission to submit answers with his/her handheld device (ex., cell phone) under staff direction. I understand that my child will be held accountable for any intentional violations of the Acceptable Use Policy and that disciplinary action including the loss of network access, disciplinary action, or legal action may result from deliberate misuse of school electronic resources.

Parent/Guardian Signature _____ Date _____

Name of Student _____

Please review the following pages concerning the Computer Use Policy!

Rowan County Schools
Discipline and Policies Handbook

TABLE OF CONTENTS

Section I	Student Misconduct and Disciplinary Response.....5
	a. Elementary Schools Discipline Code
	b. Middle School Discipline Code
	c. High School Discipline Code
Section II	Computer Acceptable-Use Policy and Access to Electronic Media School Information27
Section III	Attendance Policy and Important School Information29
	a. Truancy
	b. Rowan County Attendance Policy
	c. Make-up work
	d. Educational Enhancement
	e. Perfect Attendance
	f. Testing Dates and Weather Information
	g. Homeschool/Private School
	h. Closings/Notifications
Section IV	Specific Disciplinary Procedures.....37
	a. Searches
	b. Suspension
	c. Expulsion
	d. Grievance Procedures
	e. Electronic Devices
Section V	School Bus Safety.....40
Section VI	Special Issues43
	a. Rowan County Sportsmanship Policy
	b. Student Demonstration/Strikes
	c. Child Abuse
	d. Weapons
	e. Harassment/Discrimination
	f. Threat Assessment
	g. Special Education
	h. FERPA
	i. Child Find-Special Education/504
	j. PPRA
	k. Application to Walk
	l. Lice/Nits
	m. Seclusion/Restraints
	n. McKinney-Vento Homeless
Section VII	Rights and Responsibilities.....56
	a. Student, Parent, Teacher, Administrator Responsibilities

Rowan County School District Mission Statement

The Mission of the Rowan County School District is to provide individuals with sufficient knowledge and skills to allow for lifelong learning, to have respect for themselves and others, and to become productive citizens in an atmosphere that encourages creativity, physical, and emotional well-being through joint effort of the family, school, and community.

SECTION I: STUDENT MISCONDUCT AND DISCIPLINARY RESPONSE

The Rowan County School system's discipline code addresses the variety of misconduct which may occur in the schools and the need for appropriately diverse correction alternatives by recognizing varying levels of misconduct. Each division (elementary K-5, middle 6-8, and senior high 9-12) has modified the levels to accommodate the behavioral maturity of the students it serves. The level of misconduct, the faculty responsible for imposing the disciplinary action and the disciplinary response are all cited. If the student violates the rules of good conduct, he/she will be held accountable by teachers and other school officials.

All students are expected to conduct themselves in a manner which will promote a proper learning atmosphere within the classroom. Students are reminded that proper behavior extends to all school property including school buses and while on field trips. The following section features the codes developed for each level in the school system.

Elementary Schools (K-5)

Student Discipline Code

LEVELS OF MISCONDUCT- All Level II and Level III misconduct will result in an automatic notification of parents/guardians.

Note: The Disciplinary Response Procedures are not necessarily to be followed in the order which they are written.

Note: The Principal retains the right to administer disciplinary response at his/her discretion in all levels of misconduct.

Note: The district has established procedures that MAY BE utilized to assess threats of harm to others.

Dress Code

Inappropriate school dress in any style of clothing that would be disruptive to the educational process or to the safety of the students. The following is a list of inappropriate dress:

- A. Shirts, Blouses, Tops
 - a. No shirts depicting pictures, language, statements or graphics that are obscene, racially or ethically offensive, or pertain to drugs, alcohol, tobacco or sex;
 - b. No holes in shirts that are considered revealing
 - c. No shirts or blouses that are too short to cover the stomach and back at all times, must be able to be tucked in;
 - d. No tight fitting shirts are permitted and proper undergarments must be worn.
- B. Pants, Shorts, Skirts
 - a. Waistbands of garments must be worn above the hips;
 - b. No tight fitting shorts, pants, skirts are permitted and proper undergarments must be worn.
 - c. No holes in pants that are considered revealing;
 - d. No inappropriate language or graphics (see shirts above);

- e. Length of garments should be suitable.
 - C. Shoes
 - a. No house shoes;
 - b. No rollerblades, Heelys, or retractable skates at any time;
 - c. Shoe laces must be tied if so designated.
 - d. Tennis shoes are encouraged to be worn during recess and physical education.
 - D. Head coverings (only with approval of the building principal)
 - a. No hats, bandanas, scarves or sweatbands;
 - b. No picks, combs, rakes or rollers.
 - E. Outerwear
 - a. All heavy or long outerwear will be stored in the classroom or in the locker for the duration of the school day.
 - F. Jewelry
 - a. Any jewelry or piercing deemed harmful or distracting shall not be worn.
- This list, although detailed, is not a comprehensive list and may not contain every example. Building principals will have the final determination of what is considered inappropriate clothing.

Level I Misconduct

1. Talking in class without permission
2. Inappropriate language
3. Running in the halls
4. Failure to follow directions
5. Failure to finish assignments
6. Disrespectful to others
7. Quarreling with other students
8. Not being in classroom at the proper time
9. Minor pushing and shoving
10. Lying/Cheating
11. Name calling
12. Spitting

Faculty Imposing Discipline: Teacher

Disciplinary Response Procedure:

The school will develop disciplinary procedures to address Level I misconduct. These measures shall be developmentally appropriate

Level II Misconduct

1. Continued Level I Misconduct
2. Disruptive behavior
3. Forgery
4. Vandalism
5. Theft
6. Abusive language, vulgarity, gestures
7. Fighting/aggressive behavior
8. Academic cheating
9. Biting
10. Spitting on Others

Faculty Imposing Discipline: Teacher/Principal

Disciplinary Response Procedures:

- Some form of isolation
- Send student to principal's office
- Arrange a teacher-principal conference
- Arrange a teacher-parent conference
- Remove temporarily from classroom
- Group or individualized counseling with guidance counselor
- Arrange a teacher-parent-principal conference
- Assign student to supervised study
- Require offender to repair or replace vandalized property
- Suspend student from school
- After school detention

Level III Misconduct

1. Continued Level II behavior
2. Extortion
3. Use or possession of knives
4. Bomb threats
5. Possession or sale of stolen property
6. Threats to others
7. Possession and/or use of tobacco, alcohol or drugs
8. Behavior that causes injury or harm to others
9. Assault
10. Leaving school grounds
11. Possessing, furnishing, or selling tobacco, alcohol, drugs, any unauthorized substances or look alike
12. Harassment, intimidation, menacing, malicious remarks, bullying, taunting
13. Arson
14. Weapons, including guns and/or look alike, ammunition
15. Explosive Devices
16. Cyber Bullying

Faculty Imposing Discipline: Principal

Disciplinary Response Procedures/Consequences: The following may occur:

- Assign student to temporary supervised study
- Require restitution for damaged property
- Require offender to repair or replace vandalized property
- Suspend student from school
- Recommend expulsion of student
- Notify law enforcement officials
- Assist public officials in prosecution and trial of offender.
- Request that school staff and faculty assist with any of the above when needed
- Principal-parent conference
- After school detention

Subsequent, excessive, or serious disciplinary referrals in a semester may result in a referral to outside agencies (court, law enforcement, Cabinet for Family/Children, etc).

Electronic Devices

Electronic devices shall not be used during the school day without permission from the staff or bus driver overseeing the students' behavior at the time the electronic device is being used. If they are used, without permission, they will be confiscated and returned to the student's parent or guardian by the school at the end of the school day.

Rowan County Middle School (6-8) **Student Discipline Code**

Nothing in this discipline code book should be construed as taking priority over sound judgment or doing the right thing. Every situation is not covered. There may be situations where good judgment will be the only regulation.

Dress Code

Inappropriate school dress in any style of clothing that would be disruptive to the educational process or to the safety of the students. Hair, clothing and/or accessories must not impede vision or movement which may lead to unsafe conditions for the individual or others. The following is a list of inappropriate dress:

- A. Shirts, Blouses, Tops
 - a. No spaghetti straps, tube tops, or halter tops. Tank top straps should be at least 2" wide at the shoulder. "Dropped arm hole" clothing is not permitted. Tank tops or blouses must be worn beneath mesh, lace or other sheer fabric shirts/blouses/dresses, etc.
 - b. No shirts depicting pictures, language, statements or graphics that are obscene, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco or sex, whether blatant or implied;
 - c. No shirts or blouses that are too short to cover the stomach and back at all times, must be able to be tucked in;
 - d. No tight fitting shirts are permitted and proper undergarments must be worn.
- B. Pants, Shorts, Skirts
 - a. Waistbands of garments must be worn above the hips with no undergarments showing;
 - b. No tight fitting shorts, pants, skirts are permitted and proper undergarments must be worn;
 - c. Shorts and skirts must be appropriate in length so as to not draw undue attention to the wearer;
 - d. No inappropriate language or graphics (see shirts above);
 - e. No pajama type pants or shorts.
- C. Shoes
 - a. No house shoes;
 - b. No rollerblades, Heelys, or retractable skates at any time.
- D. Head coverings (only with approval of the building principal)
 - a. No hats, bandanas, scarves or sweatbands;
 - b. No picks, combs, rakes or rollers.
- E. Outerwear
 - a. All heavy or long outerwear will be stored in the classroom or in the locker for the duration of the school day;

- b. No clothing or accessories with chains.
- F. Any style of clothing or lack of clothing that would be disruptive to the educational process or of the safety of the students as determined by school administration is not permitted.
- G. Any attire that brings undue attention to the student is considered inappropriate.
- H. No clothing or accessory with language, statements, pictures, or graphics that are obscene, inappropriate, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco, or sex is permitted.

The following dress code guidelines apply specifically to the academic school hours and to school related field trips or events which are academically related. (Students participating in athletic events or social events shall follow dress code expectations related to those events.)

This list, although detailed, is not a comprehensive list and may not contain every example. Building principals will have the final determination of what is considered appropriate clothing.

- **Rowan County Middle School will not tolerate bullying, intimidation, harassment, teasing or taunting. This type of behavior is unacceptable and will be dealt with in the most severe manner. Bullying is an aggressive behavior that is intended to cause harm or distress directed towards another student. Bullying can take many forms, including physical violence, teasing, taunting, name calling, social exclusion, cliques and sexual harassment. It can be related to hostile acts perpetrated against social, ethnic, social minorities, subgroups and persons with disabilities.**
- **Students participating in extra-curricular and co-curricular events will adhere to the Rowan County extra-curricular and co-curricular policy guidelines.**
- **The disciplinary response procedures will not necessarily be followed in the order in which they are written.**
- **Subsequent, excessive, or serious disciplinary referrals will result in a referral being made to other agencies (court, law enforcement, Cabinet for Family/Children, etc) for behavior beyond the control of the school.**
- ***The principal/assistant principal retains the right to administer disciplinary response at his/her discretion in all levels of misconduct.***

Levels of Misconduct

All Level II and Level III will result in an automatic notification of parents/guardians.

Note: Students participating in extracurricular or co-curricular events will adhere to the Rowan County Discipline Code Book. Students participating in athletics will be disciplined under the Kentucky High School Athletics Association guidelines by officials during a contest. Behaviors not addressed by KHSAA but falling under Level II and Level III of the Discipline Code Book will result in coach consultation with school administrators.

Note: Principals/designees/local law enforcement officials' retain the right to administer disciplinary response at their discretion in all levels of misconduct.

Note: The district has established procedures that MAY BE utilized to assess threats of harm to others.

Note: Subsequent, excessive, or serious disciplinary infractions will result in a referral being made to the Juvenile Court Designated Worker for behavior beyond the control of the school.

Classroom Violations

Common Area – Classroom Teacher Imposes Discipline (Teacher may notify Parents)

Misconducts – Misbehaviors

- **Talking without permission**
- **Horseplay, rough housing, running in hall**
- **Failure to follow directions**
- **Failure to complete assignments**
- **Minor classroom disruptions**
- **Discourteous/rude actions**
- **Failure to follow classroom rules**

Disciplinary Response

- **1st Offense – Verbal reprimand – Name on the Board**
- **2nd Offense – Verbal reprimand – Teacher Imposed Discipline**
Parent/Guardian contact
Isolation from other students within classroom
Withholding breaks
Withholding participation in activities

Continued classroom violations will result in the teacher referring the student for a Level I Offense.

Tardy to Class

It is the responsibility of each student to report to class on time. If a student is late to class and it is unexcused, it becomes a class tardy. Class tardies will be made up (at breakfast, lunch or after school) in 15 minute intervals for each class tardy. If a student is more than 15 minutes late to class, the class tardy will be made up in after school.

Level I

(Parents Notified)

- **Disrespect and inappropriate behavior**
- **Inappropriate language**
- **Condescending, uncooperative attitude/actions expressions**
- **Excessive horseplay/rough housing**
- **Continuous classroom disruption**

1 st Offense	1-3 days in-school suspension 1-3 days after-school detention 1-3 days out-of-school suspension
2 nd Offense	Conference with Parents 1-3 days after-school suspension 3-5 days in-school suspension 3-5 days out-of-school suspension
3 rd Offense and Subsequent Offenses	3-5 days after-school detention 3-5 days out-of-school suspension

Possible request for Alternative Placement

Level II

- **Cheating/Forgery/Plagiarism**

1st Offense Conference with Parents and Guidance Counselors
Student will receive “0” for assignment
In-school suspension
After-school detention
Out-of-school suspension
Saturday School

Subsequent Offenses

Student will receive “0” for assignment
After-school detention
Out-of-school suspension/Saturday School
Possible request for alternative Placement

- **Tobacco or Simulated Products (herbal cigarettes, smokeless tobacco products, electronic cigarettes)**

Possession and/or use

Three (3) days of In-School Supervised Study
Three (3) or more offenses will result in increased ISSS or suspensions
Parent Notification
Citation may be issued to underage violators

- **Skipping Class (remains in building)**

- **Possession of inappropriate pictures, letters and/or materials pertaining to drugs, alcohol, or sex**

- **Dress code (2nd Offense and Subsequent Offenses-Defiance of Authority)**

- **Inappropriate Display of Affection**

- **Defiance of Authority/Disorderly Conduct**

1st Offense Conference with Parents
In-school suspension
After-school detention
Out-of-school suspension
Saturday School
Mandatory counseling/Tobacco education program
Drug/Alcohol/Tobacco Counseling

2nd Offense and Subsequent Offenses

3-5 days in-school suspension
3-5 days after-school detention
3-5 days out-of-school suspension
Possible Request for Alternative Placement

- **Violation of acceptable use policy of expanded electronic and networked resources (Internet)**

1st Offense Conference with Parents
Loss of privileges
Restricted use of Electronic/Networked Resources
In-school suspension
After-school detention
Out-of-school suspension

2nd Offense and Subsequent Offenses

Loss of privileges remainder of school year
Restricted use of Electronic/Network Resources
Suspension/Saturday School
Possible request for Alternative Placement

Level III

Personal

- **Bullying, Harassment, Intimidation, Menacing**
- **Cyber Bullying**
- **Abusive Language, Vulgar Language and Gestures**
- **Fighting/Aggressive Behavior, Malicious, Intent to Harm**
- **Leaving School Grounds**
- **Continued Classroom Disruption**
- **Disrespect, Defiance of Authority towards School Staff**
- **Possession of Pornographic or Offensive Material (Internet included)**
- **Possession or use of fire crackers, smoke bombs, stink bombs**

1st Offense Law Enforcement may be notified
Parent Conference
In-school suspension
After-school detention
Out-of-school suspension

2nd Offense and Subsequent Offenses

Parents Notified
Law Enforcement will be notified
After-School Detention at the discretion of Principal/Designee
Out-of-school suspension
Possible request for Alternative Placement or Expulsion

- **Assault, terrorist threat, sexual misconduct toward school employee**
Parent Conference
Law enforcement will be notified immediately
Threat Assessment
Out-of-school suspension
Possible request for alternative placement or expulsion

Property

- **Vandalism, trespassing**
- **Criminal Mischief**
- **Gambling**
- **Theft**
- **Tampering with School Equipment**

1st Offense Parent Notification/Conference
Law Enforcement may be notified
In-school suspension
After-school detention
Out-of-school suspension
Parent will be responsible for restitution
Possible request for Alternative placement or expulsion

2nd Offense and Subsequent Offenses

Law Enforcement may be notified

Out-of-school suspension

Parent will be responsible for restitution

Possible request for alternative placement or expulsion

- **Arson, bomb threat**
- **Weapons – Possession/Use/Transfer**
(guns, knives and ammunition or look-a-likes)
 - Parent Conference
 - Law enforcement will be notified immediately
 - Threat Assessment
 - Out-of-school suspension
 - Possible request for alternative placement or expulsion
- **Alcohol-Possession, Use and/or Under the Influence/Distribution or Sale**
- **Possession, Use and/or Under the Influence of Drugs/Inhalants/Drug Look-a-Like/Drug Paraphernalia/Unauthorized Substances/Simulated Products**
- **Distribution/Trafficking of Drugs, Unauthorized Substances**
 - Law enforcement will be notified immediately
 - Parents will be notified
 - Out-of-school suspension
 - Mandatory Counseling and attend Alcohol/drug education program
 - Possible request for alternative placement or expulsion

ISSS

In-School Supervised Study at Rowan County Middle School:

The following procedures are for students who are sent to the office for disciplinary action:

1. Students will be placed by the assistant principal/designee for breaking school rules. The number of days will be determined by the offense.
2. Students will not be permitted to leave the area until dismissed by the assistant principal/designee.
3. Students will be permitted no breaks. School personnel will supervise trips to and from the restroom.
4. Students will not be permitted to talk to anyone.
5. The academic work completed by the student will be counted without penalty as regular classroom work.
6. Students who break rules or fail to complete assignments while in this area are subject to further disciplinary actions including after school and Saturday school assignments.
7. IDEA and 504 regulations must be followed.

After School Detention

After school detention, is an additional deterrent to violations of the Student Discipline Code Book. After school detention serves independently, as well as, in conjunction with ISS as a deterrent to a student's misbehavior. After school detention will provide the student with a constructive opportunity to serve their own time while receiving a punishment for misbehavior rather than missing out on class time.

The student's assigned to after school will, on third bell, assemble in the cafeteria. There the students will be met by the instructor. The students are expected to have with them work to complete while in after school. If they are unprepared, random assignments may be given that relate to their offense and grade. After school detention is scheduled from third bell – 5:15 pm. Transportation may need to be provided by the parents/guardian. Failure to attend will result in further disciplinary action.

Alternative School Referral Process:

A student in grades 6-12 may be referred for placement to the Bluegrass Discovery Academy based on being at risk of dropping out due to failing grades, poor attendance, and significant discipline problems.

Procedures:

- The RCMS and RCSHS Alternative School Committee will consist of at least one administrator, one counselor, and the alternative school teacher directly related to each school's students.
- A referral can be made if a teacher, parent or administrator believes the child is at risk of dropping out of school. Referrals should be made to a member of the RCMS or RCSHS Alternative School Committee.
- After a referral has been made, the committee will review a student's status to ensure that he/she meets the criteria for admittance to the alternative school and that placement in an alternative school setting benefits the student.
- To return to the regular school setting the committee will review the students' status to ensure that placement in a regular school setting benefits the child.

Dance Regulations

Only Rowan County Middle School students, their parents, faculty and staff will be permitted to attend. Students will follow all school regulations while at the dance. Any student who has received ISSS/ Suspension between dances may not attend the dance. Students who fail to follow these rules may be prohibited from attending further dances or other extracurricular activities.

Electronic Devices

Electronic devices shall not be used during the school day without permission from the staff or bus driver overseeing the students' behavior at the time the electronic device is being used. If they are used, without permission, they will be confiscated and returned to the student's parent or guardian by the school at the end of the school day.

Guidelines

Any violation of the acceptable policy will result with device being confiscated by school personnel. After the third (3rd) violation of this policy, the device may be confiscated and kept at the Rowan County Board of Education office until the end of the school year. **This policy is**

effective once the child is on campus property in the morning to begin their regular instructional day until the end of the instructional day in the afternoon. When students are on field trips, athletic events, or all other school sponsored activities away from the school campuses beyond the instructional day, enforcement of this policy will be at the discretion of the coach/sponsor of the activity.

Most material available on the Internet is acceptable and can be valuable for educational purposes. Software will be used to identify and block access to objectionable or inappropriate material, but that software alone cannot be 100 percent effective in blocking this access. Student, parent, guardian accept responsibility for Internet and E-mail usage. The school cannot be held responsible if my child intentionally accesses material that may be considered objectionable or inappropriate. The student may submit answers with his/her handheld device (ex., cell phone/iPad) under staff direction. The student will be held accountable for any intentional violations of this policy and disciplinary action may include the loss of network access, or legal action may result from deliberate misuse of electronic resources. .

Together We Can

ROWAN COUNTY SENIOR HIGH SCHOOL

STUDENT DISCIPLINE CODE

Rowan County Senior High School Dance and Extracurricular policy is a separate document. Parents and students are given a copy at the beginning of the school year, and copies may be obtained on the school web site.

Nothing in this discipline code book should be construed as taking priority over sound judgment or doing the right thing. Every situation is not covered. There may be situations in which good judgment will be the only regulation.

LEVELS OF MISCONDUCT- All Level II and Level III will result in an automatic notification of parents/guardians.

Note: Students participating in extracurricular or co-curricular events will adhere to the Rowan County Discipline Code Book. Students participating in athletics will be disciplined under the Kentucky High School Athletics Association guidelines by officials during a contest. Behaviors not addressed by KHSAA but falling under Level II and Level III of the Discipline Code Book will result in coach consultation with school administrators.

Note: Principals/designees/local law enforcement officials' retain the right to administer disciplinary response at their discretion in all levels of misconduct.

Note: The district has established procedures that MAY BE utilized to assess threats of harm to others.

Note: Subsequent, excessive, or serious disciplinary infractions will result in a referral being made to the Juvenile Court Designated Worker for behavior beyond the control of the school.

LEVEL I MISCONDUCT

I. RCSHS Dress Code

1. Any style of clothing or lack of clothing that would be disruptive to the educational process or of the safety of the students as determined by school administration is not permitted.
2. Any attire that brings undue attention to the student is considered inappropriate.
3. No clothing or accessory with language, statements, pictures, or graphics that are obscene, inappropriate, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco, or sex is permitted.

The following dress code guidelines apply specifically to the academic school hours and to school related field trips or events which are academically related. (Students participating in athletic events or social events shall follow dress code expectations related to those events.)

4. No spaghetti straps, tube tops, or halter tops. Tank top straps should be at least 2” wide at the shoulder. “Dropped arm hole” clothing is not permitted. Tank tops or blouses must be worn beneath mesh, lace or other sheer fabric shirts/blouses/dresses, etc.
5. Blouses and shirts must meet the beltline of skirts, slacks/pants, or shorts. Stomachs and backs must be covered at all times.
6. Shorts, skirts, and dresses must be no shorter than 1” below the fingertips of the wearer when held at the sides of the thighs. Holes in jeans and clothing worn with leggings (or legging look-alikes) should also follow these guidelines.
7. Unless approved by the principal, head coverings are not to be worn in the building.

Students must cover or replace inappropriate clothing. Parents will be notified, if necessary, to bring proper clothing. Students may be assigned to ISS until inappropriate clothing is replaced. All violations will be at the discretion of the principal/designee. Students are not sent home for dress code violations. Leaving school to go home and change is not a school related absence.

All material was recommended by the RCSHS Student Government Association and compiled on 9/21/2012 for presentation to SBDM.

II. AUTOMOBILE

Driving to school is a privilege and may be revoked for part or remainder of the school year by school or district administration for violations listed or other actions not listed that involve safety or security of the individual or others. This includes, but is not limited to, drugs or alcohol found in the student’s vehicle and/or driving under the influence.

Motor vehicle regulations

1. Only juniors and seniors may apply for a parking permit. Permits will be issued to those eligible according to the conditions set forth in the RCSHS parking contract. Parking permits are non-transferable to other students. Freshmen and sophomores are not permitted to park on school property.
2. Juniors and seniors who have an outstanding school related balance shall not be eligible to apply for a parking permit.
3. Vehicles must be registered to park in the student parking lot. If a car is in the parking lot and has not been registered or the parking sticker is not properly displayed, it may be ticketed and/or towed at owner’s expense.
4. Speeding, reckless operation, or making excessive noise (rev their engines; or sound their horns other than for safety reasons) on school property or near any school building will not be tolerated. The speed limit on school property is 15 MPH; 5 MPH in parking lots.
5. Sitting in vehicles before and during school hours is not permitted.
6. Students are not to enter the parking area during the school day without permission from the office staff.
7. Students are not to use their vehicles to leave school grounds during the school day without permission from the office staff.
8. Students must park within the available space designated for student use. All cars parked improperly or in a restricted area are subject to being ticketed and/or towed at the owner’s expense. Students may not park in visitor parking, McBrayer parking, Rowan County

Middle School, or Maysville Community and Technical College (Vocational School) parking lot at any time without an appropriate parking pass for that location. Students may not park at the curb in front of school.

9. Parking passes MUST be displayed. Failure to display a parking pass may result in suspension of parking privileges and/or a parent conference. Vehicle may be ticketed and/or towed at owner's expense.
10. STUDENTS MUST YIELD RIGHT OF WAY TO BUSES AT ALL TIMES.
11. ALL STUDENTS MUST STOP AND SHALL NOT PASS FOR ALL BUS STOP SIGNALS.

Citations will be issues for the following violations:

\$3	Permit not displayed
\$5	Parking in an unauthorized area
\$5	Failure to stop at stop sign
\$5	Failure to yield to the buses
\$10	Improper start
\$10	Speeding or reckless operation
\$5	Failure to pay violation within 10 school days will result in this one time, additional fine

Violations may result in loss of parking permit.

Vehicle Searches:

School officials shall have the authority to conduct routine patrols of student parking lots and to inspect the exteriors of vehicles parked on school property. When reasonable suspicion that a student's vehicle contains illegal or unauthorized materials exists, school officials will inspect interiors of student vehicles. If the vehicle is locked and the student refuses to open any portion of the vehicle for examination, legal authorities will be summoned.

Because signed consent for vehicle searches is required before students may drive vehicles to school, vehicle inspection and routine patrols may be conducted without notice, student consent, or search warrants. (The principal/designee shall be present.)

Band Practice and Student Parking:

Beginning on the first day of school and ending November 1st all vehicles are to be moved off the student parking lot by 3:30 p.m., every day, so that the RCSHS band may rehearse. Vehicles may be placed in parking spots around the edges of the student parking lot or in the back parking lot if a student must stay after school for school related activities. Failure to do so will result in a written warning, and every violation after the written warning may result in loss of parking privileges.

FAILURE TO ADHERE TO THE ITEMS IN SECTION II ABOVE COULD RESULT IN REVOCATION OF PARKING PRIVILEGES AND/OR ISS. PARENTS WILL BE NOTIFIED OF SERIOUS VIOLATIONS OF MOTOR VEHICLE REGULATIONS.

Parking privileges may be revoked in response to inappropriate operation of a vehicle, parking in any area other than an assigned space, skipping class or school, or leaving parking area without permission.

Drivers who receive their third (3rd) unexcused tardy to school or class tardy in a trimester will lose their pass and privileges for two (2) weeks on the first offense and four (4) weeks on the second offense. Students will also be subject to discipline as stated in section III below.

NO REFUNDS WILL BE ISSUED FOR A REVOKED PASS.

NO PASS/NO DRIVE (KRS 159.051)

In compliance with the law listed above, students who are sixteen (16) or seventeen (17) years old who become deficient in academics or attendance shall be reported to the Transportation Cabinet for driver's license, permit, or driving privilege revocation.

Academic and Attendance Deficiencies

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

1. They shall be deemed academically deficient if they have not received passing grades in at least three (3) of five (5) courses, or the equivalent of three (3) of five (5) courses, taken in the preceding trimester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences from class for the preceding semester or six (6) unexcused absences in the preceding trimester. **Suspensions shall be considered unexcused absences.**

Reinstatement of Driving Privileges

Students whose driving permits are revoked, but who later meet the statutory standards for reinstatement, will be eligible for reinstatement and the school shall make the required report to the appropriate agency.

III. TARDINESS

A. Tardies to Class

If students enter the room after the tardy bell sounds, they are considered tardy to class. Excessive (3) tardies shall result in disciplinary action.

B. Tardy to school

A tardy to school occurs when a student is not in class when the bell rings. Tardies to school require a parent note or doctor's excuse.

Six (6) unexcused tardies to school will be turned over to the Director of Pupil Personnel and court action may be taken.

IV. CLASSROOM DISRUPTION

Consequences for minor violations will be determined by the referring teacher in cooperation with an administrator. Students may not get permission to go to another teacher's classroom without written or telephone permission from the receiving teacher. Teachers or subs may not send a student to another class without telephone confirmation. This includes, but is not limited to, students entering or disturbing classes other than their own.

V. CHEATING

A. Cheating is considered a Level III offense for those offenses that include theft.

B. Those cheating will be given a **ZERO** for the work. **If the students opts retake, as per district policy, the retake must be done in afterschool detention within one week of the offense.** The student may be referred to a principal for further action, which could

include ISS or suspension and parent notification. Cheating involves one or more of the following actions:

1. Using the work of another person as one's own, including, but not limited to, homework. If consent is given, all students involved are responsible.
2. Preparing to cheat in advance, such as using notes during a test or examination.
3. Talking during quizzes, tests, or examinations.
4. Failure to follow test procedures or instructions announced by the teacher such as no talking, no turning around in the seat, must raise your hand to ask a question (no speaking out), etc.
5. Sharing information during an exam or after an exam or assignment is also considered cheating.
6. Inappropriate use of electronic devices.

VI. INAPPROPRIATE DISPLAY OF AFFECTION

Appropriate displays of affection include holding or shaking hands or a quick hug in greeting ONLY. Consequences will be determined by school administrators. Repeated instances of inappropriate displays of affection will be considered Level II offenses.

LEVEL II MISCONDUCT

Parents and/or law enforcement may be notified on all Level II offenses

Alternative placement may result from any violation

Please remember a 5th disciplinary referral (of level II or greater) may result in a request for a parent conference to discuss behavior interventions. Subsequent, excessive, or serious disciplinary referrals may result in a referral to other agencies (court, law enforcement, Cabinet for Family/Children, etc).

I. TOBACCO or Simulated Products (electronic cigarettes, herbal cigarettes, smokeless tobacco products)

Possession and/or use:

- 3 or more days of after-school detention, In-School Supervised Study or Out of School Suspension
- Parent Notification and/or law enforcement
- Citation may be issued to underage violators

II. SKIPPING CLASS/LEAVING SCHOOL GROUNDS/SKIPPING SCHOOL

Leaving the building without permission from front office personnel and without signing out in the office will be considered skipping. Students who are more than ten (10) minutes late to class without a valid excuse are considered skipping. Skipping class carries the following penalties:

- Afterschool detention or one (1) day of In-School Supervised Study or out of school suspension.
- Students who skip class are not eligible to make up class work for the time they missed.
- Failure to attend after school detention will result in further disciplinary action.

NOTE: Students who leave the high school campus without permission from the principal and without signing out in the front office will be suspended and may lose parking privileges.

NOTE: The Morehead Rowan Technical College Campus is not part of the High School Campus and is considered as leaving school grounds.

III. DISRUPTIVE CONDUCT, DEFIANT BEHAVIOR

- A. Failure to turn cell phone over to school staff will be considered defiance of authority.
- B. Disrespect toward any staff member:
 - In-School Supervised Study and/or out of school suspension
 - Notification of parents
- C. Consequences for more serious disruptions or repeated violations may result in alternative Placement or expulsion.

NOTE: Disrespect includes but is not limited to use of profanity and non-compliance.

NOTE: EXCESSIVE DISCIPLINARY REFERRALS

- A. *The 4th disciplinary referral will result in a conference call with the parent and the student to discuss behavior interventions.*
- B. *The 5th disciplinary referral (Level II or greater) may result in a request for a parent conference to discuss behavior interventions.*
- C. *Subsequent, excessive, or serious disciplinary referrals will result in referral made to the Court Designated Worker for behavior beyond control.*

LEVEL III MISCONDUCT

Parents and/or law enforcement may be notified on all Level III Offenses
Alternative placement may result from any violation

I. PROPERTY:

- A. Trespassing, vandalism, and criminal mischief
 - Restitution will be required for any damages
 - Student must participate in any clean-up work
 - Failure to comply with the above will result in additional consequences added to those listed.
 - Law enforcement officials will be notified when appropriate.
 - 1st Violation
Three (3) days suspension
 - 2nd Violation
Ten (10) days suspension
Request may be made for expulsion or alternative placement
- B. Theft:
 - Law enforcement officials will be notified when theft of personal or school property is involved as appropriate.
 - Three (3) days suspension

- Having in one's possession a copy of a test without teacher permission:
- C. Tampering with alarm systems or emergency equipment:
Law enforcement officials will be notified.
 - Three (3) days suspension
- D. Arson, bomb threat, burglary, robbery
 - Ten (10) days suspension
 - Request may be made for expulsion or alternative placement
 - Law enforcement officials will be notified

II. PERSONAL

- A. Harassment, intimidation, malicious remarks, bullying, cyber bullying, taunting
- In-School Supervised Study or Out of School Suspension
 - Referral to a school resource officer
 - Notification to parents and/or law enforcement
 - Request may be made for expulsion or alternative placement
 - Computer and mobile device use may be suspended for the remainder of the school year. Acceptable Use Policy may be revoked for the remainder of the year

Note: Cyber Bullying

Cyber bullying involves the use of information and technology such as e-mail, instant messaging, publishing defamatory personal web sites and/or online personal polling web sites that are used to support conscious, willful, deliberate, hostile and harmful behavior by one or more people. If the bullying/harassment is directed toward a student or staff member of the Rowan County Schools, or if the post was made while at school, the perpetrator shall be subject to legal action.

- B. Fighting
Law enforcement officials will be notified when necessary.
If fighting occurs in the morning, consequences begin immediately; if fighting occurs in the afternoon, student will be sent home unexcused for the remainder of the day, and consequences begin the following day.
- ISS or out of school suspension
 - Request may be made for expulsion or continued alternative placement
 - Law enforcement notified if necessary
- C. Disorderly conduct - **unruly or disturbing behaviors**, which acts to provoke a disturbance
Law enforcement officials will be notified if necessary
- ISS or out of school suspension
 - Request for expulsion/alternative placement
- D. Assault, extortion, terroristic threatening, sexual misconduct, menacing behavior
Law enforcement officials notified if necessary
- Minimum of Five (5) days suspension
 - Request may be made for expulsion or alternative placement
- E. Assault and/or terroristic threatening of a school employee
Law enforcement officials notified if necessary
- Ten (10) days suspension
 - * Request for expulsion or alternative placement

III. WEAPONS OR WEAPON LOOK-ALIKES--POSSESSION OR USE

Parents and/or law enforcement may be notified immediately

A. Firearms

- Request may be made for expulsion from school for (1) one calendar year

B. Other deadly weapons and/or look alike (KRS 527.010 KRS 500.080)

Other items used in a dangerous or threatening manner.

- Possession only

Minimum of Five (5) days suspension- (suspension may be extended if expulsion is requested)

Request for expulsion or alternative placement may be made

- Use

(10) Ten days (minimum) suspension

Request shall be made for expulsion or alternative placement

IV. ALCOHOL

Parents and/or law enforcement officials may be notified

A. Possession, use and/or being under the influence

* Ten (10) days suspension

* Referral to a drug/alcohol counselor

* Request may be made for expulsion or alternative placement

B. Distribution

* Ten (10) days suspension

* Referral to a drug/alcohol counselor

* Request may be made for expulsion or alternative placement

V. DRUGS, DRUG LOOK ALIKES, DRUG PARAPHERNALIA AND/OR UNAUTHORIZED SUBSTANCES

A. Possession and/or possession and use

- Minimum of Ten (10) days suspension
- Referral to a substance abuse treatment program
- Referral to a drug/alcohol counselor
- Law enforcement officials will be notified
- Request for alternative placement may be made
- Possible request for expulsion

B. Distribution or trafficking

- Minimum of Ten (10) days suspension
- Referral to a substance abuse treatment program
- Referral to a drug/alcohol counselor
- Request may be made for expulsion or alternative placement
- Parents and/or law enforcement officials may be notified

VI. ABUSE OF A TEACHER (KRS161.190)

Abuse of a teacher is prohibited and shall be enforced. KRS161.190: It shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such a person knows or should have known 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.

- Incidents will be dealt with on a case-by-case basis
- ISS, suspension, alternative placement, expulsion, and/or notification of law enforcement officials

OTHER IMPORTANT INFORMATION

NOTE: Rowan County Senior High School is equipped with audio and video equipment throughout the campus for the protection of students, faculty, and staff. Unless special circumstances exist, the Family Educational Rights and Privacy Act (FERPA) prohibit the viewing of tapes by non-school personnel.

Electronic Device Information

The use of electronic devices to possess, send, and/or receive nude or semi-nude images of someone underage is a **felony**, regardless of the age of the person who sent it. Electronic devices shall not be used during the school day without permission from the staff or bus driver overseeing the students' behavior at the time the electronic device is being used. If they are used, without permission, they will be confiscated and returned to the student's parent or guardian by the school at the end of the school day.

Cell Phones and Other Personal Electronic Devices:

- Classroom teachers must post their classroom policies regarding personal electronic devices use in their classroom.
- Additionally, teachers may authorize the use of personal electronic devices in their rooms to enhance the educational opportunity.
- Any violation of the school rules or classroom usage rules will result with device being confiscated and taken to the office where parent/guardian/student (if 18, living on their own, or emancipated) may pick up device at the end of the school day.
- Electronic devices may be used during change of class, breaks and lunch.
- Electronic devices must be turned off during assemblies and put away upon entering the gym, PAC or other location where the assembly is held.

NOTE: District policy will be followed for phones that have been confiscated.

Graduation Requirements:

All graduation requirements must be met in order for a student to participate in the graduation ceremony.

- Proper academic attire (cap, gown) must be worn appropriately during the entire graduation ceremony to participate in the graduation ceremony.
- Professional attire must be worn under gown. Example: black or khaki dress pants, dress shoes, nice shirts that meet all dress code standards, etc. (Rubber Flip-Flops are an example of shoes that are not permitted.)
- Caps may be appropriately decorated. Caps with pictures, language, statements or graphics that are obscene, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco, violence or sex, whether blatant or implied, will not be tolerated, and a student donning such a cap will not be permitted to participate.

- All outstanding charges (lunch, textbooks, fines, etc.) must be paid in full in order to participate in commencement exercises.

Credits required for graduation:

RCSHS Diploma 25 credits

Alternative Diploma 22 credits

- **Please note:** A student over eighteen (18) years old who has not met graduation requirements may continue in school as long as he/she
 - Is in regular attendance
 - Is making satisfactory progress towards graduation

When a student does not abide by the above regulations, the school will assume that the student has voluntarily withdrawn from school. A committee comprised of the principal or designee, counselor, parents, and student will review each case and determine the best course of action the student should take in order to finish his/her education. This committee may recommend other ways to help the student obtain a high school diploma or its equivalent.

In-School Suspension at Rowan County High School:

The following procedures are for students who are sent to In-School Suspension:

1. Students will be put in ISS based on the Student Discipline Code.
2. Students assigned to the ISS area will be given assignments from their respective teachers for the time that they are assigned to ISS. Additional assignments may be made to supplement class assignments.
3. Students are required to complete all assignments.
4. Students will not be permitted breaks during the day. Trips to and from the restrooms will be supervised by school personnel.
5. Any student with work experience during school hours will not be permitted to go to work while in ISS.
6. Failure to report to ISS on time may result in additional days being added.
7. Students assigned to ISS will be counted in attendance.
8. Students will not be permitted to eat, chew gum, or leave the area for any reason. Violation of this rule may result in further penalties.
9. Students must bring all books to ISS.
10. Students must turn electronic device off and turn it over to the instructor during their assigned ISS time.
11. If a student is absent from school on the day, or days, assigned to ISS, he/she will be returned to ISS upon return to school.
12. If a student refuses ISS, the student will be suspended and receive an unexcused absence.
13. Combinations of infractions could lead to request for suspension or expulsion even if they are first offenses.

Alternative School Referral Process:

A student in grades 6-12 may be referred for placement to the Bluegrass Discovery Academy based on being at risk of dropping out due to failing grades, poor attendance, and significant discipline problems.

Procedures:

- The RCMS and RCSHS Alternative School Committee will consist of at least one administrator, one counselor, and the alternative school teacher directly related to each school's students.
- A referral can be made if a teacher, parent or administrator believes the child is at risk of dropping out of school. Referrals should be made to a member of the RCMS or RCSHS Alternative School Committee.
- After a referral has been made, the committee will review a student's status to ensure that he/she meets the criteria for admittance to the alternative school and that placement in an alternative school setting benefits the student.
- To return to the regular school setting the committee will review the students' status to ensure that placement in a regular school setting benefits the child.

Miscellaneous:

Students are responsible for knowing and adhering to all policies pertaining to their daily routines. These additional policies include but are not limited to the dance policy and the athletic policy.

Your username is your first initial, first 5 letters of last name and year of graduation.

Example: John Doe graduates in 2015. His username is [jdoe15](#).

The password is RC (in caps) and the last 4 digits of Social Security Number.

Example: RC9899

MY DOCUMENTS

No matter what computer you're on, the My Documents folder will have the same contents.

E-MAIL:

Access to Outlook Web Access (OWA or Webmail) is found at the web address:

<https://mail.kyschools.us>

Login using the domain name and username.

Example: [rowan\jdoe15](#)

Password is same as the computer login.

The e-mail address is [firstname.lastname@stu.rowan.kyschools.us](#)

Example: [john.doe@stu.rowan.kyschools.us](#)

Please note:

- E-mail is for school use only. Administration can access a student's e-mail folders. Student e-mail is not private e-mail.
- E-mail can only be accessed through the OWA. Outlook or other e-mail programs will not work.
- Students must have a signed acceptable use policy and parent permission form on file to use school computers.

Note: The Principal/Designee retains the right to administer disciplinary response at his/her discretion in all levels of misconduct.

This booklet does not contain a comprehensive listing of ALL student misconduct and districts personnel's disciplinary responses. The Rowan County Board of Education, the school's administration and the site-based council reserve the right to administer other appropriate corrective measures for offenses listed and others that may occur. Variations from responses listed in the discipline code will be based on the severity of the incident and number of times a student has had disciplinary referrals.

District Wide Policies
Section II:
Acceptable Use Policy, Procedures and Guidelines

1. Introduction:

Rowan County Schools provide a variety of electronic resources to students and staff to enhance teaching and learning. Technology can be a tremendous instructional tool to open doors of communication, expand research capabilities, and provide valuable experience to users. However, since technological resources in our system are limited, Rowan County Schools reserve the right to limit or restrict access to its electronic resources. Access to technology is a privilege, not a right, and will be provided only to responsible users. This document outlines acceptable use of these resources and is meant to augment existing policies of school conduct and/or behavior.

2. Privileges and Responsibilities:

Individual users (faculty, staff, students, or others) are responsible for appropriate behavior while using electronic resources. Users must sign statements indicating they understand and agree to acceptable use that complies with district standards and policies. Users are expected to act responsibly while using information resources at school and will be reasonably supervised. Outside of school, families bear the same responsibility for guidance with electronic resources that they exercise with other sources of information such as books, TV, movies, etc. Some privileges and responsibilities are outlined below. They are intended as examples of acceptable use and do not exclude other privileges and responsibilities.

Privileges:

A. *To access a variety of electronic hardware.*

Users have access to a variety of computer hardware and other educational technology resources, such as laserdisc equipment, audio/video hardware, CD-ROM, etc. Such resources are valuable instructional tools and can provide learning opportunities otherwise unavailable.

B. *To use instructional software and applications.*

Users may access specific subject area software for math, science, English, etc. and applications such as word processing, spreadsheets, and database. Users benefit from hands-on experience with materials which make work and learning easier and faster.

C. *To access electronic communications resources.*

Users may access both local and off-campus networks. Examples include, but are not limited to, Internet access, electronic mail (e-mail), local and wide area network resources, and telephones.

D. *Rowan County School e-mail.*

The Rowan County e-mail solution is provided to your child by the district as part of the Live@Edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@Edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@Edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services

that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Responsibilities:

A. *To use equipment properly.*

Electronic equipment has a limited useful lifetime. Users are expected to use equipment in a manner which prolongs this lifetime, not shorten it. Violations include deliberately damaging or vandalizing equipment, uploading or creating computer viruses, and deliberately harming or destroying data.

B. *To obey software agreements, copyright laws, and use network resources properly.*

Users are expected to comply with licensing agreements set forth by manufacturers and vendors. Software programs are to be used for educational and/or school purposes. Violations include illegally copying or loading software, using someone else's accounts or passwords, and using network resources for purposes other than education that is consistent with Rowan County Schools curriculum standards.

C. *To use expanded communications resources properly and to avoid objectionable material.*

Acceptable behavior is expected while using telecommunications resources just as it is expected in other school environments. Users should take specific care to avoid objectionable material when using such resources. Our district assumes that the best approach is to educate users on appropriate use, provide appropriate supervision and guidance, use state-provided proxy software for filtering, blocking, and monitoring, and enforce the rules when they are broken. Violations include sending offensive messages via electronic means, deliberately accessing material that would be considered inappropriate in a school setting, accessing and/or setting up inappropriate blogs, online journals, and personal web pages (e.g. Myspace.com, Facebook.com, etc...) and intentionally wasting system resources.

Any user who behaves in an irresponsible manner may lose access privileges and be subject to additional disciplinary or legal actions according to existing school policies. Rowan County Schools will not unreasonably monitor or restrict access to electronic resources and will not be responsible for material acquired from off-campus sources.

This booklet does not contain a comprehensive listing of ALL student misconduct and district personnel's disciplinary responses. The Rowan County Board of Education, each school's administration and the site-based council reserve the right to administer other appropriate corrective measures for offenses listed and others that may occur. Variations from responses listed in the discipline code will be based on the severity of the incident and the number of times a student has had disciplinary referrals.

Section III: Attendance Policy and Important School Information
Administrative Procedures for Truancy
****Subject to Change Pending SB 200****

The Rowan District Court has ordered the Director of Pupil Personnel to enforce the compulsory attendance laws using the definition of habitual truancy as found in the Unified Juvenile Code and shown here:

Truancy Defined (KRS 159.150)

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

Any student enrolled in a public school who has attained the age of eighteen(18) years, but has not reached his/her twenty-first (21) birthday, who has been absent from school for three (3) or more days, or tardy without a valid excuse on three (3) or more days, is a truant.

Any pupil who been reported two (2) or more times is a habitual truant. Habitual truants, along with their parents or guardians, shall be subject to court action.

Persons designated by the building principal shall keep a record of the absences of all children, contact made with the parent or guardian, and reasons for absences on each child. The Director of Pupil Personnel shall be notified of all students as defined above.

It is important for parents or guardians to be aware that a referral may be made after six (6) unexcused absences or six (6) unexcused tardies. A final notice will be issued before criminal or juvenile charges are filed with the District Court.

The attendance policy approved by the Board of Education shall:

- (1) Be published in the District Discipline Code and given to each student upon enrollment. Students will sign a form verifying receipt.
- (2) Be explained fully to each student upon enrollment.
- (3) Be sent to parents or guardians with a statement to be signed and returned indicating they have received and read the policy.

ROWAN COUNTY SCHOOLS ATTENDANCE POLICY

It is the intent of this policy to encourage the regular and punctual attendance of all students enrolled in the Rowan County School System. It is the responsibility of parents and students to ensure regular and punctual attendance. It is the policy of the Rowan County Board of Education to make a unified effort with the Rowan County District Court and community agencies to keep students in regular attendance. For the purpose of this policy, the number of absences shall be based on the cumulative number of days of unexcused absences rather than the number of absent incidents. However, the number of tardies shall be based on the number of tardy incidents. A student's attendance record is cumulative during a school year and requires that when a student transfers to a new school, his/her attendance records from the previous school shall be used in the determination of the student's status as a truant.

Excused absences:

A **maximum** of four (4) accumulated day's absences for the year may be excused by a note from the student's parent/guardian. A student **MUST** bring in a parent note with the date the student was absent from school. **Parent and medical notes must be brought in to the attendance clerk within five (5) school days of the absence or it will be counted as an unexcused absence.** After (5) school days from date of absence, if student/parent does not submit "parent note", attendance clerk will mark "excused-parent note" until all (4) parent notes are used. When each student uses their allotted four (4) parent notes per year, all excused absences (either full or partial day) will require a medical excuse, court excuse or must be approved by the principal/designee. **Please be aware that the Principal does have the right to approve or deny any request.**

Absences exceeding four (4) days per year may be excused by a physician's statement. However, if a student is absent from school for a consecutive five (5) day period or longer with a doctor's note, parents of such students should contact Carol Blair, Director of Pupil Personnel at 784-8928 for consideration for Home/Hospital Instruction.

Listed below are the only reasons accepted for excused absences or tardies with a parent note:

- Death in the pupil's immediate family, including brothers, sisters, parents, grandparents, aunts, uncles, and cousins.
- Illness of the student **ONLY**.
- School-related or other educational activities with prior approval from the Principal.
- One (1) day attendance at the Kentucky State Fair with verification for the fair.
- Other valid reasons **PRE-APPROVED** by the Principal.
- Student court appearance (only for the student summoned and for the portion of the day required). Documentation from the court must be presented to the school's attendance clerk.
- Student doctor or dentist appointment (only for the portion of the day required and with documentation from the physician, dentist, or other appropriate health official).
- Student driver's permit or license tests (only for the portion of the day required and with documentation from the examiner).
- Health services (such as physical therapy, occupational therapy, counseling etc.) that are not available after the school day. Documentation must be presented to the school's attendance clerk.

- Treatment for lice – See Lice/Nits Policy in Section VI
- Religious holidays and practices as **pre-arranged** with the Principal.
- If the principal, school nurse, or designee sends the student home, the student will be excused for that day only.
- Documented Military Leave (1 day prior to departure of parent/guardian called to active duty and 1 day granted upon return from duty).
- Visitation for up to ten (10) days with the student’s parent, defacto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
- Seniors may use a maximum of 3 days for college visits. Students **MUST** pick up a college visit form from the guidance office. This form must be completed by the university and returned to the attendance clerk within 5 school days of the visit.

Exceptions to Presence at School:

Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

Tardies:

Tardies accumulate for both late entry and early sign-outs from school. Students will be given four (4) parent notes per year to use for late entry or early sign outs. Listed in the excused absence section are the reasons for excused parent notes for tardies. After (5) school days from date of tardy, if student/parent does not submit “parent tardy note”, attendance clerk will mark “excused-tardy parent note” until all (4) parent tardy parent notes have been used. Everything else will be considered an unexcused tardy unless a doctor’s note is presented to the attendance clerk or the tardy has been pre-approved by the principal. Start times vary at each school. Make sure you check the school for the particular start and end time.

Please be aware that a referral to the courts may be made after six (6) unexcused tardies per year.

Appeals Committee:

1. The principal in each school shall establish an appeals committee in the school, which consists of the principal/assistant principal, attendance monitor, and counselor. At the high school level, a student will be included on the appeals committee.
2. Within five (5) school days of notification that an absence is unexcused, the student and/or parents may appeal to the committee by advising the principal that an appeal is desired.
3. The appeals committee will hear the appeal in an informal hearing with the student and parent/guardian present. The student and parent/guardian will be notified within five (5) days of the committee’s decision.

Make-up Work:

Make up work for excused/unexcused absences will be determined by the district board policy 08.221.

Educational Enhancement:

A student may be approved for up to ten (10) days of absences per year for the purpose of education enhancement. The principal will use his/her good judgment to determine if the activity meets guidelines. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g., art programs, dance programs, state fair activities, workshops that are educational in nature, college visits, etc.) To request an absence to attend or participate in an education activity, the educational enhancement opportunity request form must be completed and returned to your school principal at least five (5) days prior to the absence. Such an absence as requested by the signed application and approved by the school principal, will be considered an excused absence. Students who are granted an absence under this law will be allowed to make up all school work. It is the student's responsibility to make up missed class work according to school policy. The principal has the right to deny any request made. Decisions may be appealed to the Superintendent and then to the Board of Education.

Perfect Attendance:

District-wide *Perfect Attendance* will be determined based upon zero absences/events (not including Educational Enhancement Opportunities and field trips) and excluding "principal excused" tardies.

Punctual and Regular Attendance (Near Perfect)

District-wide *Punctual and Regular Attendance (Near Perfect)* will be determined based upon a student not having more 3 (three) total excused tardies, excused full days or excused events (excluding Educational Enhancement Opportunities and field trips).

Testing:

Testing window dates for this coming school year are the last fourteen (14) days of school. Please make every effort to attend school during this important time.

References:

KRS 158.070, KRS 159.150, KRS 159.051, 702 KAR 7:050, 704 KAR 3:390, OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, KRS 159.180.

District Transfers:

See 09.11

Important School Information
School Facilities/Site-Based Councils in the Rowan County Schools
WWW.ROWAN.KYSCHOOLS.US

Bluegrass Discovery Academy High

415 West Sun Street
Morehead, KY 40351
Telephone: (606) 780-9992
Fax: (606) 784-6167
Prin: Ginter, Ray

Bluegrass Discovery Academy Middle

415 West Sun Street
Morehead, KY 40351
Telephone: (606) 780-9992
Fax: (606) 784-6167
Prin: Padula, Jay

Clearfield Elementary School

460 McBrayer Road
Clearfield, KY 40351
Telephone: (606) 784-5792
Fax: (606) 783-0557
Prin: Buttry, Tamela

McBrayer Elementary School

550 Viking Drive
Morehead, KY 40351
Telephone: (606) 784-1204
Fax: (606) 784-3567
Prin: Banks, Rhonda

Site Based Council Members:

Burton, Kim-----Teacher
Cooper, Jenny-----Teacher
Hughes, Karla-----Parent
Manner, Lynn-----Teacher
Nelson, Rebecca-----Parent

Site Based Council Members:

Armstrong, Kim-----Teacher
Bloomfield, Michelle, -Parent
Glover, Sandy, -----Parent
Hall, Casey-----Teacher
Hay, James-----Teacher
Hutchinson, Elizabeth--Teacher
Yuquai, Yu-----Parent

Morehead Youth Development

495 Forest Hills Drive
Morehead, KY 40351
Telephone: (606) 784-8575
Adm: Paula Stafford

Rodburn Elementary School

91 Christy Creek
Morehead, KY 40351
Telephone: (606) 784-3000
Fax: (606) 783-7264
Prin: Murray, Andrea

Rowan County Board Education

121 East Second Street
Morehead, KY 40351
Telephone: (606) 784-8928
Fax: (606) 783-1011
Superintendent: Moore, Marvin
Asst. Superintendent: Maxey, John

Site Based Council Members:

Alderman, Kris-----Parent
Flanders, Kari-----Parent
Henry, Bethanie-----Teacher
Holbrook, Nellie-----Teacher
Meitzler, Paula-----Teacher

Rowan County Middle School

555 Viking Drive
Morehead, KY 40351
Telephone: (606) 784-8911
Fax: (606) 784-5579
Prin: Padula, Jay
Asst. Prin: Stafford, Paula

Site Based Council Members:

Armstrong, MaryBeth---Teacher
Carnevali, Dora-----Teacher
Cox, Jennifer-----Parent
Menard, Vanessa-----Parent
Slone, Allison-----Teacher

Rowan County Preschool/Early Ed Center

455 West Sun Street
Morehead, KY 40351
Telephone: (606) 784-7721
Fax: (606) 783-9994
Director: Anderson, Shirley

Sunrise Children's Services

2495 Cranston Road
Morehead, KY 40351
Telephone: (606) 784-5882
Adm: Paula Stafford

Rowan County School Bus Garage

Route 32 West
Morehead, KY 40351
Telephone: (606) 784-4908
Fax: (606) 784-3167
Contacts: Davenport, Janie
Tufts, Tom

Rowan County Senior High School

499 Viking Drive
Morehead, KY 40351
Telephone: (606) 784-8956
Fax: (606) 784-1067
Prin: Ginter, Ray
Asst. Prin: Carver, Brandy
Asst. Prin: Tapp, Larry

Site Based Council Members:

Beighle, Kristin-----Teacher
Charles, Charlie-----Teacher
Gammon, Lisa-----Parent
Gardner, Toby-----Parent
Litton, Misty-----Teacher

Tilden Hogge Elementary

5955 Cranston Road
Morehead, KY 40351
Telephone: (606) 784-4604
Fax: (606) 784-2456
Prin: Breeze, Brandy

Site Based Council Members:

Bush, Britt-----Teacher
Earlywine, Tori-----Parent
Ford, Raven-----Parent
Graham, Lydia-----Teacher
Helterbrand, Tiffanie-Teacher

Homeschool/Private School Information:

Private Schools (Homeschools) are governed by KRS 159.040. For parents who explore the option of homeschooling, please be advised of the following requirements if/when your child returns to the Rowan County Public Schools pursuant to 704 KAR 3:307.....

Section 2.

(1) The local school district shall be responsible for the appropriate assignment of a student transferring from a non-accredited secondary school to the class or grade best suited for the student. Previous credit earned by a student in a non-accredited secondary school shall be awarded by the local school district by one (1) of the two (2) following methods:

(a) Pass an examination of similar nature and content to the examination used for other students receiving credit for a particular course within the school district and graded on a comparable basis; or

(b) Successful performance of the student in a higher level of the course when the courses are sequential in nature such as English, mathematics, history, and science. Successful performance shall consist of achieving at least a C grade in the course by the 12th week of school.

(2) The courses successfully completed by examination or performance shall be counted toward minimum high school graduation requirements in the local school district.

Section 3. A student desiring recognition of previous credits toward graduation upon entering a public secondary school without a properly certified transcript, and for whom a properly certified transcript cannot reasonably be obtained, shall be placed and awarded credit as outlined in Section 2 of this administrative regulation. (7 Ky.R. 698; eff. 4-1-81; Am. 17 Ky.R. 2050; eff. 2-7-91.)

For additional information on homeschooling, please contact Carol Blair, Director of Pupil Personnel for the Rowan County Public Schools at 784-8928.

****When students decide to homeschool, they forfeit their eligibility to participate in extracurricular activities or course offerings at all Rowan County Public Schools****

Closings/Notifications:

When inclement weather is forecast, please tune into the following radio/TV stations for school closings and delays or you may call the Rowan County Board of Education at 784-8928.

We will be utilizing the *School Messenger* notification line that will notify students and their families via a telephone call of upcoming events, closing or delays due to weather and other important announcements. Be sure that your school has accurate and up-to-date contact information for your student.

In the event of an emergency disaster, our Emergency Operations Center will be activated. We will be linked to local fire, police, and medical personnel. Because of the nature of some disasters, it is important that parents are aware of the following guidelines:

- a. Do not call your child on a cell phone.
- b. For information, first listen or watch local radio and television stations for updates; if questions are not answered, then call the district office at 606-784-8928. We will make

- every effort to have individuals available to answer your questions. (In the event phones are not operating, information will be broadcasted through local radio and TV stations.)
- c. Information updates will be broadcasted at regular determined intervals not more than every three hours.
 - d. We will determine, with local emergencies agencies, the safest course of action for your child's well-being. Sometimes, it is not safe or feasible to pick up your child where you usually pick them up.
 - e. Please be aware that for the safety of your child, we will take precautions to make sure that your child is released with proper identification and documentation.
 - f. Please make sure to keep your child's emergency information up to date.
 - g. We will use the new *School Messenger* program, if available, to contact parent via telephone with updated messages.

In case of emergency, civic disaster or natural event such as a power outage that might affect the operations of our schools, tune to local radio and TV stations for the most current information.

TV Stations

- WLEX-TV 18- Lexington
- WKYT-TV 27- Lexington
- WTVQ-TV 36- Lexington
- WSAZ-TV 3- Huntington
- WOWK-TV 13- Huntington
- WCHS-TV 8- Charleston
- Fox 56- Lexington

Radio Stations

- WQXX 106 FM- Morehead/West Liberty
- WKCA 107.7 FM- Owingsville
- WMKY 90.3 FM- Morehead State Univ.
- WGOH 1370 AM- Grayson
- WIVY 96.3 FM-Morehead

TOGETHER WE CAN

SECTION IV **Specific Disciplinary Procedures**

Effective July 1, 1991, no person employed by the Rowan County School District shall inflict or cause to be inflicted corporal punishment upon a pupil attending any school or institution in this district. However, any such person may, within the scope of his employment, use and apply such amounts of physical restraint as may be reasonable and necessary to protect oneself, the pupil, or others from physical injury to obtain possession of a weapon or other dangerous objects within control of the pupil, or to protect property from serious harm.

Search and Seizure

The following is a summary of Rowan County Schools search and seizure policy based on KRS 161.180, OAG 79-168, New Jersey vs. T.L.O., 105 S. St. 773 (1985)

A student in the Rowan County School System has the constitutional right to be secure in his or her person from all unreasonable searches and seizures. A search of a student by school officials is considered reasonable if it bears a rational relationship to a legitimate educational interest and is based upon reasonable suspicion. Places which may be searched based upon a reasonable suspicion that prohibited articles or materials are being stored include, but are not limited to school desks, books, notebooks, lockers, cubbies, satchels, purses, clothing, and cars. Search of public properties, such as desks and lockers, do not require a student's consent; however, search of personal property requires student consent unless prohibited articles that would pose a danger to others are suspected.

Random Searches

In an effort to ensure the safety of all children, there may be canine drug searches at both the middle and high school during the school year on a frequent and regular basis. Backpacks, satchels, cars, etc. will be searched as well. All searches will be random and can occur in all schools.

Suspension (KRS 158.150)

The superintendent, principal, or assistant principal shall thoroughly investigate the complaint against the student to determine the validity of the accusation.

The student shall be given oral and written notice of the charge or charges, which may constitute cause for suspension. If the student denies the charges against him, he shall be given an explanation of the evidence against him. The student shall be given an opportunity to present his/her own version of what happened.

These due process procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow suspension as soon as possible but no later than three (3) school days after the suspension.

The administrator will contact parents, when possible, before the suspension. When a student is suspended, the administrator shall report such action in writing immediately to the superintendent and parent, guardian, or other person having legal custody of the student. Written notice shall be mailed to the parent or guardian and a copy shall be given to the student. Before readmission, one or both parents are requested to confer with an administrator of the school.

A student who is suspended from school may not be on school grounds during the term of the suspension without the consent and permission of the principal. A student who is suspended may not participate in any school sponsored or school related activity. The suspension begins when the student is officially notified by the administrator and ends at the time when the student is scheduled to be readmitted to class.

Expulsion

Each local board of education shall adopt a policy requiring the expulsion from school for a period of not less than one (1) year for a student who has been determined by the board to have brought a weapon to school under the jurisdiction of the local board, except that the board may modify the expulsion for students on a case by case basis. A local board of education that has expelled a student from the student's regular school setting may provide educational services to the student in an alternative program or setting. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of "unlawful possession of a weapon on school property" as stated in KRS 527.070

Expulsion is the most serious penalty that a board of education can impose and should only be used as a last resort. Clearly, some conduct, especially that which proves a serious or immediate threat to the safety of students and staff, requires the removal of the offender from the school. When removing a student from school, every precaution shall be taken to safeguard the rights of all concerned.

The principal shall thoroughly investigate and document all evidence in a possible expulsion case. If expulsion is deemed necessary, the principal shall recommend expulsion to the superintendent.

The superintendent may recommend expulsion to the board of education.

Grievance Procedures 09.4281

Any student or group of students who wish to express a school-related concern or grievance may request a meeting with the Principal who shall designate a time and place. One (1) faculty member of the student's choice may be present at the meeting.

If the Principal and Superintendent cannot successfully resolve grievances, the student may appeal to the Board. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

PROCEDURES-GRIEVANCE PROCEDURES SHALL ADDRESS, BUT NOT BE LIMITED TO, THE CONDITIONS FOR FILING A GRIEVANCE, TIME LIMITATIONS FOR THE FILING AND THE APPEAL OF A GRIEVANCE, AND A PROCESS FOR THE ORDERLY REVIEW AND APPEAL OF EACH INDIVIDUAL GRIEVANCE.

EXCEPTION-FEDERAL LAW REQUIRES THE DISTRICT TO IMPLEMENT SEPARATE AND SPECIFIC PROCESSES FOR RESPONDING TO COMPLAINTS/GRIEVANCES ABOUT TITLE I PROGRAMS AND TO THOSE ALLEGING DISCRIMINATION IN THE DELIVERY OF BENEFITS OR SERVICES IN THE DISTRICT'S SCHOOL NUTRITION PROGRAM.

RELATED POLICIES: 07.1 - 08.13451- 09.42811 -10.2

Possession of Knives (including pocket knives)

Students are prohibited from bringing knives (including pocket knives) to school or having them in their possession on school property. Knives (including pocket knives) will be confiscated by school personnel, **forfeited to the school district and may be returned at the school's discretion.**

Electronic Devices (KRS 158.165)

Electronic devices shall not be used during the school day without permission from the teacher or bus driver overseeing the students' behavior at the time the electronic device is being used. If they are used, without permission, they will be confiscated and returned to the student's parent or guardian by the school. Guidelines will be posted in classrooms, halls and cafeteria.

While on school property or while attending school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law (cellular phones, pagers, CB's, walkie-talkies, walkmans, I-Pods, or any other electronic device) provided they adhere to Rowan County Schools district policy 09.4261 and the following:

1. Any violation of the acceptable policy will result with device being confiscated by school personnel. After the third (3rd) violation of this policy, the device may be confiscated and kept at the Rowan County Board of Education office until the end of the school year. **This policy is effective once the child is on campus property in the morning to begin their regular instructional day until the end of the instructional day in the afternoon. When students are on field trips, athletic events, or all other school sponsored activities away from the school campuses beyond the instructional day, enforcement of this policy will be at the discretion of the coach/sponsor of the activity.**
2. **STUDENTS ARE RESPONSIBLE** FOR KEEPING UP WITH DEVICES THEY BRING TO SCHOOL. **THE DISTRICT IS NOT RESPONSIBLE** FOR LOSS, THEFT, OR DESTRUCTION OF DEVICES BROUGHT ONTO SCHOOL PROPERTY. SCHOOL PERSONNEL IS NOT RESPONSIBLE FOR THE INVESTIGATION OF INCIDENTS.
3. If an electronic device is used for cheating, inappropriate picture taking and/or cyber bullying it will be confiscated on site and sent to the Rowan County Board of Education and not returned until the end of the school year. This is a violation of privacy and could be subject to legal action. Using electronic devices to possess, send, and/or receive nude or semi-nude images (sexting) of someone underage is a felony, no matter the age of the person who sent it.
4. Electronic devices shall not be used during the school day without permission from the staff or bus driver overseeing the students' behavior at the time the electronic device is being used. If they are used, without permission, they will be confiscated and returned to the student's parent or guardian by the school at the end of the school day.

SECTION V: School Bus Safety

ALL SCHOOL BUSES WILL BE MONITORED BY AUDIO AND VIDEO CAMERAS

UNLESS SPECIAL CIRCUMSTANCES EXIST, DUE TO THE FERPA LAWS REGARDING CONFIDENTIALITY, THE VIEWING OF BUS TAPES BY NONSCHOOL PERSONNEL IS LIMITED BY LAW.

The bus driver shall be responsible for the orderly conduct of the children on the school bus. While on the bus, the students are under the authority of and directly responsible to the driver. Pupils shall conduct themselves on the school bus as they would in the classroom, except that reasonable conversation is permissible. In the case of severe misconduct, the bus driver shall make every effort to deliver the student home, and then contact school authorities for further directions before allowing the student to ride again. **A bus driver may immediately remove threatening or violent students from the district's transportation system and will immediately notify school personnel. Bus drivers will remain on site until school personnel arrives. Students who are suspended from riding one school bus are suspended from riding all district buses.**

Students must bear their share of responsibility for safety while passengers on school buses. The privilege of any student to ride a school bus is conditioned upon their good behavior and observance of the rules and regulations set forth by the local board of education. Certain levels of conduct are expected of any and all students riding the bus. All students shall conduct themselves in a manner conducive to the safe transportation of all. No conduct will be tolerated that will in any way cause distraction of a driver's attention that might result in unsafe operation of the bus. Students are expected to respect the authority of the bus driver and obey their instructions. If the following rules are followed, all concerned can expect to have a safe bus trip.

While Waiting to Board the Bus:

1. State law requires you to arrive at your assigned bus stop five (5) minutes ahead of the bus. The driver cannot wait for you.
2. Fighting at bus stops and on the way to and from school is subject to local board disciplinary action.
3. Stand well away from the road when the bus approaches and never run alongside the bus when the bus is moving. Wait until the bus stops, walk to the door, and board the bus in an orderly manner. **Do not push or shove!**
4. Remember that pupils living on the opposite side of the road from a bus stop should wait on their side of the road until the bus arrives and the driver gives the signal to cross ten feet in front of the bus.
5. Do not damage another person's property while waiting on the bus and avoid making loud noises.
6. Public displays of affections are not permitted.
7. All students must follow instructions from supervisor(s) on duty while waiting to board a bus.

While Riding on the Bus:

1. Obey the school bus personnel's instructions. The driver of a school bus is in complete charge of students while they are on the bus. Complaints regarding discipline on the bus should be taken to the principal/designee.
2. It is mandatory that the school bus drivers assign seats on the bus and have the authority to reassign seats if necessary.
3. Students shall remain properly seated while the bus is in motion.
4. Nothing is allowed outside the school bus. This includes: head, hands, legs, or other extremities that could cause injury to the student.
5. Refrain from talking to the driver except in an emergency.
6. Pets and animals are not permitted on the bus at any time.
7. No one shall tamper with any equipment or operate any part of the bus.
8. Do not mar or deface the bus. Students caught damaging bus equipment will be subject to disciplinary action and/or restitution.
9. There is to be no fighting or profanity on the bus or any loud disturbances.
10. Students must not wave or shout at pedestrians or occupants of other vehicles. Do not throw objects from bus windows.
11. Do not throw waste paper or objects on the floor. Eating, drinking or gum chewing is not permitted.
12. Possession or use of tobacco products, alcohol, or drugs is prohibited.
13. Students are required to ride their assigned bus unless they have written approval from the principal/designee. School bus drivers WILL NOT allow students to exit the bus without written verification.
14. Firearms, weapons and/or look-alikes, fireworks, or any other explosive materials are not permitted on the bus at any time.
15. Objects that would likely block aisle or exit are not permitted on the bus.
16. Any object that would likely block the view of the driver (balloons, flags, posters, etc.) are not permitted on the bus.
17. The use of sprays (hairsprays, cologne, deodorant, etc.) is prohibited.
18. Glass containers are not allowed on the bus.
19. All students are to remain in their seats until the bus comes to a complete stop and the emergency brake is set.
20. Public displays of affections are not permitted.
21. 702 KAR 5:030 PUPIL TRANSPORTATION Section 15: A district shall not permit a radio, tape, or communication system to be installed or operated on the school bus that is not under the direct control of the bus driver.

This booklet does not contain a comprehensive listing of ALL student misconduct and district personnel's disciplinary responses. The Rowan County Board of Education, each school's administration and the site-based council reserve the right to administer other appropriate corrective measures for offenses listed and others that may occur. Variations from responses listed in the discipline code will be based on the severity of the incident and the number of times a student has had disciplinary referrals.

DEFINITIONS, EXAMPLES, AND RESPONSES: SCHOOL BUSES		
LEVELS OF MISCONDUCT	PERSON IMPOSING DISCIPLINE	DISCIPLINARY RESPONSE PROCEDURES
LEVEL I MISCONDUCT		
1. Not obeying driver's instructions	Transportation Department	<ul style="list-style-type: none"> - 1st reported offense - warning - change seating arrangement according to the driver. - Any further misconduct to be left up to discretion of transportation department staff.
2. Failure to remain in assigned seat	Transportation Department	
3. Eating, drinking, gum chewing or littering, and any safety hazards (i.e. extending body parts out the window, talking to the driver except for emergencies, tampering with any part of the bus, live animals, any object which would obstruct the driver's vision or presents a hazard to persons on the bus).	Transportation Department	
LEVEL II MISCONDUCT		
1. Pushing/tripping or any chronic Level I violation.	Prin/Asst. Prin/ Designee automatic notification of parents.	<ul style="list-style-type: none"> - Disciplinary response determined at Prin/Asst. Prin/Designee discretion.
2. Throwing objects inside or outside bus. ***MAY FALL UNDER LEVEL III- WILL BE DETERMINED CASE BY CASE BASIS*****	Prin/Asst. Prin/ Designee automatic notification of parents and/or law enforcement.	
3. Profanity and/or verbal abuse	Prin/Asst. Prin/ Designee automatic notification of parents and/or law enforcement.	
LEVEL III MISCONDUCT		
1. Possession of firearms, weapons and or look-alikes, fireworks, or other explosive materials and/or any chronic level II violation.	Prin/Asst. Prin/Designee automatic notification of parents and or law enforcement	<ul style="list-style-type: none"> - See "WEAPONS" - - Disciplinary response determined at principal/ assistant principal discretion. - For serious occurrences of Level III Misconduct, a student may be suspended from riding the school bus for the remainder of the school year.
2. Vandalism	Prin/Asst. Prin/ Designee automatic notification of parents and/or law enforcement	
3. Use or possession of tobacco products, alcohol, or drugs.	Prin/Asst. Prin Designee automatic notification of parents and/or law enforcement	
4. Fighting	Prin/Asst. Prin/ Designee automatic notification of parents and/or law enforcement.	

SECTION VI: Special Issues

Rowan County Sportsmanship Standard

The Rowan County Sportsmanship Standard requires its officials and school staff to enforce sportsmanship rules for coaches, players, and spectators. We **WILL NOT** tolerate unsportsmanlike behavior between opposing coaches, players, spectators, or directed toward game officials. Unsportsmanlike behavior includes: trash talking, taunting, baiting, and the use of abusive and/or obscene language. Spectators who violate this policy are subject to immediate ejection from the facility. School officials have been instructed **NOT** to issue warnings.

Student Demonstration and Strikes

The Rowan County Board of Education does not intend to discourage or prohibit the peaceful expression of opinions or ideas concerning the Rowan County Schools; however, it is required to provide proper school facilities and to maintain an appropriate program of instruction. Furthermore, it is required to bar any disruption of the schools, or interference, with their normal operation. Therefore, to ensure the orderly process of education and business affairs connected with the school and the safety of persons and property, the procedures below will be followed in case of any type of disruptive demonstration on school property or within school buildings.

1. The disruption shall be brought to the immediate attention of the superintendent, or designee, by the administrative head of the school. The superintendent shall have the authority to alert the police.
2. Students participating in a disruptive demonstration shall be directed by the principal, or his designee, to go to their regular classroom assignment. If feasible, the principal will arrange for a meeting between the administration and the individuals, or leaders, or the group to discuss the problem which has caused the disorder.
3. Nonstudent demonstrators and other unauthorized persons will be directed by the principal to leave the building.
4. If these steps fail to stop the demonstration, the superintendent, or designee, will ask the police to remove the demonstrators and any individual failing to comply with the request to leave the school grounds.
5. If necessary for safety, students and staff may be directed to leave the building and school property.
8. As soon as normal educational and business processes can be resumed, the superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the board.
7. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

Child Abuse

KRS 620.030 and 620.050 are child protective laws for persons under eighteen (18) years old. They apply to any child whose health or welfare is harmed or threatened when any parent, guardian, or other person inflicts physical or mental injury, commits sexual abuse, abandons or exploits or does not provide the child with adequate care and supervision, such as food, clothing, shelter, education, and medical care necessary for the child's well-being. A child who becomes emotionally disturbed because of constant friction in the home or exposure to unwholesome and demoralizing circumstances is also considered abused.

Any school employee who has reasonable cause to believe any of the above have occurred must, by law, report suspensions to the local Cabinet for Families and Children or the police and shall also report to the building supervisor.

Weapons (Rowan County Board Policy 05:48):

This policy applies to students, staff members, and visitors to the school.

WEAPONS PROHIBITED

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in [KRS 527.070](#).
- Law enforcement officials, including peace officers and police as provided in [KRS 527.070](#) and [KRS 527.020](#), are authorized to bring weapons onto school property in performance of their duties.

FEDERAL REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with

disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.¹

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

SCHOOL FACILITIES 05.48

STATE POSTING REQUIREMENTS (CONTINUED)

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.¹

The above criminal penalty shall not apply to those persons listed in [KRS 527.070](#) (3).

STATE REPORTING REQUIREMENTS

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

For state reporting purposes, a deadly weapon shall be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife;
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

ENFORCEMENT

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policy.

REFERENCES:

¹[KRS 527.070](#); [KRS 158.150](#); 20 U.S.C. §7141 (Gun-Free Schools Act)
18 U.S.C. §921(a)
[KRS 158.154](#)
[KRS 158.155](#); [KRS 160.290](#); [KRS 160.340](#); [KRS 161.790](#)
[KRS 237.106](#); [KRS 237.110](#); [KRS 500.080](#)
[KRS 508.075](#); [KRS 508.078](#); KRS 527:020
Individuals with Disabilities Education Improvement Act (IDEA)
Section 504 of the Rehabilitation Act of 1973, as amended

RELATED POLICIES:

09.435, 09.436, 09.4361
Adopted/Amended: 7-16-2013 Order # 10

Harassment/Discrimination 09.42811

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student’s education or creates a hostile or abusive educational environment. Students who engage in harassment/discrimination of an employee or another student shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Students who feel they are the object of Harassment/Discrimination have the right to protection as described in School Board Policy 09.42811.

Please contact Carol Blair/Julie Mays, 121 East Second Street - phone (606) 784-8928 to report. Appropriate forms will be provide (09.42811 AP.2)

Threat Assessment

The district has established procedures that MAY BE utilized to assess threats of harm to others.

Special Education

All Special Education students will follow the same student code of conduct and disciplinary responses as their peers unless determined otherwise by the Admissions and Release Committee.

FERPA-Notice of Rights under the Family Education Rights and Privacy Act (09.14)

2014-2015

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or 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 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 records 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 them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(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.

The district may disclose records to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the district shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

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

The name and address of the office that administers FERPA is:

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

(5) The Superintendent or the Superintendent’s designee is authorized to release Board approved directory information.

Directory information is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released without consent. This information shall include student names, addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing within 30 calendar days after the Annual FERPA Notice has been distributed. The written request must specifically state what information may not be classified as "Directory Information."

(6) The Rowan County School District keeps educational records in a secure location in each school and Board office.

(7) The Rowan County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

(8) For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs of services.

The Rowan County School District may destroy the educational records of a child without a parent's request **five** years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Rowan County School District may retain for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, class attended, grade level completed, and year completed.

Child Find for Children with Disabilities in Need of Special Education or 504 Services

Child Find

The Rowan County School District keeps educational records in a secure location in each school and Board office.

The Rowan County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Rowan County School District may destroy the educational records of a child without parent request 5 years after they are no longer needed to provide educational programs

or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Rowan County School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for State-Funded Preschool program include three-and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 150%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Rowan County School District has an ongoing "Child Find" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are high mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "Child Find" system includes children with disabilities attending private or home schools within the school district boundaries that may need special education services.

The Rowan County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Rowan County School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Rowan County School District collects the information needed. The information the school district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know a child who lives within the boundaries of the Rowan County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 606-784-8928 or send the information to:

Carolyn Y. Blair/Julie Mays
Director of Special Education & Section 504 Coordinator
Rowan County Schools
121 East Second Street
Morehead, KY 40351 (606) 784-8928

If you know of a child who attends a private or home school within the boundaries of the Rowan County School District, who may have a disability, and may need but is not receiving Special Education services, please call 606-784-8928 or send the information to:

Carolyn Y. Blair/Julie Mays
Director of Special Education
Rowan County Schools
121 East Second Street
Morehead, KY 40351 - (606) 784-8928

“Child Find” activities will continue throughout the school year. As part of these efforts the Rowan County School District will use screening information, student records, and basic assessment information it collects on all children in the district to help locate those children who have a disability and need Special Education or 504 services. Any information the district collects through “Child Find” is maintained confidentially.

Written Policies and Procedures have been developed which describe the district’s requirements regarding the confidentiality of personally identifiable information and “Child Find” activities. There are copies in the Principal’s office of each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

Carolyn Y. Blair
Director of Pupil Personnel
Rowan County Schools
121 East Second Street
Morehead, KY 40351 - (606) 784-8928

The District office is open Monday through Friday, from 8:00 a.m. to 4:30 p.m.

The Rowan County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the district to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Director of Pupil Personnel, the Director of Special Education or the Section 504 Coordinator at the address or phone number listed above for the Rowan County Schools.

The Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. Please contact Ms. Carol Blair, Director of Pupil Personnel, at 784-8928 for more information. See 09.14 A.P. 122 STUDENTS 09.14 AP.122

PPRA Forms

OPT-OUT FOR SPECIFIC ACTIVITIES

(For activities **not** funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district’s “Notification of Protection of Pupil Rights Amendment” (PPRA) procedure 09.14 AP.112.

On _____ at _____
Date Name of School/Site

there will be a protected information survey conducted. This activity consists of:

Description: _____

If you do **not** want your child(ren) to participate, please sign below and return the form to your Principal/designee by

_____ *Five (5) days before activity or as directed*
OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal/designee no later than _____ at _____ or _____
Five (5) days before activity or as directed Phone

E-mail Address

If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity.

If, you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before survey is administered to a student.

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)	SCHOOL	GRADE

Parent Signature

Date

**STUDENTS 09.14 AP.122
(Continued)**

PPRA Forms

CONSENT FOR SPECIFIC ACTIVITIES

(For activities funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA) procedure 09.14 AP.112.

On _____ at _____
Date Name of School/Site

there will be a survey, analysis, or evaluation, and your consent is required so that your child(ren) may participate. This activity consists of:

Description: _____

Please sign below in the event you consent to your child(ren)'s participation and return this form to your Principal/designee by _____.
Five (5) days before activity or as directed

If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE

_____ *Parent Signature*

_____ *Date*

Review/Revised:7/19/2005

Application to Walk

(Elem/Middle School/High School)

Acceptable purposes for walking are riding home with parent who works at facility, participating in athletics (this must be specific and students must be on activity roster), participating in other extra or co-curricular activities/events (this must be specific and students must be on activity roster), walking home, and/or request by parent.

For safety purposes, students should not walk along any main roads including Viking Drive. Students shall use sidewalks/crosswalks as much as possible. Students shall not 'cut through' the Vocational/Technical School (this applies to campus' on Viking Drive).

Student's Name _____ Grade _____ School _____

Parent/Guardian _____

I give permission for _____

to walk to/from:

BDA Middle	_____	BDA High	_____
CES	_____	MES	_____
RCMS	_____	RCSHS	_____
RES	_____	THE	_____

Purpose _____

_____.

Date _____ Parent/Guardian Signature _____

Lice/Nits

School personnel shall actively pursue the prevention and control of head lice in the district's schools by developing a consistent screening and follow-up program for all students in the attempt to establish and maintain a Lice Free Policy.

Principals and school personnel shall adhere to the following guidelines:

1. When students are observed/reported to have head lice (bugs) anytime during the school year:
 - a. The class/classes will be checked as soon as possible.
 - b. Students with an active case of untreated nits or head lice (live bugs) parents will be notified and arrangement made to transport the student home.
 - c. Parents of students in that class MAY be notified at the PRINCIPAL'S discretion.
2. Nurse/staff shall offer parents:
 - a. Visual evidence of lice in student's hair.
 - b. Written/verbal **information only** on possible inspection, treatment and removal of lice/nits from hair and household treatment.
3. Students may return to school when all of the following steps have been completed:
 - a. One application of lice treatment has been applied to the student's hair – may be the same day and should not be later than the next day.
 - b. He/she brings a note signed by parent indicating treatment had been made and household treatment suggestions had been met.
 - c. He/she returns to school after treatment and has a thorough head check before the end of the day nurse/staff.
 - d. If untreated lice are found again, parents will be notified and the student will be transported home
 - e. Student will be excused the day they are transported home and the next day if school is in session. If sent home on Friday/day before break, the student will be expected to return the next day school is in session. Any succeeding days will be determined unexcused. Any absences related to an active case of lice will be unexcused after the third (3rd) occurrence.
4. The nurse/staff may:
 - a. Establish education/information programs on head lice control methods.
 - b. Provide information on head lice control and prevention.
 - c. Maintain Lice Protocol on each case of reported infestations
 - d. Make decisions relating to transporting a student home, making referrals and/or reinstating a student will be made by Principal or designee
 - e. In cases of recurrent infestations, a home visit may be made by Rowan County Schools personnel
 - f. Social Services may be notified of habitual neglect after third (3rd) occurrences.

Seclusion/Restraint:

704 KAR 7:160. Use of physical restraint and seclusion in public schools.

RELATES TO: KRS 156.160(1)(h), 158.444(1)

STATUTORY AUTHORITY: KRS 156.160(1)(h), 156.070, 158.444 (1)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.160(1)(h) and 158.444

Rowan County McKinney–Vento Homeless Education

If you live in any of the following situations: If, due to a lack of housing, you have doubled-up with relatives or friends, live in a shelter, motel, vehicle, or campground, on the street, in abandoned buildings or trailers, then according to the McKinney-Vento Act, you qualify for services.

Your children have the right to:

- **Go to school, no matter where you live or how long you have lived there.**
- **Continue in the school they last attended before you became homeless or the school they last attended, if that is your choice and is feasible.**
- **Receive transportation to the school they last attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.**
- **Attend a school and participation in school programs with children who are not homeless.**
- **Enroll in school without giving a permanent address.**
- **Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.**
- **Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your child.**
- **Receive the same special programs and services, if needed, as provided to all other children served in these programs.**
- **Receive transportation to school and to school programs.**

When you move, you should do the following:

- **Contact the school district’s local liaison for McKinney-Vento Homeless Education (606-784-8911) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school.**
- **Contact the school and provide any information you think will assist the teachers in helping you child adjust to new circumstances.**
- **Ask the local liaison for McKinney-Vento, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.**

Local Area Contact:

Susan Chin: McKinney-Vento Homeless Liaison (606-784-8911)
Carol Blair: McKinney-Vento Homeless Coordinator (606-784-8928)
Mary Marshall: State Coordinator (502-564-3791)

SECTION VII: Rights and Responsibilities

INTRODUCTION:

The behavior of students attending our schools shall reflect standards of good citizenship demanded by members of a democratic society. It is the parents' obligation, by teaching and by example, to develop in the student good behavior habits as well as proper attitudes toward the school. Good discipline while attending school is, therefore, the joint responsibility of parents and students. Consequently, to insure student success, parents should check at regular intervals with school officials concerning their child's school conduct. The school expects that parents will work with the standards of acceptable conduct.

It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measures of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior. Furthermore, there shall be communication among administrators and faculties within each level of education toward the goal of a more consistent discipline policy.

Administrators and staff will assure that appropriate interventions are planned to address a student who exhibits a pattern of misconduct or behavior difficulties. Intervention teams will address a behavior plan for the child and involvement of other school services and agencies if necessary.

All students in the public schools shall be expected to follow the rules and regulations of the Board of Education and school administration. Students are expected, therefore, to obey the Student Discipline Code from the time they leave home in the morning until they return home in the afternoon. This includes students who walk to and from school as well as those who ride the school bus. All school-sponsored activities (athletic events/activities, club meetings, dances field trips, etc.) are included as a part of the Student Discipline Code.

Students shall be required to observe the customary rules of courtesy and politeness which contribute to good order as established by the acceptable standards of the school and community. The school principals shall be authorized to use their judgment in regard to what is to be interpreted as contributing to be good order.

The following sections list the specific rights and responsibilities of the members of the Rowan County School community which includes students, parents, teachers, and administrators.

Student Rights

Students have the right to:

- A school system that plans for and meets the needs of individual students;
- Freedom of speech and expression including, but not limited to, appearance, assembly, association, and circulation of petitions and literature (KRS 160.295);
- A written notification of school rules and regulations;
- Participation in decision making procedures affecting students;
- “Due process” in regard to major disciplinary action (KRS 160. 295);
- Protection of person and property to the fullest extent possible by the school;
- Participation in all school programs and activities within the limits of individual capabilities and established standards without regard to race, creed, or sex;
- Confidentiality of personal school records;
- Academic grades based only on academic performance;
- Freedom from abuse and threat by members of school faculty and administrative personnel (KRS 160.295).

Student Responsibilities

Students have the responsibility to:

- **Attend school regularly;**
- Be accountable for their own conduct;
- Show consideration for the rights and property of others;
- Refrain from obscene or damaging words or actions which might significantly disrupt the work of the school;
- Obey the rules and use established procedures for an explanation of those rules;
- Make suggestions in a positive, reasonable manner following established procedures, taking into careful consideration the welfare of all;
- Exercise courtesy and reason at all times;
- Accept just punishment;
- Avoid unreasonable appeals;
- Refrain from making false accusations for petty or vicious reasons;
- Refrain from acts or actions which would endanger self or others, including school property (School Board Policies 5.48, 9.425);
- Make the best possible contribution within their individual abilities to the activities of the school;
- Follow established procedures in requesting release of personal records to persons not legally entitled to such records without proper consent;
- **Complete all academic work assigned;**
- Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

Parent Rights

Parents and guardians have the right to:

- Send their student to school with a positive education climate;
- Expect all disruptive behavior to be dealt with fairly, firmly, and quickly;
- Expect their school to maintain high academic and accreditation standards;
- Review the student's academic progress in compliance with board policy 09.14;
- Address grievances to proper school authorities concerning their student and to receive a prompt reply regarding the specific grievances;
- Provide input in the formation of school policies;
- Request, and receive in a timely manner, information regarding the professional qualifications of a student's classroom teachers and teacher assistants.

Parent Responsibilities

Parents and guardians have the responsibility to:

- Instill in their child the value of an education;
- See that their child attends school regularly and promptly;
- Instill in their child a sense of responsibility;
- Instill in their child a sense of respect for self, peers, faculty, staff, and school;
- Understand that unnecessary interruptions in the school are detrimental to the educational program for all students;
- Become familiar with the educational policies of the Rowan County Board of Education and the rules and regulations of the schools;
- Aid their child in understanding the disciplinary procedures of the schools;
- Check with the proper school officials regarding the facts of any situation that they might question (see grievance procedure);
- Support the efforts of the school;
- Inform school officials of concerns pertaining to disciplinary procedures;
- Instill in their children the need for proper and appropriate student attire and hygiene;
- Periodically check with school officials concerning their children's behavior as well as academic progress and be involved in planning for their children's needs.

Teacher Rights

Teachers have the right to:

- Work in a positive educational environment with a minimum of disruption;
- Expect the support of students, co-workers, administrators, parents, and the community at large;
- Expect all assignments, including homework, to be completed as assigned and turned in on time;
- Remove any student from class whose behavior significantly disrupts a positive learning environment;
- Freedom from verbal abuse and safety from physical harm;
- Provide input in the formulation of school policies;
- Proceed as necessary in emergencies to protect persons or property.

Teacher Responsibilities

Teachers have the responsibility to:

- Present the educational materials and experiences appropriate to their course or grade level;
- Inform students and parents/guardians of classroom rules, achievement, progress, and/or problems;
- Aid in planning a flexible curriculum which meets the needs of all students;
- Administer such disciplinary measures as outlined in this code in order to maintain a positive learning environment;
- Evaluate students' assignments and return them as soon as possible;
- Exhibit exemplary behavior in terms of dress, actions, and speech;
- Reward and encourage superior student work and/or classroom behavior;
- Maintain a classroom atmosphere conducive to good behavior;
- Exhibit an attitude of respect for students;
- Address and plan interventions for students who are failing and presenting behavior difficulties.

Administrator Rights

Principals and designated administrators have the right to:

- Receive the support and respect of students, parents, and teachers in carrying out the educational programs and policies established by the school system;
- Provide input for the establishment of procedures and regulations that relate to the school;
- Expect safety from physical harm and verbal abuse;
- Take necessary action in emergencies to protect their own person or property or the persons or property of those in their care;
- Follow due process when suspending any student whose behavior violates the discipline code;
- Administer the school environment to provide the proper learning atmosphere.

Administrator Responsibilities

Principals or designated administrators have the responsibility to:

- Create and encourage an atmosphere of mutual respect and consideration among pupils, staff members, and the community at large;
- Administer discipline fairly and equally following the guidelines set forth herein;
- Exhibit exemplary behavior in action, dress, and speech;
- Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulation, procedures, or laws of the district, state, and nation;
- Disseminate information explaining the code of conduct to the school community;
- Evaluate the effectiveness of the discipline policies at their individual schools and initiate alternative possibilities.

ABUSE OF A TEACHER (KRS161.190)

Abuse of a teacher is prohibited and shall be enforced. KRS161.190: It shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such a person knows or should have known 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.

- Incidents will be dealt with on a case-by-case basis
- ISS, suspension, alternative placement, expulsion, and/or notification of law enforcement officials

This booklet does not contain a comprehensive listing of ALL student misconduct and district personnel's disciplinary responses. The Rowan County Board of Education, each school's administration and the site-based council reserve the right to administer other appropriate corrective measures for offenses listed and others that may occur. Variations from responses listed in the discipline code will be based on the severity of the incident and the number of times a student has had disciplinary referrals.

Notes...