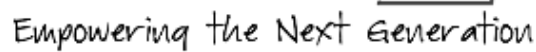


# *Code of Conduct*



MR. TRAVIS HAMBY, SUPERINTENDENT  
TRIGG COUNTY SCHOOLS  
202 MAIN STREET  
CADIZ, KY. 42211  
2018-2019

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522-2200  
Mrs. Amy Breckel - Middle School Principal  
522-2210  
Mr. Brian Futrell - Intermediate School Principal  
522-2220  
Mrs. Lindsey Kinslow - Primary School Principal  
522-2700

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Trigg County Public Schools will empower each student to thrive, compete and excel in an ever changing world.

Empowering the Next Generation with world class knowledge, skills, and dispositions essential for success.

**Mastery Learning:** A commitment to support ALL students in mastering world class knowledge and skills; regular ongoing formative assessment by teachers, and high quality corrective instruction (interventions).

**Personalized Learning:** A commitment to be learner centered allowing for student voice; pacing is driven by individual student needs, tailored to learning preferences and customized to the specific interests of different learners.

**Authentic Learning:** A commitment to immerse students in authentic and meaningful applications of the world class knowledge and skills with a variety of assignments, projects, tasks, experiences, and assessments; connecting what students are taught in school to real-world issues and problems.

**Continuous Improvement:** A commitment to excellence which requires us to embrace a growth mindset that encompasses ongoing learning, reflection, risk taking, and innovation, for students and staff.

**Relationships:** A commitment to know and be known as demonstrated through trusting interactions, investing time, and taking a personal interest with and among students, teachers, and community members to ensure every individual feels valued.

# Trigg County Public Schools

## GRADUATE PROFILE

### Self Directed Learner



Knows how to learn and demonstrates the skills and dispositions to achieve success.

### Critical Thinker



Thinks deeply in order to apply learning, solve problems, create new understanding, and make informed decisions.

### Mastery Learner



Demonstrates mastery and application of learning in all core academic standards.

### Collaborator



Engages with a variety of people, builds positive relationships, and is able to work with others to achieve a common goal.

### Communicator



Exchanges ideas and information in a variety of ways with diverse audiences.





## Mastery Learner

Demonstrates mastery and application of learning in all core academic standards.

- Demonstrates mastery of standards
- Applies learning across content areas
- Creates new ideas based on strong content knowledge



## Self-Directed Learner

Knows how to learn and demonstrates the skills and dispositions to achieve success.

- Develops action plans related to long and short term goals
- Uses metacognition (thinking about thinking) for reflection
- Uses obstacles and setbacks as opportunities to learn, reflect, and improve
- Prioritizes tasks and manages time effectively
- Uses a variety of strategies to support learning
- Demonstrates a growth mindset
- Demonstrates curiosity by pursuing passions and interests



## Critical Thinker

Thinks deeply in order to apply learning, solve problems, create new understanding, and make informed decisions.

- Effectively solves problems
- Creates original work that demonstrates thoughtful and reflective approaches
- Provides original solutions to problems using modeling, prototyping, and testing
- Conducts research and uses multiple resources to seek solutions
- Employs and can justify decision making processes
- Analyzes and evaluates information critically and completely



## Collaborator

Engages with a variety of people, builds positive relationships, and is able to work with others to achieve a common goal.

- Works effectively with others to accomplish a common goal
- Assumes leadership responsibilities
- Develops and maintains positive relationships with peers and adults
- Engages in the community through service and civic responsibility
- Demonstrates respect for different cultures, perspectives, and beliefs



## Communicator

Exchanges ideas and information in a variety of ways with diverse audiences.

- Reads, writes, speaks, listens, and adapts to an audience in diverse settings
- Engages in conversations and discussions
- Shares thoughts and information clearly during presentations
- Listens to seek understanding
- Advocates for self and others

**Public Notice**  
**Trigg County Board of Education**  
**Notice of Non-Discrimination**

Students, their families, and potential employees of the Trigg County Schools are hereby notified that the Trigg County School System does not discriminate on the basis of race, color, national or ethnic origin, age, religion, marital status, sex, genetic information, or disability in employment programs, vocational programs, or activities set forth in compliance federal and state statutes and regulations.

Any persons having inquiries concerning Trigg County Public Schools' compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

James R. Mangels, Director of Student Services and Personnel or Mandy Byrd, Special Education Director  
Trigg County Board of Education  
202 Main Street  
Cadiz, Kentucky 42211  
(270)522-6075  
[james.mangels@trigg.kyschools.us](mailto:james.mangels@trigg.kyschools.us) or [mandy.byrd@trigg.kyschools.us](mailto:mandy.byrd@trigg.kyschools.us)

The Trigg County School System offers the following career and technical education programs for all students regardless of race, color, national or ethnic origin, including those with limited English proficiency, sex or disability in grade 9-12: Agriculture, Family and Consumer Science, Business and Office, Informational Technology, Engineering, Marketing, and Health Services. The following vocational school classes are available to students in grades 10-12: Auto Technology, Carpentry, Informational Technology, Welding, Electricity, Culinary Arts, and Health Sciences. Keyboarding is offered to students in grades 9-12. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact:

Matt Ladd, Vocational School Principal/Operations Director  
Trigg County Board of Education  
202 Main Street  
Cadiz, Kentucky 42211  
(270)522-2200  
[matt.ladd@trigg.kyschools.us](mailto:matt.ladd@trigg.kyschools.us)

Adult Education classes are offered to individuals pursuing a high school equivalency diploma. Adult programs are offered periodically based upon the demand for specific classes.

To obtain this information in a language other than English, call (270) 522-6075.

ACCORDING TO KENTUCKY REVISED STATUTES (KRS) SCHOOL SYSTEM MAY PROVIDE SPECIFIC SERVICES THAT MAY, UNDER CERTAIN CIRCUMSTANCES, BE PROVIDED WITHOUT PARENTAL CONSENT

- mandated services such as abuse and neglect referrals to the Department for Social Service and/or the policy (KRS 620) and Juvenile Justice services (KRS 635)
- advice, diagnosis, and/or treatment by a physician for minors (no age limit given) regarding sexually transmitted diseases, pregnancy, contraceptives, and substance abuse or addiction (Section 1, KRS 214.185)\*
- outpatient mental health counseling by a physician for individuals 16 years or older (Section 2, KRS 214.185)\*
- medical, dental, and other health services for a youngster of any age when, in the professional's judgment, the risk to the minor's health or life is such that treatment should be given without delay (Section 4, KRS 214.185)\*
- outpatient mental health counseling for anyone 16 years or older who is seeking that counseling as the result of abuse by a parent or legal guardian (KRS 210.410)\*
- other substance abuse treatment (no age limit given) (KRS 222.440)\*
- voluntary admission to a hospital by an individual who is 16 years or older for observation, diagnosis and/or treatment for mental illness or symptoms of mental illness (KRS 645.030)\*
- non-exempt AFDC recipients are required to participate in the Job Opportunity and Basic Skills Program (JOBS) (45 CFR 250.30). Parental consent is not required for a non-exempt dependent child to participate in JOBS.
- employment counseling, training, application, summer/part-time job development, vocational exploration, and development of job readiness skills do not require parental consent, as there are no laws that address age limits or parental consent for these specific services. Please note, however, that intake and eligibility for JTPA does require parental consent.
- employment of individuals 14 to 17 years of age as governed by U.S. and Kentucky Child Labor Law (information sheet on Kentucky Child Labor Law and summary of Child Labor Provisions of the U.S. Dept. of Labor)

\*Under most circumstances, mental health and substance abuse professionals are reluctant to treat minors without parental consent.



## TRIGG COUNTY SCHOOLS CODE OF CONDUCT

### I. PURPOSE AND POLICY STATEMENT

The purpose of this Code of Conduct is to provide a concise outline of rights and responsibilities of students in the Trigg County Schools and of those people, including parents/guardians and school personnel directly involved in the educational process.

The primary function of the public schools is to provide all students an equal educational opportunity. Every student has rights of citizenship granted by the United States Constitution and the Commonwealth of Kentucky. Education is one of these citizenship rights. The Trigg County Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that disciplinary means be employed on behalf of those who would destroy or deny such an environment.

The Trigg County School System is an academic community composed of all students, teachers, administrators, parents, and the community-at-large. The rules and regulations of a school are the laws of that community. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community and the rights of the other members of that community.

Under the Kentucky Education Reform Act (KERA) the site-based council of each school has responsibility in the area of school discipline. This Code of Conduct must be followed unless a waiver is approved by the Board of Education.

This Code of Conduct provides for consistent treatment for all pupils, fairness as required by due process of law, and an atmosphere of open communication. The Code establishes clearly understood rules and encourages behavior that will enable the pupils to develop to their fullest potential. In short, the rule of conduct found in the Code is based upon The Golden Rule, "do unto others as you would have the do unto you."

The Trigg County Board of Education expects that sound, fair, and equitable judgment should be considered by pupils, teachers, principals, parent/guardians and others in applying the principles of this Code of Conduct.

**This policy applies to all students in the Trigg County Schools. Students are responsible for acting acceptably, according to the tenor of the Code, at school, at school sponsored or related activities, on school buses and on the way to and from school. This Code is in effect during school and non-school hours. In addition, conduct occurring off-campus for which a student is charged with any crime, which poses danger to any student or staff or affects the discipline or general welfare of the school may subject the offending student to suspension or expulsion or other sanction under this Code. Disciplinary action may carry over from one school year to the next at the discretion of the principal.**

This Code is the result of expressed concerns on the part of the community and provides for an annual review by the school community, as well as by the Trigg County Board of Education to insure an effective document, which meets the needs of the total educational community.

### II. PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES

The protection and safeguards of the United States Constitution and, more particularly, of the Bill of Rights apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his rights unless he also exercises the self-discipline and care to afford all others the same rights and does not allow his own actions to infringe upon the rights of others. In a social situation, such as the public schools, all participants, students, parent/guardians, teachers, administrators and others in the educational process, have the right and responsibility to know the basic standards of conduct and behavior, which are expected. The school environment is a community of individuals who live and interact based upon commonly shared rules, rights and responsibilities, expectations and common sense.

## A. STUDENTS

### 1. Students have the right to the opportunity for:

- a. A meaningful free appropriate public education, the maintenance of high educational standards, and a system of public education, which meets the needs of the individual students.
- b. reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
- c. consultation with teachers, counselors, administrators, and other school personnel.
- d. physical safety and protection of their personal property.
- e. free election of their peers in student organizations in which all students have the right to seek and hold office.
- f. examination by themselves, their parents/guardians or their authorized representatives of their own personal school records; and, the guarantee of confidentiality of academic records except upon authorization of the student or the parent/guardians of the student.
- g. involvement in school activities without being subject to discrimination on any basis. Where participation in activities is on a competitive basis, each the right to an opportunity to compete on an equal basis.
- h. respect from other students and school personnel.
- i. presentation of complaints for grievances to school authorities and receipt of authoritative replies from school officials regarding the disposition of their complaints or grievances.

### 2. Students shall:

- a. conduct themselves by the rules and regulations as set forth in this Code of Conduct.
- b. be responsible for their own conduct and for showing consideration for the rights and property of others.
- c. exhibit neatness and cleanliness of personal attire and hygiene.
- d. show respect for the educational process and learning environment by refraining from intentional or habitual tardiness or unexcused absence and take advantage of every opportunity to further their education.

## B. TEACHERS

### 1. Teachers have the right:

- a. to the support of co-workers and administrators.
- b. to work in an educational environment with a minimum of disruptions.
- c. to expect all assignments, including homework, to be completed and turned in as assigned.
- d. to remove for up to a class period to a designated area any student whose behavior significantly disrupts a positive learning environment.
- e. to safety from physical harm and freedom from verbal abuse.
- f. to provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g. to take action necessary in emergencies to protect their own person or property, or the persons or property of those in their care.

### 2. Teachers have the responsibility:

- a. to present the materials and experiences to students and to inform students and parents/guardians of achievement and progress.
- b. to plan a curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- c. to administer such discipline as is necessary to maintain order and decorum without discrimination on any basis.
- d. to evaluate students' assignments and return them as soon as possible.
- e. to exhibit exemplary behavior in action, dress, and speech in the educational environment.
- f. to inform parents/guardians of children's successes, problems, or failures promptly.
- g. to reward exemplary behavior or work of students.
- h. to maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- i. to recommend detention in a class any child who fails to meet the basic standards of such class.
- j. to follow rules and regulations by the Board of Education and/or school administration.

- k. to inform parents of the materials and subjects to be covered in each course and to inform parents as to how they can assist a student in studying these materials and subjects.

C. PARENTS/GUARDIANS

1. Parents/Guardians have the right:

- a. to send their children to a school with an environment where learning is prized.
- b. to expect classroom disruptions to be dealt with fairly, firmly and quickly.
- c. to enroll students in the Trigg County Schools where they shall attend classes regularly and promptly with minimal interruptions.
- d. to expect the school to maintain high academic standards.
- e. to review the child's academic progress and other pertinent information which may be contained in the student's personal records.
- f. to address the grievances concerning their child and to receive a prompt reply for any alleged grievance.
- g. to be informed of children's successes, problems, or failures.
- h. to be informed as to the materials and subjects to be covered in each course and as to how parents/guardians can assist the student in mastering these materials.

2. Parents/Guardians have the responsibility:

- a. to instill in their children the value of an education.
- b. to instill in their children a sense of responsibility.
- c. to help children understand that disruptions in the school are detrimental to the educational program for all students.
- d. to become familiar with the educational program and the procedures.
- e. to inform children about the disciplinary procedures of the school and emphasize the importance of following it.
- f. to see that children attend school regularly and promptly.
- g. to determine the facts of any situation before passing judgment.
- h. to recognize that school personnel must necessarily concern themselves with education.
- i. to support the efforts of the school personnel by working with their own children on school endeavors.
- j. to demonstrate respect for the teachers, administrators at school, and all school related activities.
- k. to see that children exhibit neatness and cleanliness in their personal attire and hygiene.
- l. to be an active member of the educational process.

D. PRINCIPALS

1. Principals have the right:

- a. to expect staff members to comply with policy and directions by the principal.
- b. to take necessary disciplinary action with any student whose conduct disrupts the educational process.
- c. to expect respect from students, parent/guardians, and staff members.

2. Principals have the responsibility:

- a. to help create and foster an atmosphere of mutual respect and consideration among students, staff members, and parents.
- b. to administer discipline fairly and equally, following the guidelines set forth herein, but also using his/her own judgment.
- c. to exhibit exemplary behavior in action, dress, and speech.
- d. to direct the development of a program of instruction that explains the Code of Conduct to the school community.

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Research has shown that school discipline which solely focuses on reacting to misbehavior by using punishment, loss of privileges, sending students to the office, suspensions and alternative placements do not contribute to better learning environments; when these approaches are used by themselves they are not effective in creating school environments where appropriate student behavior is the norm. Positive Behavior Interventions and Supports (PBIS) is a systems approach to establish the social culture and the behavior supports needed for all children in a school to achieve both social and academic success (Sugai & Horner. 2002) PBIS is a way to promote acceptable student behavior and will be used to enhance the social climate and culture within Trigg County Schools. PBIS creates a positive learning environment through a three (3) tiered research-based behavioral framework that provides different levels of behavioral support based on individual student need.

Successful implementation of PBIS will help TCPS:

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

## DISCIPLINARY PROCEDURES

The disciplinary measures set out under each procedure may be applied singularly or in combination. Being an accomplice or otherwise a participant may be a violation to the same extent as if a principal in the offense. The following rules, regulations and procedures in no way attempt to replace or remove routine classroom discipline from the teachers of Trigg County Schools. Teachers will still have at their disposal disciplinary measures such as detention, conferences with students and/or parents/guardians to be used at the discretion of the teacher. The section of the Code contains a description procedure that will be used by principals or their designee in administering the Code. This is followed by a definition of the most common rule infractions. Listed under each rule infraction are the discipline procedures for offenses. There are certainly other acts of misbehavior or violation of criminal laws or school regulations that are not included in this list. In such instances, disciplinary action will be at the discretion of the principal, or of the principal and/or the superintendent. The last step in any level group shall be referred to repeated/multiple violations. Repeated/multiple violations of any level of the Code can be referred to the next level.

**Any law violation may be sent to the School Resource Officer/Law Enforcement Agencies for further action at the discretion of the principal/designee.**

<b>Level 1</b> Misbehavior on the part of the student that impeded Orderly classroom procedures or interferes with the orderly operation of the school.  These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.	<b>Level 1</b> The principal or designee will confer with students/parties concerned as soon as practical.  The principal or designee may choose one or more of the following actions depending upon the severity and/or frequency of misconduct: <ul style="list-style-type: none"><li>• Student may be placed on class probation/isolation</li><li>• Assign student to detention/study hall</li><li>• Use classroom assertive discipline plan</li><li>• Assign written punishment</li><li>• Warning</li><li>• Loss of privileges</li><li>• Notify parents</li><li>• Refer student to principal</li><li>• Refer for counseling</li><li>• Demerit</li><li>• PBIS Intervention</li></ul>
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	<ul style="list-style-type: none"> <li>• Self-reflective Exercise</li> </ul> <p>The principal or designee may assign a lower level of punishment for K-8.</p>
<p><b><u>Level 2</u></b> Misbehavior whose frequency of seriousness tends to disrupt the learning climate of the school.</p>	<p><b><u>Level 2</u></b> The principal or his or her designee will:</p> <ul style="list-style-type: none"> <li>• Notify parent/guardian by phone, letter, or message as soon as practical</li> <li>• Confer with student/parties as soon as possible</li> </ul> <p>The principal or designee may choose one or more of the following actions depending upon the severity and/or frequency of misconduct:</p> <ul style="list-style-type: none"> <li>• Student may be placed on formal probation/behavior contracts/behavior plan</li> <li>• Refer the student to detention/study hall</li> <li>• Refer the student to alternative classroom/alt. learning center</li> <li>• The principal or designee may sign a petition/warrant when a KY. Revised Statute is violated.</li> <li>• Refer for counseling/Family Resource Youth Service Center</li> <li>• Saturday School</li> <li>• PBIS Intervention</li> <li>• Community Service/Work Service Plan</li> <li>• Restitution</li> <li>• Loss of privileges</li> <li>• Demerit</li> </ul> <p>The principal or designee may assign a lower level of punishment for K-8.</p>
<p><b><u>Level 3</u></b> Acts directed against person or property whose consequences do not seriously endanger the health or safety of self or others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school.</p>	<p><b><u>Level 3</u></b> The principal or his/her designee will:</p> <ul style="list-style-type: none"> <li>• Notify parent/guardian as soon as practical by phone, letter or message</li> <li>• Confer with parties concerned as soon as practical</li> </ul> <p>The principal or designee may choose one or more of the following actions depending upon the severity and/or frequency of misconduct:</p> <ul style="list-style-type: none"> <li>• Refer to proper law enforcement authorities-the principal or designee may sign a petition/warrant when a Kentucky revised statute is violated.</li> <li>• Suspend the student for one to four school days; Student will be re-admitted to school only after a parent/school/student conference. Notify superintendent or his/her designee, director of pupil personnel and other appropriate persons by letter.</li> <li>• Refer student to alternative classroom/ learning center</li> </ul>

	<ul style="list-style-type: none"> <li>• Refer for counseling/Family Resource Youth Service Center</li> <li>• Saturday School</li> <li>• Community Service/Work Service Plan</li> <li>• Restitution</li> <li>• Loss of privileges</li> <li>• Assignment to Alternative School</li> </ul> <p>The principal or designee may assign a lower level of punishment for K-8.</p>
<p><b><u>Level 4**</u></b></p> <p>Acts that result in violence to self, another person, or property, or which pose a direct threat to the safety or health of self or others in the school.</p> <p>This would also include a student who will not conform to the Code.</p>	<p><b><u>Level 4**</u></b></p> <p>The principal or his/her designee will:</p> <ul style="list-style-type: none"> <li>• Notify parent/guardian as soon as practical by phone, letter or message.</li> <li>• Confer with parties concerned as soon as possible</li> </ul> <p>The principal or designee may choose one or more of the following actions depending upon the severity and/or frequency of misconduct:</p> <ul style="list-style-type: none"> <li>• Suspend the student for five to ten school days.</li> <li>• Notify superintendent or his/her designee, director of pupil personnel and other appropriate persons by letter.</li> <li>• Refer student to counseling/Family Resource Youth Service Center</li> <li>• Assignment to Alternative School for up to 45 days</li> <li>• Refer to proper law enforcement authorities. The principal or designee may sign a petition/warrant when Ky. Revised Statue is violated.</li> </ul> <p>The principal or designee may assign a lower level of punishment for K-8.</p>
<p><b><u>Level 5**</u></b></p> <p>These acts may be criminal and are so serious that they may require administrative actions that result in the immediate removal of the student from school, the interventions of law enforcement authorities and action by the Board of Education</p>	<p><b><u>Level 5**</u></b></p> <p>The principal or his/her designee will:</p> <ul style="list-style-type: none"> <li>• Notify parent/guardian as soon as practical by phone, letter or message.</li> <li>• Confer with parties concerned as soon as possible.</li> <li>• Suspend student until formal expulsion hearing can be arranged. Present a recommendation for expulsion for the remainder of the semester, calendar year, or school year to the superintendent for presentation to the Board of Education. The hearing shall be held as soon as practical after the date of suspension. Expulsion may carry a loss of credit.</li> <li>• Notify superintendent or his/her designee, director of pupil personnel, and other appropriate persons.</li> <li>• Refer to counseling/Family Resource Youth Service Center.</li> </ul> <p>Option:</p> <ul style="list-style-type: none"> <li>• Refer to proper law enforcement authorities- The principal or designee may sign a petition/warrant when Kentucky Revised Statute is violated.</li> </ul>



## **\*\*Discipline Committee**

- ❖ A student enrolled in the Trigg County School system who commits a level 4 or level 5 violation of the Code of Conduct shall appear before the Trigg County Discipline Committee.
- ❖ The Discipline Committee shall be made up of the referring principal, school guidance counselor, the Director of Special Education, and the Director of Student Services and Personnel.
- ❖ The student shall be required to appear before the committee with his/her parents/guardians no later than five (5) school days after the suspension.
- ❖ The committee will meet with the student and parents/guardians to review the allegations resulting in the level 4 or level 5 violation; along with the student's discipline history, attendance, and grades to determine what appropriate consequences should apply, what supports and services may meet the student's behavioral needs, and develop a school re-admittance plan. The Discipline Committee's decision and recommendations shall be final.

Any level 4 or level 5 violations may result in the student being required to do the following:

- 1) Agree to see counselor and follow his/her recommendation.
- 2) Agree to an assessment provided at a state approved mental health agency and follows his/her recommendation.

Failure to complete this option will result in an expulsion hearing.

**NOTE:** There are circumstances under which any of the violations indicated, when considered in the context of the circumstances surrounding their occurrence and/or the student's past behavior record, can lead to a recommendation for expulsion.

The Trigg County Board of Education recognizes that a petition/warrant to the court may be issued.

- ❖ If the Discipline Committee recommends expulsion given the nature of the violation, a student disciplinary hearing will be scheduled before the Trigg County Board of Education per Board policy 09.435

## ❖ MISCONDUCT AND CONSEQUENCES

(Levels of consequences will be determined at school level)

### 1. ASSAULT

Level 3/Level 4/ Level 5

Any student who maliciously engages in physical contact for the purpose of inflicting harm.

#### 1<sup>st</sup> Degree Assault [KRS 508.010](#) Defined

(1) A person is guilty of assault in the first degree when:

- (a) He/she intentionally causes serious physical injury to another person by means of a deadly Weapon or dangerous instrument; or
- (b) Under circumstances manifesting extreme indifference to value of human life, wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person.

Assault in the first degree is a Class B Felony

#### 2<sup>nd</sup> Degree Assault [KRS 508.020](#) Defined

(1) A person is guilty of assault in the second degree when he/she:

- (a) Intentionally causes serious physical injury to another person; or
- (b) Intentionally causes physical injury to another person by means of a deadly weapon or dangerous instrument; or
- (c) Wantonly causes serious physical injury to another person by means of a deadly weapon or dangerous instrument.

Assault in the second degree is a Class C Felony

#### 3<sup>rd</sup> Degree Assault [KRS 508.025](#) Defined

(1) A person is guilty of assault in the third degree when he/she;

- (a) Recklessly, with a deadly weapon or dangerous instrument, or intentionally causes or attempts to cause physical injury to;
  - (1) A state, county, city or federal peace officer
  - (2) An employee of a detention facility, or state residential treatment facility, or state staff secure facility for residential treatment which provides for the care, treatment, or detention of a juvenile charged with or adjudicated delinquent because of a public offense or as a youthful offender;
  - (3) An employee of the Department of Community Based Services employed as a social worker to provide direct client services, if the event occurs while the worker is performing job-related duties;
  - (4) A Probation or parole officer;
  - (5) A transportation officer appointed by a county fiscal court or legislative body of a consolidated local government, urban-county government, or charter government to transport inmates when the county jail or county correctional facility is closed while the transportation officer is performing job-related duties;
  - (6) A public or private elementary or secondary school or school district classified or certified employee, school bus driver, or other school employee acting in the course and scope of the employee's employment; or
  - (7) A public or private elementary or secondary school or school district volunteer acting in the course and scope of that person's volunteer service for the school or school district.

Assault in the third degree is a Class D Felony

#### 4<sup>th</sup> Degree Assault [KRS 508.030](#) Defined

(1) A person is guilty of assault in the fourth degree when he/she:

- (a) Intentionally or wantonly causes physical injury to another person; or
- (b) With recklessness, causes physical injury to another person by means of a deadly weapon or dangerous instrument.

Assault in the fourth degree is a Class A misdemeanor.

### 2. ABUSE OF A TEACHER

Level 3/Level 4/Level 5

Speech or conduct toward a teacher or school administrator that disrupts or interferes with normal school activities or disrupts the good order and discipline of the school. [KRS 161.190](#)

### 3. ACADEMIC CHEATING /PLAGIARISM

Level 1/Level 2

Submitting the work of others as your own. This can include obtaining unauthorized and undocumented material from the internet, the use of cell phones for transmitting test items or answers, or other secured information; obtaining material or work from a teacher or another student in a dishonest or unauthorized way.

### 4. ALCOHOL DISTRIBUTION

Level 5

Includes the sale and/or distribution of liquor, beer, or mixture containing alcohol. (e.g., beer, wine and whiskey)

### 5. ALCOHOL POSSESSION

Level 4/Level 5

Includes the possession of liquor, beer, or mixture containing alcohol. (e.g., beer, wine, and whiskey)

### 6. ALCOHOL USE

Level 5

The use of liquor, beer, or mixture containing alcohol. (e.g., beer, wine, and whiskey)

### 7. ARSON

Level 4/Level 5

Starting or attempting to start a fire within the school or on school property for any purpose that results in destruction of property or disrupts the good order of the school.

### 8. ATTENDANCE POLICY VIOLATION

Level 1/Level 2

Violation of the district's board policy on attendance. Students are expected to attend school regularly and punctually.

### 9. BULLYING

Level 1/Level 2/Level 3/Level 4/Level 5

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

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

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

### 10. BUS RULE VIOLATION

Level 1/Level 2/Level 3

Causing a disruption on a school bus. The disruption may include sustained loud talk, yelling, screaming, making noises with materials, horseplay or roughhousing, out-of-seat behavior, and/or any other bus-related violations.

### 11. CRIMINAL OFFENSES

Level 4/Level 5

Criminal offenses committed off school grounds which pose a danger to the student, other students or staff

**12. DANGEROUS INSTRUMENT USE OR POSSESSION**

Level 2/Level 3/Level 4/Level 5

The possession or use of any foreign object as a weapon towards others with the intent of causing bodily harm or injury; throwing a foreign object toward another person that is heavy, sharp, or otherwise perceived to be harmful and/or with such a velocity and force that is probable of causing harm or injury.

**13. DESTRUCTION OF PROPERTY**

Level 1/Level 2/Level 3

Intentionally, or wantonly defacing, destroying or damaging any property of which the person has no authority. [KRS 512.020](#)  
(Restitution for damage may be required)

**14. DISORDERLY CONDUCT**

Level 1/Level 2/Level 3

Conduct, behavior, obscene gestures or language; and/or suggestive language which is disruptive to the orderly educational procedure of the school. Scuffling and horseplay may lead to more serious conflicts; therefore, it is not allowed in halls, classrooms, on campus, buses or on the way to and from school. Lack of control of voice and limbs.

**15. DISRESPECTFUL BEHAVIOR**

Level 1/Level 2/Level 3/Level 4

Any behavior that interferes with the learning process or is otherwise inappropriate for a school setting.

**16. DISRUPTIVE BEHAVIOR**

Level 1/Level 2/Level 3

Causing an interruption in a class or activity. The disruption may include sustained loud talk, yelling, screaming, making noises with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.

**17. DRUG DISTRIBUTION**

Level 5

The sale of and/or distribution of drugs, illegal, controlled, synthetic compounds/substances, or dangerous substances. (e.g. marijuana/hashish, hallucinogenic, amphetamines, barbiturates, heroin, cocaine/crack, prescription/over-the-counter medication, inhalants, synthetic cannabinoids, or any other material that has a harmful or unnatural effect on the person using them)

**18. DRUG POSSESSION**

Level 4/Level 5

The possession of drugs, illegal, controlled, or synthetic compounds or substances. (e.g. marijuana/Hashish, hallucinogenic, amphetamines, barbiturates, heroin, cocaine/crack, synthetic cannabinoids or any other material that has a harmful or unnatural effect on the person using them.

**19. DRUG USE**

Level 5

The use of drugs, illegal, controlled, synthetic compounds/substances, or dangerous substances. (e.g. marijuana/hashish, hallucinogenic, amphetamines, barbiturates, heroin, cocaine/crack, inhalants, synthetic cannabinoids, or any other material that has a harmful or unnatural effect on the person using them) The misuse or abuse of prescription or over-the counter drugs are also prohibited.

**20. DRUG PARAPHERNALLIA**

Level 2/Level 3/level 4

Possession of any drug related items such as: roach-clips, rolling papers, pipes, needles, literature, etc.

**21. FAILURE TO ATTEND DETENTION**

Level 1/Level 2

Failure to report or be present in the assigned classroom/area during the time a student is assigned to serve a detention.

**22. FIGHTING STUDENT TO STUDENT/FIGHTING STUDENT TO OTHER**

Level 2/Level 3/Level 4/Level 5

Using aggressive physical actions toward another student or a person not connected with the school for the purpose of inflicting harm. (i.e. hitting, punching, kicking, hair pulling, scratching, etc.)

**23. FIGHTING STUDENT TO STAFF**

Level 4/Level 5

Using aggressive physical actions toward a staff person or school representative for the purpose of inflicting harm. (i.e. hitting, punching, kicking, hair pulling, scratching, etc.)

**24. FORGERY**

Level 1/Level 2

When a person, with intent to defraud, deceive, or injure another, falsely makes or completes, or alters a written instrument. (e.g. attendance excuse, transcripts, currency, identification, checks)

**25. FRAUD**

Level 1/Level 2/Level 3

Obtaining money or property by false pretenses.

**26. GAMBLING**

Level 1/Level 2

Participating in games of chance for the express purpose of exchanging money.

**27. GANG/CULT RELATED ACTIVITIES**

Level 1/Level 2/Level 3/Level 4/Level 5

Signs/Hand Signs and graffiti/Dress Patterns and accessories known to be associated with gang related activities; Any gang related activities.

**28. HARASSING COMMUNICATIONS**

Level 2/Level 3/ Level 4/Level 5

A person is guilty of harassing communications when, with intent to intimidate, harass, annoy, or alarm another person communicates with or about another student, anonymously, or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which would cause a student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and serves no purpose of legitimate communication.

[KRS 525.080](#)

**29. HARASSMENT**

Level 2/Level 3/Level 4/Level 5

Unlawful behavior based on the race, color, national origin, age, religion, sex, genetic information or disability of a student involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

**30. INAPPROPRIATE/EXCESSIVE PUBLIC DISPLAY OF AFFECTION**

Level 1/Level 2

Hugging, kissing, etc.

**31. INSUBORDINATION**

Level 1/Level 2/Level 3

Refusal to comply with reasonable request of school personnel; defiance of authority.

**32. LEAVING CAMPUS**

Level 1/Level 2

Leaving the school building and/or campus without permission during regular school hours.

**33. LOITERING**

Level 1/Level 2/ Level 3

Loitering in the school or on school property without authority or permission of school personnel.

This would also include students on shortened programs, suspended students, and students that have been expelled.

**34. PORNOGRAPHIC LITERATURE/DRAWINGS/VIDEO/PARAPHERNALIA**

Level 1/Level 2/Level 3

No pornographic literature, drawings/pictures, videotapes, paraphernalia, sexually related messages whether verbal, written, or communicated electronically, etc. will be permitted at school. These are items which are sexually related and inappropriate to the school setting.

**35. POSSESSION OF PRESCRIPTION OR OVER-THE-COUNTER DRUGS**

Level 2/Level 3/Level 4

The possession of prescription medication or *over-the-counter* drugs is prohibited. This includes items found in the locker assigned to student, in vehicles, or any other place where deposited by the student. Controlled/prescribed substance for the students' current medical needs is not a violation of this offense as long as the medication is in the possession of the school nurse.

**36. PROFANITY OR VULGARITY**

Level 1/Level 2

Using abusive verbal messages that include swearing, cussing, name-calling, or the use of words in an inappropriate way.

**37. ROBBERY**

Level 3/Level 4/Level 5

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force and putting the victim in fear.

**38. SEXUAL ABUSE/SEXUAL HARASSMENT (Board Policy 09.42811)**

Level 2/Level 3/Level 4/Level 5

Grabbing, pinching, touching inappropriate places of others, and/or verbally and/or physically forcing oneself upon another sexually. A person is guilty of sexual abuse when he/she subjects another person to sexual contact and/or harassment without the consent of the other person. (See also: #30 of Misconduct and Consequences)

**39. SEXUAL OFFENSES ON SCHOOL PROPERTY OR AT SCHOOL EVENTS**

Level 3/Level 4/Level 5

No sexual activity, i.e. indecent exposure, masturbation, and/or sexual relations will be tolerated on school property or during school events.

**40. SKIPPING CLASS**

Level 1/Level 2

Purposefully being absent from an assigned class after the tardy bell or staying out an entire class without permission.

**41. SKIPPING SCHOOL**

Level 1/Level 2

Being absent from school without valid permission.



**42. SUBSTANCES APPEARING TO BE DRUGS**

Level 3/Level 4

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

**43. TARDY TO CLASS**

Level 1/Level 2

Not being in an assigned class when the tardy bell rings or arriving to class after the designated time for class to start without a legitimate excuse.

**44. TERRORISTIC BOMB THREAT**

Level 5

Making a threat that a bomb or other explosive device has been placed or is about to explode in a school.

**45. TERRORISTIC THREAT /FALSE FIRE ALARM/911 CALLS**

Level 2/Level 3

Activating fire alarms or falsely alerting 911 or the fire department, or school to a non-existent emergency.

**46. THEFT/STEALING**

Level 1/Level 2/Level 3

Unlawfully taking, carrying, leaving, or riding away with property of another person without threat, violence, or bodily harm. This also includes the unauthorized possession, sale, or attempted sale, of another's property.

**47. THREATENING ANOTHER STUDENT**

Level 1/Level 2/Level 3/Level 4/Level 5

Any statement, communication, conduct or gesture, including those in written form, directed toward another student that causes reasonable apprehension of physical harm to person or property.

**48. THREATENING STAFF**

Level 3/Level 4/Level 5

Using verbal messages or physical actions toward a staff person or school representative that implies a threat of serious physical injury.

**49. TOBACCO DISTRIBUTION**

Level 2/Level 3/Level 4

The sale of and/or distribution of tobacco in any form (including but limited to: cigars, cigarettes, electronic cigarettes, chewing tobacco, snuff, or other alternative nicotine products).

**50. TOBACCO POSSESSION**

Level 1/Level 2/Level 3

The possession of tobacco in any form (including but limited to: cigars, cigarettes, electronic cigarettes, chewing tobacco, snuff, or other alternative nicotine products).

**51. TOBACCO USE**

Level 1/Level 2/Level 3

The use of tobacco in any form (including but limited to: cigars, cigarettes, electronic cigarettes, chewing tobacco, snuff, or other alternative nicotine products).

**52. TRESSPASSING**

Level 1/Level 2/Level 3/Level 4

When a person knowingly enters or remains unlawfully in a school dwelling, school building,

or in or upon school premises. [KRS 511.060](#)

### 53. VANDALISM

Level 1/Level 2/Level 3

The intentional destruction, injury, disfigurement, or defacement (i.e., by cutting, tearing, breaking, marking, painting, drawing, or covering with filth) of any public or private property without the consent of the owner or person having custody or control (Restitution for damage will be required)

### 54. VERBAL ABUSE

Level 1/Level 2/Level 3/Level 4/ Level 5

Using abusive and demeaning language: words that attack or injure an individual, words that cause one to believe an untrue statement, or words that speak falsely of an individual. This can include talking back, name calling, and/or creating socially rude interactions.

### 55. VIOLATION OF DISTRICT ACCEPTABLE USE POLICY

Level 1/Level 2/Level 3/Level 4

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve:
  - Profanity or obscenity; or
  - Harassing or intimidating communications.
3. Damaging computer systems, computer networks, or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user's folder, work, or files.
7. Intentionally wasting limited resources, including downloading of freeware or shareware programs.
8. Using the network for commercial purposes, financial gain or any illegal activity.
9. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals.

### 56. VIOLATION OF PERSONAL ELECTRONIC/TELECOMMUNICATION DEVICE

Level 1/Level 2/Level 3

A student shall not use a cellular phone at school unless given permission by the principal/designee to do so. All paging devices and cellular phones shall be turned off during the school hours or during participation in after school co-curricular and extracurricular activities unless permission is obtained from the sponsor/teacher for the use of such devices. All phones should be stored out of sight. Disruptions caused by the use or ringing of these devices will be handled as classroom disruption.

### 57. WEAPON POSSESSION

Level 4/Level 5

The possession, of a deadly weapon on the school property or school premises, on a school bus, or at a school sponsored or sanctioned event. 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 other than an ordinary pocket knife or hunting 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.

**58. WEAPON DISTRIBUTION**

Level 4/Level 5

The transfer or distribution of a deadly weapon as defined in item 58 on school property, or school premises, on a school bus, or at a school sponsored or sanctioned event.

**59. WEAPON USE OR THREAT TO USE**

Level 4/Level 5

Threatening to use, or attempting to use, or using a weapon as defined in item 58 on another.

### **SCHOOL BUS DISCIPLINE**

The bus driver is in control of the bus. All passengers, pupils, parents, volunteers, and school personnel are expected to comply with the rules and to obey the bus driver. **THE REGULATIONS AND CONSEQUENCES SET FORTH IN THE SCHOOL DISCIPLINE CODE ALSO APPLIES ON THE BUSES.** The additional rules listed below are necessary for student safety.

FOR SAFETY PURPOSES THERE SHALL BE NO:

- Animals (dead or alive) unless approved under Board Policy 06.342
- Glass containers
- Unnecessary noise (students may be permitted to talk on the bus as long as it does not interfere with the safe operation of the bus)
- Hanging out of windows (parts of the body or objects)
- Throwing objects at, on, or off the bus
- Spitting in the bus
- No objects that would block the aisle
- Pushing, shoving, tripping, changing seats while the bus is in motion or not following the driver's directives
- Act of vandalism such as cutting seats, writing on the seats or walls, etc.
- Food and drinks
- Live plants not in an enclosed container that can be held in the student's lap
- Balloons
- Fire starting devices (such as matches, smoke bombs, lighters, fireworks, etc.)
- Other behaviors that are considered disruptive or unsafe
- There will be no unauthorized persons allowed on the bus

FOR THE SAFETY OF ALL CONCERNED, THE STUDENT MUST:

1. Stay in your seat
2. Observe the same conduct as expected in the classroom
3. Keep the bus clean
4. Cooperate with the driver
5. Follow the directions of the driver
6. Be courteous and use no profane language
7. The bus driver is authorized to assign seats

### **BUS DISCIPLINARY PROCEDURES**

The principal of the school is responsible by law for the conduct of the pupils on the bus and for the discipline action when necessary. If the student does not cooperate with the driver on minor discipline issues, the driver should first take the following steps before filling out a discipline referral for the principal to take action:

1. Direct the student to correct the behavior and tell them what steps are necessary to correct the behavior;
2. Change the assigned seat of the student (if appropriate)
3. Contact the parent/guardian by telephone or letter if a phone contact is not possible. The administration should receive a copy of the bus misconduct notice and should conference with the student regarding the consequences of continued misbehavior.

If a student's behavior is not corrected by a reminder from the driver or monitor and the above steps have been utilized, or if the behavior is dangerous or disruptive, a misconduct notice is given and the following procedures will be followed (**NOTE: SCHOOL CONSEQUENCES AND BUS RULE CONSEQUENCES MAY BOTH BE APPLIED FOR BUS INFRACTIONS**):

#### **First Misconduct Notice**

The driver informs the student of the infraction; the driver contacts the student's parent or guardian to discuss the infraction, and then sends a completed Bus Conduct Report to the principal/designee and the transportation director/designee. There must be a contact to the parent/guardian by the school's administration and the student will be informed of the consequences of future violations.

#### **Second Misconduct Notice**

The same procedure as the first misconduct notice will be followed and a minimum of a one-day bus suspension may be applied.

#### **Third Misconduct Notice**

The same procedure will be followed as for the first misconduct notice and a minimum of three to five days of bus suspension may be applied.

#### **Fourth Misconduct Notice**

The Student's bus riding privileges may be suspended from 5 to 10 school days. Parents/guardians will be notified by mail or phone and a conference will be scheduled with the student, parent, and administrator.

#### **Fifth Misconduct Notice**

The administration shall contact the parent/guardian and a suspension of bus services for the remainder of the semester or 20 days whichever is longest may occur.

#### **Sixth Misconduct Notice**

Violators will be referred to the Director of Student Services and Personnel for loss of bus privileges for the remainder of the school year. After the close of the school year, the student/parent may petition the Superintendent for permission to ride the bus again. If the parent isn't satisfied with the superintendent's decision, they may follow the grievance procedure outline in this Code.

#### **Severe Clause**

Violations involving fighting, weapons, drugs, alcohol, safety, physical abuse or verbal abuse may result in any of the first five steps being omitted at the discretion of the school administrator.

A first fight will generally be dealt with as a third or fourth notice for punishment purposes and a second fight in the same school year may result in loss of bus privileges for the remainder or the year.

If a student is acting in such an extremely violent manner as to make it unsafe for the bus to continue, the driver may place him off the bus. Before this occurs, the bus driver should notify the transportation director/designee via radio, the age of the students should be considered as should the condition of the

road, the student must be discharged in a safe location away from traffic and near a house or business and the parent/guardian and the principal should be notified immediately. **THIS IS TO BE USED ONLY IN CASES OF EXTREME ACTING OUT AND ONLY IN THE EVENT THAT IT IS UNSAFE TO CONTINUE TRANSPORTING. PERMISSION TO DO SO SHOULD BE OBTAINED FROM THE DIRECTOR OF TRANSPORTATION/DESIGNEE.**

In extreme situations, the bus driver may request from the director of transportation that a student not be picked up the next morning. The procedure shall be as follows:

1. The student is taken to his regular stop unless the above situation applies.
2. The principal is notified.
3. The principal/designee will notify the parents.
4. A conference is scheduled involving the driver, student, and parent.

#### DESTRUCTION OF BUSES

Students who tear or otherwise mutilate bus seats or property are responsible for paying for the damages.

**\*\*Suspension from the school bus is not a valid excuse for missing school.**

**\*\*The principal/designee may assign a lower step of consequences for K-5.**

#### STUDENT DROPOFF KINDERGARTEN THROUGH THIRD (3<sup>RD</sup>) GRADE

For the safety of students in Kindergarten-3<sup>rd</sup> Grade Trigg County Schools requires a parent/guardian to be visible at the afternoon bus drop-off point. When the school bus arrives at a drop-off location and a parent/guardian is not visible the following consequences shall occur:

**1<sup>st</sup> Occurrence** – The student shall be returned to their school to be picked up by their parent/guardian;

**2<sup>nd</sup> Occurrence** - The student shall be returned to their school to be picked up by their parent/guardian;

**3<sup>rd</sup> Occurrence** – The student shall be returned to their school for parent/guardian pick up, bus riding privileges shall be revoked for five (5) school days, and the Director of Student Services shall be notified;

**4<sup>th</sup> Occurrence** – The student shall be returned to their school for parent/guardian pick up, bus riding privileges shall be revoked for twenty (20) days, and the Director of Student Services shall be notified;

**5<sup>th</sup> Occurrence** - The student shall be returned to their school for parent/guardian pick up, bus riding privileges shall be revoked for forty-five (45) days, and the Director of Student Services shall be notified;

**6<sup>th</sup> Occurrence** - The student shall be returned to their school for parent/guardian pick up, bus riding privileges shall be revoked for the remainder of the year, and the Director of Student Services shall be notified

#### REPORTING OF BULLYING AND OTHER INCIDENTS OF CODE VIOLATIONS

Students wishing to report bullying or any other violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, guidance counselor, administrator or district employee, who shall take appropriate action as defined by Board Policy. District employees, shall refer any report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law; including reports to law enforcement.

### Retaliation prohibited

Employees and other students shall not retaliate against a student because s/he reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

### **HOUSE BILL 91 (HB 91)**

Under House Bill 91 (HB91), the Anti-Bullying Bill, students committing any of the following felony offenses under KRS Chapter 508 while on school premises, *or* while on school transportation, *or* at a school sponsored event will be reported by any employee of the school district who identifies the offense to the building principal, who will then cause a report to be made with local law enforcement, Kentucky State Police or the County Attorney:

1. Assault in the 1<sup>st</sup> – 3<sup>rd</sup> degrees
2. Assault Under Extreme Emotional Disturbance
3. Wanton endangerment in 1<sup>st</sup> degree
4. Terroristic threatening in 1<sup>st</sup> and 2<sup>nd</sup> degree
5. Criminal abuse in 1<sup>st</sup> and 2<sup>nd</sup> degree
6. Stalking in 1<sup>st</sup> degree
7. Disarming a Police Officer

**\*\*\*Legal descriptions of these offenses can be found at**

**<http://www.lrc.ky.gov/KRS/508-00/CHAPTER.HTM>**

The filed written complaint will contain the following:

1. The name and address of the student (perpetrator) allegedly responsible for the violation and his or her parents, legal guardian or person exercising custodial control.
2. The names and addresses of the student (victim) AND his/her parents, legal guardians
3. The student's (victim) age
4. The nature and extent of the violation
5. Any other information that the principal believes may be helpful in the investigation process.

The parent, legal guardian or custodian of the student will be notified of the complaint by the school administration.

As noted in the preceding section, reporting (oral or written) of law and/or code violations, including bullying, will be accepted from employees and students of the school district.

By receiving this code of conduct, students, parents, guardians and those exercising custodial control have been informed of the requirements of this code and provisions of Sections 1-5 of HB 91.

Employees of the district will be trained on these requirements.

### **STEPS OF DUE PROCESS**

Due process includes those rights which accrue to a student accused of violating school regulations and which may be brought to his defense at a disciplinary conference or hearing pending possible suspension or expulsion from school.

#### Suspension

A student shall not be suspended until after the following due process procedures have been provided at a conference with the school principal:

1. An oral or written notice of the rule which has been violated (including the specific act committed) shall be provided to the student.
2. An explanation of the evidence in support of the charges shall be provided to the student, except in cases where it is believed that giving particular witnesses names may subject the witnesses to harassment.
3. The Student shall be provided the opportunity to present his/her explanation and refute the evidence of charges against him/her.



4. An oral and written explanation of the consequences, which shall include the dates and duration of this suspension, which may be imposed, shall be provided to the student.
5. In the event the student is denied attendance, the parents or guardians of the student shall, as soon as reasonably possible, be notified by letter, certified letter, signed receipt, or personal message in writing of the reason for the student's suspension and the duration of the suspension.
6. A letter must be sent to the superintendent and director of pupil personnel in the event that a student is suspended.
7. These due process procedures shall precede any suspension from the Trigg County 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 procedure outlined above shall follow the suspension as soon as practical, but no later than three days after the suspension.
8. The parent/guardian will have the right to address the grievance(s) concerning their child and to receive a prompt reply for any alleged grievance.

#### Expulsion

In cases where expulsion has been recommended, the same procedures as outlines for suspension must first be adhered to and in addition:

1. A hearing before the Board of education must precede any actual expulsion.
2. Notice of the hearing, which will be recorded by a tape recorder, should be sent to the student and parent/guardian at least five days prior to the hearing advising the student of the charges against him/her, the names of witnesses, that the student has the right to be represented by an attorney, that he has the right to have witnesses present on his behalf, and that the hearing may be in open session or in closed session, at the student's option. This notice will be sent by registered mail or hand delivered.
3. The decision of the Board of Education will be final.

#### **SEARCH AND SEIZURE**

WHEREAS, the Trigg County Board of Education maintains the responsibility for the education of all students in Trigg County, Kentucky, and

WHEREAS, a part of the educational responsibility is in the maintenance of rules, regulations, and discipline within the school system, and

WHEREAS, the board in furthering its goals of quality education may promulgate policies in regard to student conduct, and

WHEREAS, it is the desire of the Board of Education to maintain order for proper education atmosphere and for the safety and welfare of all students,

NOW, THEREFORE, the Trigg County Board of Education promulgates the following policy in regard to searches and seizures and student disciplinary action.

1. Lockers and Desks: Whenever a principal, administrator or other school official, has reasonable suspicion or grounds to believe that items contrary to school rules or regulations or valid laws are present upon school property or that conduct or times detrimental to the school or its students are in existence, any school official or person designated by said school official may search student's lockers and desks at any time without notice. Lockers and desks are also subject to general administrative searches for maintenance of the health safety and educational order of the Trigg County School System.
2. Person: Any student may be searched upon reasonable suspicion for possession of any contraband, stolen articles, controlled substances (including drugs and marijuana), simulated controlled substances, alcoholic beverages, weapons, or the like while on school premises or while engaged in any school activities. This search shall include the clothing and accessories as well as the person of the student. Such search shall not be in the regular classroom or in any public area and shall be conducted in the presence of two administrators or teachers. Students are susceptible to search by way of metal detector or drug sniffing dog. The school may have a Breathalyzer test given if reasonable suspicion of alcohol is present.
3. Motor Vehicle: Any motor vehicle parked upon school property shall be subject to search while on school premises whether occupied or unoccupied in order to maintain school safety and educational order, when reasonable suspicion of violation exists.

4. Discipline of Students: The above policies are promulgated to enforce student discipline and to prevent the possession of any contraband, stolen articles, controlled substances (including drugs and marijuana), alcoholic beverages, weapons, or the like. Should evidence of criminal misconduct be discovered, the Trigg County School System will cooperate with law enforcement officials, but the school is responsible for maintaining its own discipline.
5. Random scanning with metal detectors may be administered in public areas.

### **GRIEVANCE PROCEDURES**

Parents/guardians or students desiring to question actions taken by school personnel may follow this procedure:

1. If the problem is related to the classroom, the parent/guardian will contact the principal of the school to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.
2. If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal and/or his designee with a minimum of delay.
3. If the problem is not related to the classroom, the parent will contact the principal.
4. The parent/guardian may appeal the action of the school to the superintendent or his/her designee if none of the above procedures results in a satisfactory solution to the problem and the parent/guardian feels one or more of the following has occurred:
  - ✓ Procedural Due Process was not followed
  - ✓ Disciplinary action was arbitrary
  - ✓ Punishment was not within the scope of the Student Code of Conduct
  - ✓ There was discrimination based on race, color, national origin, age, religion, sex, or disability.

The parent/guardian must place his/her complaint in writing, along with the specifics as it relates to how one of the above has occurred, and may request a conference with the superintendent or his/her designee. The superintendent or his/her designee will advise the parent in writing of the disposition of the parents' questions or complaint within fourteen (14) days after the conference.

5. The parents may appeal in writing to the superintendent who will arrange a meeting with the Board if the parent/guardian is not satisfied with the decision of the superintendent or his/her designee.

### **DEFINITIONS**

#### Bullying

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

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

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

#### Due Process

Due Process is simply defined as course of legal proceedings in accordance with the rules and principles established for the enforcement and protection of individual's rights.

1. Substantive due process involves a determination of whether school officials have deprived a student of constitutional rights.
2. Procedural due process is concerned with whether or not the procedures employed in disciplinary proceedings are fair.

### School Fees and School Textbooks

Students who are eligible for free/reduced lunch may apply for free/reduced textbooks and fees by contacting the principal's office.

### Probationary Period

A probationary period may be established for students when a school principal or the Board of Education determines that it would better benefit the student to remain in the classroom than to incur an out-of-school suspension. A conference will be held with the student, the student's parent/guardian, and the principal involved with the student in order to develop a behavioral contract, which will enable the student to remain in class. The contract becomes effective when signed by the student, parent/guardian, and the principal or his/her designee. The contract will state the name and title of the persons entering into the contract, the expected or required behavior of the student, the consequences of violation of the required behavior. A violation or breach of the contract may result in placement in alternative classroom, at home suspension, or the recommendation to the superintendent for presentation to the Board for expulsion of the student.

### Suspension

Suspension means a denial of attendance to school and any other type of activity conducted by or on behalf of the particular school for a stated period of time. Suspension includes a denial of admission to or entry upon any property owned, lease, rented, or controlled by the Trigg County Board of Education. A suspension shall not exceed ten (10) school days. For make-up work rules, see the separate section on "make-up work".

### Expulsion

Expulsion means a denial of attendance to school and other activities conducted by the school. A student may be offered an alternative program during the period of expulsion. An expulsion includes denial of admission to or entry upon any property owned, leased, rented, or controlled by the Trigg County Board of Education. There may be a loss of credit for the semester(s) of expulsion.

(NOTE: the difference between suspension and expulsion is: the principal may suspend a student for up to ten (10) days. Only the Board of Education may expel a student for the duration of the semester or the remainder of the school year.) In cases involving weapons refer to appropriate sections of this Code, Gun Free School Act of 1994 and Board Policy 05.48 and 09.435. \*\*\* When a student is expelled from Trigg County Public Schools by the Trigg County Board of Education the student forfeits their right to attend any and all co-curricular and or extra-curricular activities (i.e.: sporting events, graduation, prom, dances, award ceremonies etc.) during the length of the expulsion. Any student whose period of expulsion includes the last day of school will may not be allowed to participate in graduation exercises. Expelled students who meet the minimum graduation requirements set by the Trigg County Board of Education and are deemed a threat will forfeit their right to participate in commencement exercises (Baccalaureate, graduation, etc.).

### Alternative Classroom and Alternative Learning Center

The alternative classroom/alternative learning center is a classroom away from the mainstream of pupils and will be used for a variety of reasons, including violations of the Code of Conduct.

### Saturday School

The Saturday School may be used for make-up of attendance and a variety of reasons including violations of the Code of Conduct. Saturday School schedule will be set by the building administration. It will be the responsibility of the parents to provide transportation to and from Saturday School.

## **ATTENDANCE CODE**

### Attendance Philosophy of Trigg County Schools

The academic progress of the student is dependent upon their prompt and regular attendance at school. Attendance is a student and parent/guardian responsibility. This attendance procedure is to provide a structure within which students can gain maximum benefit from the instructional program. All students are expected to attend classes every day that school is in session unless they have a valid reason.

### Kentucky Compulsory Attendance Laws

Kentucky school law stipulates that students are to attend school (KRS 159.010 and KRS 159.150). Any student who has attained the age of six (6), but has not reached his/her eighteenth (18<sup>th</sup>) birthday, who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21<sup>st</sup>) birthday, who has been absent from school without a valid excuse for three (3) or more days, or tardy without valid excuse for three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant.

### Absences/Tardiness

Absences will be calculated on a percentage basis. If a pupil misses less than 35% of a school day they will be considered tardy. If a pupil misses 35% or more of a school day they will be considered absent. Absences will be excused for up to ten (10) doctor's visits and for up to six (6) parent notes per year. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. Please refer to Trigg County Board of Education policy 09.123 for additional information. Absences from individual classes will be handled using the same procedure as absences from school. The doctor's statement shall specify the amount of time the student should have been out of school. Students returning without a doctor's statement will be given no make-up work. Students with lengthy illnesses should contact the school for Home and Hospital Instruction.

### Notification

Personal notification, via phone, personal contact, or letter will be made to the student, parent/guardian and Director of Student Services and Personnel after the 3rd and 5th day of unexcused absence/tardy. Upon the 6th day of unexcused absence/tardy the director of pupil personnel will initiate a legal petition against the parent/guardian and/or the student per KRS 600.020(24) and 610.010 which stipulates the student is a habitual truant from school

### Pre-arranged Absence

Pre-arranged absence may be requested by parent/guardian for extraordinary circumstances which might enhance that child's education value or if it is deemed as a family emergency. This request must be made in person, to the principal or his designee. Days approved will be counted toward the total number of days allowed under the current attendance policy. Students will be required to make up work and/or time.

### Procedure

The first day a student returns to school after being absent, the student will immediately give the principal or his designee a written note, signed by the parent or guardian stating the reason of the absence. The note shall contain the exact days or time of the absence and the cause or the reason of the absence. If the written absentee note is not received by designated school personnel within three (3) school days, the absence will not be excused.

Students returning without a note signed by the parent/guardian or failing to state the above information will be given an unexcused absence. Students forging the signature of a parent/guardian will be unexcused for the time missed and subject to disciplinary action.

After a total of six (6) absence events due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional absence for the school year in order to be excused. Doctor's excuses shall state the name of the student, the date(s), and/or the number of days for which the student will be excused. After ten (10) doctor's notes have been accepted, the parent will be required to obtain, and submit a completed District Medical Excuse Form in order for the student to be excused.

#### Unexcused Absences

An unexcused absence/tardy is defined as any student absence that does not meet the criteria of an excused absence.

#### Appeals Committee

A District-wide Attendance Appeals Committee shall be available to examine the case of any student who feels that s/he has extenuating circumstances. Appeals shall be made in writing on an appeal request form and submitted to the appropriate school Principal. The Attendance Appeals Committee shall meet to consider the appeal within five (5) school days after the parent has filed the appeal request with the school Principal. The decision of the Appeals Committee shall be affirmed by the Board unless it is found to be clearly in conflict with the attendance policy.

#### Leaving Campus

Students must remain at school at all times or check out through the principal's office. Students leaving campus, after arriving at school, during the school day without permission will be subject to disciplinary action.

#### Make-Up Work

Students with an excused absence shall be allowed to make up work. For every day the student has an excused absence he/she will receive the same amount of time to complete make-up work. For the first unexcused absence, students will be allowed to make up tests and/or major assignments/projects equivalent to a test. No make-up work will be allowed for second and subsequent unexcused absences and the student will not be permitted to turn in and receive credit for daily assignments. Students who are suspended will not be permitted to turn in or receive credit for daily assignments. Suspended students will be allowed to make up test and/or major assignments/projects equivalent to a test.

### **NO PASS/NO DRIVE LAW**

The No Pass/No Drive law (HB 32) was implemented on August 1, 2007. In the new legislation enacted by the Kentucky General Assembly, this law will apply to ALL students 16 and 17 years old who apply for a permit or license on or after August 1, 2007. This law will not affect minors who received their instructional permit or license prior to August 1, 2007. It is important to understand that when a sixteen or seventeen year old goes to the circuit court clerk's office to obtain an instructional permit or license, a School Compliance Verification Form must be presented verifying that the student is in compliance with KRS 159.051. The public/private school students may obtain the School Compliance Verification Form from their school. All other 16 and 17 year old students may obtain the School Compliance Verification Form from their school district of residence. If a sixteen or seventeen year old does not present a school compliance verification form he/she will not be eligible to obtain an instructional permit or license.

When a sixteen or seventeen year old is declared to be academically deficient, the schools will report electronically to the Division of Driver Licensing. The Division of Driver Licensing will suspend the student's privilege to drive and notify the driver of the suspension. The schools will also report when a student is back in compliance with KRS 159.051 to the Division of Driver Licensing. The Division of Driver Licensing will reinstate the student's driving privilege.

## NOTIFICATION OF RIGHT TO REQUEST TEACHER QUALIFICATIONS

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

Our district received federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA) Under ESSA; you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact Beth Sumner, Assistant Superintendent, by phone at 270-522-6075 or by email at [beth.sumner@trigg.kyschools.us](mailto:beth.sumner@trigg.kyschools.us). Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

## ANNUAL NOTICE TO STUDENTS AND PARENTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students who have reached age 18) certain rights with respect to the student's education records. They are:

1. ***The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.***

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

2. ***The right to inspect and review logs documenting disclosures of the student's education records.***

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

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

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

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



procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.
  - b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or postsecondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
  - c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending or imminent articulable and significant health/safety threat.
  - d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.
5. ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.***

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

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

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

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

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

#### **Directory/Protected Information**

The Principal is authorized to release Board-approved student directory information, unless specific instructions to the contrary are presented in writing to the Principal within thirty (30) calendar days after receiving notification of FERPA rights.

Approved "directory information" shall be: name, address, telephone number, date and place of birth, photograph/picture, grade level, and the most recent educational institution attended by the student.

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

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

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

#### **Special Education/Child Find**

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

The Trigg County Public 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 Trigg County Public School District may destroy the educational records of a child without parent request seven 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 Trigg County Public 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 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.

The Trigg County Public 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 highly 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 Trigg County Public 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 Trigg County Public 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 Trigg County Public 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 of a child who lives within the boundaries of the Trigg County Public School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call the director of special education or send the information to:

**Ms. Mandy Byrd**  
**Director of Special Education**  
**Section 504 Coordinator**  
**Trigg County Public Schools**  
**202 Main Street**  
**Cadiz, KY 42211**  
**Ph. 270-522-6075**  
**mandy.byrd@trigg.kyschools.us**

"Child Find" activities will continue throughout the school year. As part of these efforts the Trigg County Public 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:

**Mr. James R. Mangels**  
**Director of Student Services and Personnel**  
**Trigg County Public Schools**  
**202 Main Street**  
**Cadiz, KY 42211**  
**Ph. 270-522-6075**  
**james.mangels@trigg.kyschools.us**

The District office is open Monday through Friday, from 7:30 a.m. to 4:30 p.m.

The Trigg County Public 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 Student Services and Personnel, the Director of Special Education or the Section 504 Coordinator at the address or phone number listed above for the Trigg County Public 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 older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- ◆ **Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or the student’s parents; or
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- ◆ **Receive notice and an opportunity to opt a student out of:**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.  
**NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.
- ◆ **Inspect, upon request and before administration or use:**
  1. Protected information surveys to be used with students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D. C. 20202-8520**

### **GIFTED EDUCATION PROGRAM**

Gifted and talented students represent a group of pupils who have been identified as possessing demonstrated or potential ability to perform at an exceptionally high level in general intellectual aptitude, specific academic aptitude, creative or divergent thinking, psychosocial or leadership skills, and in the visual or performing arts. The Kentucky Department of Education provides curricular models that all gifted programs are required to use. The model stresses differentiated experiences, thought processes, and content and product modifications.

Following the state guidelines, the district shall collect data in the spring of each year that will provide the target population of candidates for service in the primary, intermediate, middle and high schools. With the exception of academic competition, performances, and extra-curricular offerings, services will be provided during regular school hours.

Parents have the opportunity to pursue a nomination for their child to be served by the Gifted Education program. Parents will need to put in writing specific data supporting the child's giftedness and submit the letter to the Gifted and Talented Coordinator. Each nomination must have the collaborating support of at least one teacher.

Specific areas of exceptionality:

1. general intellectual ability
2. specific academic aptitude
3. creativity
4. leadership or psychosocial abilities
5. visual and performing arts talent

**Mrs. Robin Ford-Stagner**  
**Gifted and Talented Coordinator**  
**Trigg County Public Schools**  
**202 Main Street**  
**Cadiz, KY 42211**  
**Ph. 270-522-6075**  
**robin.ford-stagner@trigg.kyschools.us**

### **SUPPLEMENTAL MATERIALS SELECTION AND ADOPTION**

The purchasing of supplementary materials shall be made with the approval of the building principal. It is the intent of the Trigg County School System to select and use books and related materials that will promote wholesome attitudes, habits and learning.

Should a parent or student object to the use of such materials, the parent and/or student may register a complaint with the school principal. A conference will be held with the complainant. The principal and teacher will have the option of providing alternate books or materials. If the parent and/or student are not satisfied with this procedure, the parent and/or student may file a written complaint in accordance with Board Policy 08.2322.

A list of supplemental materials that are normally used in the classrooms will be maintained in each school. The listing shall indicate the grade(s) in which the books are normally used. A student's parent(s) or guardian(s) may examine a list or a copy of any of the supplementary books by contacting the school principal who will arrange for the parent(s) or guardian(s) to examine the book on the school premises. A parent or guardian objecting to their child reading the supplementary book may request and be given alternate assignment for their child.

For the purpose of this policy, the term supplementary book is used to indicate a set consisting of at least ten books of the same title, which is used as a class assignment, and are not considered textbooks.

### **STUDENT TRANSFER UNDER DISCIPLINARY CONDITIONS**

Recognizing that the Trigg County Board of Education has an obligation to educate all students who reside within the district, but also recognizing the right of other students to educate without disruption by transfers students, the Board adopts the following policy:

A student expelled from another school will not be enrolled without a corresponding move to the Trigg County district by the legal parents/guardian.

A transfer student, residing in Trigg County, who has left his/her most recent school under conditions of suspension, expulsion, or similar disciplinary action or sanction, whether pending or concluded, wishing to enroll in the Trigg County Schools, may be admitted upon application to attend, in a probationary status, conditioned upon his/her compliance with all rules and regulations and such student will continue his/her discipline record at least Level 3 in accordance with the discipline procedures outlined in the Trigg County Schools Code of Conduct. A transferring student who was assigned to an alternative school setting may be assigned to Harbor Academy.

### **ANNUAL REVIEW**

The Board of Education requires that all schools review this Code of Conduct on an annual basis.

1. Each School Based Council shall select two (2) representatives to serve on the district Code of Conduct committee by January of each school year. The district committee will consist of the representatives selected by each council and the Director of Student Services and Personnel.
2. The Director of Student Services and Personnel shall convene the committee for the purpose of reviewing the Code of Conduct and drafting recommended changes to the Code of Conduct as necessary.
3. School representatives will share recommended changes with their respective councils and the Director of Student Services and Personnel will share the recommended changes with the district administrative team prior to the committee finalizing recommendations to the Board of Education.
4. Final committee recommendations shall be made to the Superintendent by May 1 of each school year.
5. The superintendent shall review the summary of actual recommendations and where applicable recommend the Board of Education to implement the changes by July 15. A copy of the Code or changes will be supplied to each student, administrator and teacher.

### **GUN FREE SCHOOL ACT 1994**

It is the policy of the Trigg County School System to report any student who is determined to have brought a weapon or firearm to a school or school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency system. To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, our board of education will modify the expulsion requirements, on a case-by-case basis, for IDEA-eligible students. IDEA-eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguards required by IDEA and KRS 158.150 are followed.

NON-IDEA eligible students will also have their expulsion requirements modified on a case-by-case basis by our board of education.

### **DRESS CODE**

The importance of a Safe School environment has led to an accepted and prevailing dress code; each school's **SBDM council will establish and communicate their specific dress code** to the students at the beginning of the school year.

\*Violation of the Dress Code will be handled under **#31**-Insubordination

### **STUDENT NAMES**

When communicating with students, teachers and staff shall use the name for the student as the parent or guardian may direct. If the student has a legal name, which is different from the name the parent

wishes to use, the student's official record shall reflect the student's name followed by "AKA" and then the name directed for use by the parent.

### **SBDM RESPONSIBILITIES/FUNCTIONS**

The following responsibilities are a function of each SBDM Council:

1. Determination of curriculum including needs assessment and curriculum development;
2. Assignment of all instructional and techniques instructional staff time;
3. Assignment of students to classes and programs within the school;
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar and transportation requirements established by the Board;
5. Determination of the use of school space during the school day;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor and principal;
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision;
9. Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal;
10. Commitment to a parent involvement process that provides for:
  - a. Establishing an open, parent-friendly environment;
  - b. Increasing parental participation;
  - c. Improving two-way communication between school and home, including what their child will be expected to learn; and
  - d. Developing parental outreach programs.
11. Procedures to assist the council with consultation in the selection of personnel by the principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references.

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### **TRIGG COUNTY BOARD OF EDUCATION TECHNOLOGY ACCEPTABLE USE POLICY**

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#### **ELECTRONIC MAIL/INTERNET**

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are eighteen (18) years of age or older, parents/guardians may request to review the contents of their child(ren)'s email files.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

#### **GENERAL STANDARDS FOR USERS**

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

#### **NO PRIVACY GUARANTEE**

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

#### **RULES AND REGULATIONS**

Generally, behavior including, but not limited to, the following is not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computer systems, computer networks, or school/District websites
5. Violating copyright laws
6. Using another user's password
7. Trespassing in another user's folder, work, or files
8. Intentionally wasting limited resources
9. Using the network for commercial purposes
10. Using technology resources to bully, threaten, or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

**For additional information see Board Policy 8.2323.**

#### **DISREGARD OF RULES**

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

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

#### **RESPONSIBILITY FOR DAMAGES**

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

#### **RESPONDING TO CONCERNS**



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

#### **AUDIT OF USE**

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

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

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

Copies of the Acceptable Use Policy signature sheet will be distributed and training sessions will be held for all school employees. Signed staff forms will be filed in the appropriate school and/or the Board office. Student forms will be filed in the appropriate school.

#### **TELECOMMUNICATION/RECORDING DEVICES**

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

#### **VISITORS**

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office upon entering the school and identify themselves as well as declare their purposes for visiting.

#### **Volunteer Information**

ALL volunteers will have at a minimum of a criminal background check (Quick Check) prior to serving as a volunteer.

- 1) Short-term Volunteer- this is a volunteer who will **not** be working with students on a regular basis
  - a) Volunteer obtains a **Volunteer Background Check Form**
  - b) Background Check Form is turned in at the District Office
  - c) Background Check Form and a copy of the volunteer's driver's license is sent to the Administrative Office of the Courts
  - d) The results of the background check is reviewed by the Director of Student Services and Personnel
  - e) The volunteer is contacted with the results
- 2) Long-term Volunteer – this is a volunteer who will be working with students on a regular or continuing basis
  - a) Volunteer schedules an appointment to be fingerprinted at the District Office
  - b) Volunteer completes and signs Federal Bureau of Investigation United States

- Department of Justice Fingerprint Application
- c) Volunteer is fingerprinted by Penny Ellis
- d) Federal Bureau of Investigation United States Department of Justice Fingerprint Application is sent to FBI
- e) The results of the background check is reviewed by the Director of Student Services and Personnel
- f) The volunteer is contacted with results
- g) Volunteer does not begin until they complete Volunteer Orientation and receives a written task description detailing responsibilities and expectations.

ALL volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.

### **Trigg County Schools Inclement Weather Procedure**

One of the most difficult decisions a school superintendent makes is whether to cancel, delay the start, or have early dismissal of school during inclement weather. Hopefully, we will have very few days of school being canceled due to bad weather. We regret that the decision to cancel school may create inconvenience for parents/guardians, but the most critical factor related to this type of decision is the safety of our students and staff. The purpose of this notice is to inform you of the policies and practices followed during inclement weather.

#### ***Types of actions the superintendent may authorize during periods of inclement weather:***

1. Close all schools if conditions warrant
2. Delay the opening of school by one or two hours
3. Dismiss school early or delay release of students under certain carefully monitored conditions.
4. Operate alternate bus routes

#### ***How will parents and students be informed about the superintendent's decision during periods of bad weather?***

Normally, the superintendent and staff will evaluate weather and road conditions and make a decision by 6:00 A.M. If weather conditions are such that a decision cannot be made by 6:00 A.M., it will be made as soon as possible. As soon as a decision is made, the district's phone notification system will be activated and the media will be notified.

Parents and students are asked not to call the stations, the schools, or the superintendent's office. The calls tie up telephone lines and delay the message getting to the media for announcement.

#### ***What is the responsibility of the parent when any part of the inclement weather plan is in effect?***

The parent is the final judge of whether his or her child will be in attendance when there is a delayed opening or when certain roads for bus routes cannot be used. Under these conditions, when school is in session, parents must use their best judgment in determining whether his or her child will attend school.

In cases of delayed opening of school, parents should make arrangements to have their children cared for until buses do run. Parents must also realize that if school officials feel that it is not possible to open schools (even after a two-hour delay) all schools will be closed. Provisions must be made by parents to have their children cared for if this should happen. Parents should also make provision for their children in cases where school is in session, but is dismissed early.

#### ***How will Trigg County Schools deal with severe weather warnings?***

In the event that a severe weather warning is in effect during the school day, students will be in a "drop and cover" procedure. In an effort to protect all students and staff, during an actual warning, (immediate threat), students will generally not be dismissed until the warning has passed.

***How will Trigg County Schools deal with a student who is absent on a day when the opening has been delayed or certain roads on bus routes are not run?***

The student will be counted absent for student accounting purposes. However, the absence will be treated as an excused absence, and the children will be permitted to make up work missed.

***What media sources will be contacted when a decision has been made to cancel, delay the start, or have early dismissal of school?***

The 1<sup>ST</sup> media source we will contact will be WKDZ (106.5 FM). Trigg County School officials will also notify the following:

WPSD Paducah (NBC Channel 6)	WZTV Nashville (Fox 17)	WKMS 91.3 FM – Murray
WTVF Nashville (CBS Channel 5)	WKDZ Cadiz 106.5 FM / 1110 AM	FROGGY 103.7 FM - Murray
WSMV Nashville (NBC Channel 4)	WHOP 98.7 FM/1230-AM	WKYX 94.3 FM - Paducah
WKRN Nashville (ABC Channel 2)	WBVR – Beaver –Hopkinsville	

**FOR FURTHER INFORMATION CONCERNING PROCEDURES FOR PERIODS OF  
INCLEMENT WEATHER CONTACT:**

Trigg County Schools Central Office, 522-6075  
Travis Hamby, Superintendent  
Matt Ladd, Director of Operations