

**Allen County Schools**

**Code of Conduct**

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Superintendent**

**Revised 2021-2022**

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## **INTRODUCTION**

The Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state and nation.

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

- Orderly operation of the schools,
- A safe environment for students, district employees and visitors to the schools,
- Opportunities for students to achieve at a high academic level in a productive learning environment,
- Assistance for students at risk of failure or of engaging in disruptive behavior,
- Regular attendance of students, and
- Protection of property.

This Code applies to **all** students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

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

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

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

## **DISTRICT MISSION**

The mission of the Allen County Board of Education is to provide an educational program focused on academic excellence and student acquisition of knowledge and skills needed for lifelong learning, social well-being, and active, responsible citizenship.

## **DISTRICT BELIEFS**

- Providing challenging educational opportunities in a safe environment is the District's top priority.
- The Board and the schools will make program decisions on the basis of student needs.
- School success results in future success.
- Schools are responsible for creating an environment in which learners can and do succeed.
- The District will not tolerate incompetent performance, mediocre effort or harmful behavior by students or staff.
- Students, families, educators, and the community share the responsibility for student success and for providing safe schools to facilitate academic achievement.
- Teachers/school officials should involve parents at the earliest stage when a student shows signs of serious behavior problems.

## **STATEMENT OF NONDISCRIMINATION**

The Board of Education does not discriminate on the basis of age, color, disability, race, national origin, religion, gender (including sexual orientation or gender identity), or veteran status in the program, activities and services it provides, as required by law.

Individuals who have questions concerning compliance with this requirement should contact Travis Hamby at the Board of Education's Central Office.

Examples:

\*Other Board of Education policies    \*Council Policies    \*The District's Safety Plan    \*School handbooks

\*Student records information (FERPA)

\*The District's special education policy and procedures manual    \*Kentucky Revised Statutes and Administrative Regulations

*This code is part of the Board's policy on student behavior and discipline. CAUTION: After this code is distributed for the school year, changes to Board policy, including those affecting provisions of this Code, may be necessary due to new/revised statutes and regulations and case law.*

*A complete copy of the policy manual is available for inspection at each school and at the Central Office.*

## **PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL PERSONNEL 704 KAR 20:680**

### Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession.

#### (A) To Students

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

#### (B) To Parents

- Shall make reasonable effort to communicate to parents' information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts or favors that might impair or appear to impair professional judgement, and shall not offer any of these to obtain special advantage.

#### (C) To the Education Profession

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

As citizens of the United States of America, students may participate in activities that do not (1) materially or substantially disrupt the education process, (2) present a clear and present danger to the health and safety of others or property, or (3) infringe on the rights of others.

**Specifically, students** have the right to:

- An orderly educational atmosphere conducive to learning.
- Personal safety and security while at school and school-sponsored activities.
- Academic grades based on academic performance, not on conduct.

**Students** have the responsibility to:

- Comply with district, school and classroom rules and follow directions given by teachers and other school personnel.
- Immediately* report student threats to harm others to a teacher, counselor or school administrator.
- Give their best effort to tasks assigned by their teacher, coach or other person who works with them.

## **PLAGIARISM AND STUDENT WORK**

Although classroom consequences for cheating will be addressed in each teacher's classroom discipline policies, plagiarism, as a specific type of cheating, is outlined below.

The Allen County School District encourages students and parents to study carefully the following information on plagiarism. With students using the Internet, teachers are seeing Internet plagiarism increasing in student work.

Plagiarism occurs when a writer uses the exact words, unique ideas, or the intellectual property (e.g., charts, graphics, designs, etc.) of another's work and represents it as his or her own original work.

### **PLAGIARISM**

- Submitting a piece of writing written entirely by another person as one's own work
- Submitting a piece of writing in which another writer's words, phrases, sentences, paragraphs, etc., are included without proper documentation
- Submitting a piece of writing in which another writer's words, phrases, sentences, paragraphs, etc., are summarized or paraphrased without proper documentation
- Retelling someone else's writing and representing it as one's own
- Retelling someone else's writing for the same purpose with the same details but from a different point of view
- Failing, to appropriately and accurately document a source
- Utilizing a story starter without documenting the source

### **NOT PLAGIARISM**

- Retelling a story from a different point of view that includes changing the meaning, ideas, language, details, etc., to accomplish one's own purposes
- Utilizing the organizational pattern of a published work while developing one's own ideas and purposes
- Including allusions to other literature as a technique of idea development
- Submitting parodies that demonstrate student ownership through the development of purpose and idea development
- Submitting sequels that demonstrate authentic purpose, student ownership, and idea development while not relying upon the original text
- Failing to document information that could be considered common knowledge (i.e., dates, famous quotations, historical/geographical facts, statistics relevant to a field of study, facts that can be located in multiple reference books)
- Utilizing a story starter with proper documentation

## **REQUIRED STANDARDS**

**The Board expects employees, students, parents/guardians and others associated with the schools to apply the following standards in a reasonable and fair manner:**

To promote the full implementation of conduct standards and maximize safety in the school environment, the Board requires *all* employees to make supervision of *all* students at *all* school activities a top priority among their assigned duties. The younger the child, the greater the need for adult guidance and protection.

**A professionally planned and positive school atmosphere** is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:

- Actions such as harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex (including sexual orientation or gender identity) or disability.
- Insubordination (disobedient or defiant behavior)
- Sale of items without prior approval of the Superintendent or Principal.

Wearing of any apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety of other students or staff members is prohibited. Possession of prohibited items, laser lights and paging devices (except for members of a volunteer fire-fighting or emergency medical organization) during school day.

**Regular and punctual school attendance** is both a privilege and a responsibility of the student. Good attendance is necessary to satisfactory progress and high academic achievement. Examples of attendance violations include, but are not limited to:

Absence from school without valid excuse.

Tardy without valid excuse.

**Students who reside with and whose parents or legal guardians, or legal custodians, are residents of the District** shall be considered residents and entitled to the privileges of the District's schools. Guardianship or legal custody must be established through the Courts and a certified copy of the order filed with the school principal and guidance counselor.

All other Students shall be classified as nonresidents for school purposes.

The District shall provide education and related services to homeless children and youth in a manner that does not isolate or stigmatize the student.

Nonresident Students may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.

## **ATTENDANCE/TRUANCY DURING 2020-2021 SCHOOL YEAR**

### **REQUIRED STANDARDS**

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The District shall provide education and related services to homeless children and youth in a manner that does not isolate or stigmatize the student.

Nonresident Students may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.

### **COMPULSORY ATTENDANCE**

All children in the district who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned. (09.122) **Students are required** to attend regularly and punctually the school in which they are enrolled.

According to Kentucky State Law KRS 159.150 a child is considered a truant if they have accumulated (3) three or more unexcused absences/tardies. A child is considered a habitual truant when they accumulate (6) or more unexcused absences/tardies. When a child has accumulated (6) six unexcused absences or tardies or a combination of the two, a juvenile petition may be served on the parent(s)/guardian by the sheriff's department. This may result in an appearance before the Family Court Judge.

### **Defining Full Day Absence, Half Day Absence, and Tardy**

1. A full day of attendance shall be recorded for a pupil who is in attendance at least 65 percent of the regularly scheduled school day for the pupil's grade level.

2. A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly scheduled school day for the pupil's grade level.

3. A half day absence shall be recorded for a pupil who is absent 36 percent to 84 percent of the regularly scheduled school day for the pupil's grade level.

4. A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly scheduled school day for the pupil's grade level.

Parents and students will need to contact the school in which they are enrolled for the specific time of day when the tardy, half day, and full day of attendance will be recorded. Due to the fact that schools operate instructional time on an individual basis, this will have to be verified at each individual school.

**It is very important that your child be in school every day on time and remain all day.**

When a student has (3) three unexcused absences/tardies a letter will be sent to the parents asking them to contact the school to discuss why the child is having attendance problems. When a student accumulates a total of (6) six unexcused absences/tardies the parent will receive a visit from the DPP telling them that if the student continues to have attendance problems they will be summoned into district court to explain why.

Please stay in contact with the attendance clerk, at the school, about your child's attendance to avoid the possibility of attendance errors.

A parent may submit (2) two parent notes per semester for consideration when a child is absent.

When a child returns to school they have (5) five business days to submit statements for consideration of the days missed to be excused.

We look forward to your child having a very successful year in school and encourage you to call if we can help you or your child in any way.

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

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

**An excused absence or tardiness** is one for which work may be made up, such as:

1. Death in the Student's immediate family - Immediate family shall mean mother, father, spouse, brother, sister, grandfather, grandmother, blood related aunts, uncles, nieces, nephews, or anyone living under the same household roof with student;
2. Illness of the Student - The student shall submit a physician's statement, signed by the physician, indicating the student was under doctor's care and unable to attend school. The statement is to excuse only the absence of the student being treated by the doctor. **The statement must be submitted within five (5) school days of the student's return to school or the absence shall be deemed unexcused;**
3. Court appearances - A note of verification shall be required;
4. Driver's test for time it takes for the test;
5. College visitation for seniors limited to one (1) day;
6. Religious holidays and practices;
7. Doctor and dental appointments;
8. One (1) day for attendance at the Kentucky State Fair, or
9. Family emergencies approved by the Principal.

**The following absences shall be considered unexcused:**

1. Work,
2. Skipping school,
3. Vacations,
4. Missing the bus,
5. Car trouble,
6. Sleeping late,
7. Babysitting,
8. Visiting out-of-town relative,
9. Personal business, and/or
10. Job hunting.

**Students/Families that are participating in Allen County Schools Virtual Learning Academy**

### **Virtual Learning Options & Expectations**

Within the Virtual Learning Academy there will be two instructional options, each having specific criteria and expectations, as noted below:

**VLA Option 1**  
**Real-Time Virtual Learning**

*Live, real-time instruction in grade-level content provided by an Allen County Certified Teacher.*

- Students will be assigned a full class schedule during the normal school day and will be required to participate in all live virtual learning sessions.
- **The same attendance policies and procedures for in-person students will apply to virtual students.**
- Students must satisfactorily complete all daily assignments and activities and submit them on time.

**VLA Option 2**  
**Edgenuity Virtual Program**

*Edgenuity Program will deliver grade-level content with daily support provided by an Allen County Certified Teacher.*

- **Students will have to attend multiple check-ins with their teacher each school day during regular school hours. Students may have a class schedule that will have to be followed.**
- The student must actively work on content lessons in each subject area daily. Daily course participation will be determined by the school and will be communicated at the beginning of the school year.
- **Failure to attend check-ins or participate in courses daily could negatively impact school attendance. The same attendance policies and procedures for in-person students will apply to virtual students.**
- A student who has been enrolled in Edgenuity previously must have satisfactorily completed assigned courses.
- The student must make adequate weekly progress toward course completion (i.e., demonstrate 10 to 15 percent increase per class per week).

## **VISITORS TO THE SCHOOLS**

**Allen County Schools will follow the 2021-2022 Covid 19 Operational Continuum as it relates to visitors to schools. If the District along with the County Health Department and other local agencies deem it necessary to move to different levels on the Continuum then access of visitors to schools will be limited or restricted.**

### **CLASSROOM VISITATION**

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.

### **LUNCH WITH FAMILY MEMBER**

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

### **SPECIAL INVITATION**

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

### **LOCAL CITIZENS**

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, all visitors must report immediately to the Main office upon entering the school and identify themselves as well as declare their purposes for visiting. Unauthorized persons shall not be permitted in school buildings or on school grounds during the school day.

### **OUTSIDERS**

Professional educators and citizens who are from other communities and who wish to observe the schools in operation are welcome. Arrangements for such visits must be made in advance with the Superintendent.



## CLASSROOMS

Visitors shall not enter classrooms without the prior consent of the Principal.

## CONDUCT

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

## TOBACCO

The use of any tobacco product is prohibited in any building owned or operated by the Board.

## LUNCH ROOM STUDENT/ADULT CHARGE POLICY

At no time will any student be allowed to charge a la carte items.

Employees of the school district are allowed to charge a maximum of -\$10.00. Unpaid balances will be collected prior to end of school or deducted from an employees' check at the end of the school year.

## STUDENT PROHIBITED BEHAVIORS

**Students shall exercise self-control** as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in extracurricular activities, pending investigation that he/she has violated either the District's behavior standards or the school council's criteria for participation. Examples of prohibited behaviors include, but are not limited to:

- Fighting and physical attacks
- Possession of a weapon
- Threats by verbal or written statements or gestures with intent to harm or demean others
- Use of alcohol or prohibited drugs
- Use of prohibited tobacco products on school property

**Tobacco Use/Possession is prohibited.** Students shall not be permitted to use or possess any tobacco products on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

**School property belongs to the community** and the state. It must be protected and preserved for educational and community use. Therefore, students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:

- Theft of school property or personal property of employees or other students.
- Abuse of school or personal property to include intentional or careless damage or destruction.
- Extortion of money or property.
- Prohibited use of electronic media and other District technological resources. Littering.

**Students shall work cooperatively and productively** with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to:

- Making abusive and harassing statements regarding race, gender, disability, religion, or nationality.
- Use of profanity.
- Lying
- Cheating
- Ignoring or breaking rules and procedures established to maintain order. Otherwise behaving in a manner disrespectful of others.

## Harassment/Discrimination.

- \* Definition - Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.  
The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422. \* Prohibition - Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come in contact with employees and students. (Acts of harassment/discrimination based on sex (including sexual orientation and gender identity) may be committed by persons of the same or the opposite sex.)  
District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.
- \* Disciplinary Action - Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to suspension and expulsion.

- \* Guidelines - Students who believe they have been a victim of an act of harassment discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their Principal who shall provide a form for the student to complete and then immediately notify the Superintendent and/or Title IX/ Equity Coordinator, as appropriate.  
Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.

**Bullying/Hazing Prevention.** Allen County Schools are committed to providing all students with a safe learning environment.

- \* Definition – Bullying is any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.
- \* Bullying will not be tolerated in Allen County Schools and offenders will be disciplined according to Board Policy.
- \* It includes threat of bodily harm, intimidation, a weapon, extortion, civil rights violation, gang activity, etc.
- \* It is an abusive act perpetrated toward an individual or groups over a period of time.
- \* Students are strongly encouraged to immediately report bullying to their classroom teacher or school administrators.

Action steps for School Administrators

- \* Assess the awareness and scope of the bullying problem.
- \* Closely supervise children on the playgrounds, classrooms, hallways, restrooms, cafeterias, parking lots and other areas where bullying may occur.
- \* Educate staff, students and parents regarding the problem of bullying.
- \* Have clear behavior standards, including rules against bullying, for all students.
- \* Consistently and fairly enforce such standards. (Each school responsible for discipline of bullying infraction). School Handbook.

## **POSSESSION AND USE OF TELECOMMUNICATION DEVICES**

### **POSSESSION AND USE**

Students shall be permitted to possess telecommunication devices and other related electronic devices while on school property or while attending school-sponsored or school-related activities whether on or off school property.

Each school shall develop rules concerning the permissible use of these devices during the school day.

Students are responsible for keeping up with the devices they bring to school. The District shall not be responsible for the loss, theft, or destruction of devices brought onto school property.

### **RESTRICTIONS**

Students shall comply with all school rules governing the permissible use of these devices during the school day.

Telecommunications devices shall not be used in a manner that disrupts the educational process, including, but not limited to use that:

- Poses a threat to academic integrity, such as cheating;
- Violates the confidentiality or privacy rights of another individual;
- Is profane, indecent, or obscene;
- Constitutes or promotes sending, receiving, accessing, sharing, possessing, or duplicating material that is pornographic, threatening, or harassing; or
- Constitutes or promotes illegal activity or activity in violation of classroom, school, or District rules, including the District Acceptable Use Policy, or Board Policy. These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

### **AUDIO/VIDEO RECORDING**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall not be permitted to use any recording device unless the use is for an educational purpose and the student obtains prior approval from the Principal/designee. Devices shall not be used in a manner that violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). 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.

## **STUDENT ACCESS TO ELECTRONIC MEDIA**

### **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 potentially offensive to some people, we require all students under the age of 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.

### **GENERAL STANDARDS FOR USERS**

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

### **RULES AND REGULATIONS**

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.

### **RIGHT TO PRIVACY**

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 such as television, telephones, movies, radio, and other media that may carry/broadcast information.

School District Administration have the right to access information stored on any District device. She/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 devices 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 or computer networks.
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.

Additional rules and regulations may be found in the Access/Usage Plan. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

Behavioral violations of a minor nature should be handled by the classroom teacher, who may choose from a variety of response options to include, but not be limited to:

- |                              |                                    |   |
|------------------------------|------------------------------------|---|
| *Verbal warning              | *Loss of privileges                | *Other techniques established by council policy |
| *Teacher- student conference | *Classroom isolation               | *Detention                                      |
| *Notification of parents     | *Behavior contract                 | *Notification of parents                        |
| *Alternative assignment      | *Referral for counseling/mediation |   |

For repeated or more serious violations, administrators may also use these options:

- |                                       |                                      |                                       |
|---------------------------------------|--------------------------------------|---------------------------------------|
| *Suspension (up to 10 days)           | *Referral to court designated worker | *Petition to Juvenile Court to police |
| *Petition to Juvenile Court to police | *Referral to police                  |                                       |

### **FIGHTING ON SCHOOL PREMISES**

Fighting will not be tolerated in the Allen County School System. School administrators have full authority to provide strict punishments to students who engage in this disruptive behavior.

Fighting on school premises includes any school-approved vehicle used to transport students, any school-sponsored or school activity event or function, where students are under the jurisdiction of the school district.

Consequences to be determined by Administrator per each school's hand book. (Suspension, Alternative Placement, Charges Filed, etc.)

### **SEARCH AND SEIZURE**

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Students cannot expect to have complete privacy in their use of school property assigned for their use, such as cars, desks and lockers.

## **PHYSICAL RESTRAINT**

Employees are authorized by law to physically restrain students as may be reasonable and necessary for the following reasons: to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object; or to protect property from serious harm. Employees will use the least amount of force necessary.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**Allen County Schools will follow the 2021-2022 Covid 19 Operational Continuum as it relates to PPE. The CDC recommends non-vaccinated individuals wear a mask. If the District, along with the County Health Department and other local agencies, deem it necessary to move to Orange on the Continuum all students will be required to wear PPE. The images and writings on the equipment (masks, face shields, etc.) must meet the dress code guidelines established by each school.**

## **BUS DISCIPLINE**

Riding a school bus is a privilege. Bus drivers are in charge of their buses, and their first responsibility will be to the safe transportation of their passengers. The privilege of riding a school bus is conditioned upon continued good behavior by the Student. Any Student who violates the rules and regulations for passengers on a school bus will be reported to the Student's principal. Continued unacceptable behavior may cause the Student to lose bus riding privileges. If one or more Students are behaving in such a way as to endanger other Students on the bus, the drivers are authorized to order the offending Students off the bus. In that event, drivers will make every effort to drop the Student near a house or open business establishment. At the first reasonable opportunity, the drivers will notify the principal of the school where the Student attends, or the transportation director, and the Student's parent or legal guardian. For those students with disabilities who receive transportation as a related service designated as such on the I.E.P. the ARC will convene and determine if suspension/expulsion from riding the bus is appropriate.

Seating charts will be developed on each bus. Students will sit with other students that attend their school. Bus seating will be divided into four groups, one for each school with ACPC being in the front section and ACSHS being the back section. Also, students will be limited to two buses, a primary bus and a secondary bus only.

**Any violation of rules of conduct or regulations not otherwise specified will be left to the discretion of the Principal.**

**ALLEN COUNTY SCHOOL BUSES MAY BE EQUIPPED WITH VIDEO MONITORING DEVICES. THESE CAMERAS ARE IN PLACE TO MONITOR STUDENTS' BEHAVIOR AND ASSIST WITH STUDENT MANAGEMENT. ALL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)(20 U.S.C. SECT. 1232G; 34CFR PART 99) ARE IN EFFECT CONCERNING VIDEO VIEWING.**

Riding a School bus  
is a  
**PRIVILEGE**

School Bus Incident Report  
Allen County Schools

	<input type="checkbox"/>	<input type="checkbox"/>	
Student's Name	Date of Incident	AM	PM

Driver's Name	Bus No.	School

Mark Violation	BEHAVIOR VIOLATION  *Principal may choose to use more than one action.	DISCIPLINARY OPTIONS						
		Warning And/Or Remedial Training	3 Days Off Bus	5 Days Off Bus	10 Days Off Bus	Handled Under Student Discipline Code	Referred For Possible Bus Expulsion	Driver Removes Student Immediately
	Physical Abuse of School Personnel					x	x	x
	Dangerous Weapon/Fireworks					x	x	x
	Drugs/Alcohol					x	x	x
	Fighting			x	x	x	x	x
	Use of Tobacco Products/Open Flame			x	x		x	
	Sexual Behavior/Abuse/Harassment		x	x	x		x	
	Verbal Abuse of School Personnel/Students		x	x	x		x	
	Vandalism (restitution to be made before riding bus again)		x	x	x		x	
	Profanity	x	x	x	x	x	x	
	Bullying	x	x	x	x		x	
	Refusing to Follow Instructions / Sit in Assigned Seat	x	x	x	x		x	
	Not Staying Seated/Pushing/Tripping	x	x	x	x		x	
	Screaming/Hanging Out Window	x	x	x	x		x	
	Eating/Drinking/Littering	x	x	x	x		x	
	Excessive Mischief	x	x	x	x		x	
	Possession of Prohibited Items (glass, balloons, animals, etc.)	x	x	x	x		x	
	Not Riding Assigned Bus	x	x	x	x		x	
	Other (specify)	x	x	x	x	x	x	x

<p><b>PRELIMINARY ACTION TAKEN BY DRIVER</b></p> <p>_____ Student Warned</p> <p>_____ Parent Communication</p> <p>_____ Student Assigned Seat</p> <p>_____ Other _____</p>	<p><b>DRIVER'S COMMENTS</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>PRESENT ACTION TAKEN BY PRINCIPAL</b></p> <p>_____ Student Warned/Remedial Training</p> <p>_____ Conference with Student's Parent</p> <p>_____ Student Suspended from All Buses for _____ Days Beginning _____</p>	<p><b>PRINCIPAL'S COMMENTS</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Principal's Signature _____</p>

White - Parent

Canary - School

Pink - Driver



## **CHILD ABUSE**

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected or a victim of human trafficking, or is a victim of female genital mutilation **shall immediately make a report to a local law enforcement agency of the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030.**

After making the report the employee shall notify the Principal of the suspected abuse who then shall also promptly make a report to the proper authorities for investigation. Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse Therefore the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations reports involving claims made under state and federal laws such as Title IX shall require the District to conduct an independent investigation of the allegations after making the required report.

## **ALTERNATIVE EDUCATION**

### **ASSIGNMENT**

For conduct that disrupts the educational process, a student may be assigned to the Alternative Education program. The principal and his/her designee will request the discipline committee review the case and recommendation from school principal for placement/length of placement. Students sent for severe discipline that includes reporting to law enforcement agency such as but not limited to:

- Physical assault by students so as to intentionally inflict harm to themselves, others or property;
- Terroristic threatening - intent to harm themselves, others or property;
- Alcohol, drugs and other controlled substances including purchase, possession, attempt to possess, use, be under influence of, sell or transfer of: alcoholic beverages, controlled drug substances and drug paraphernalia, substances that "look like" a controlled substance, in addition students that possess prescription drugs for the purpose of sale or distribution.
- Weapon or dangerous instrument — students having in their possession whether in their lockers, desks, vehicles, or elsewhere.

Students may **not** be on **any** school property other than the Learning Center for any reason. School property includes but not limited to school buses, sport activities, school concerts, prom, graduation and any other school sponsored event until their discipline term has expired.

The duration of assignment shall be fixed by the Principal or his/her designee.

### **NOTIFICATION**

The Principal and his/her designee shall notify the parents by letter of their child's assignment to the Alternative Education program.

The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

### **SUPERVISION**

The student shall remain in the regular school setting but shall be isolated from the regular school schedule. Opportunities shall be provided for the student to continue regular school work under the supervision of the school staff, and counseling services shall be provided to address school-related problems.

## **CONSEQUENCES OF VIOLATIONS**

NOTE: State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

Violation of Standard	Response Options		
	Scope	1st Time	Repeats
Tardiness	Minimal	Conference	Parent Involvement
	Excessive	Detention	Saturday School
Unexcused Absence	Minimal	Parent Involvement	Detention
	Excessive	Saturday School	Court Proceedings
Insubordination (defiance of authority)	Minimal	Conference	Parent Involvement
	Excessive	Suspension	Expulsion
Disrupting the educational process (verbal abuse, unauthorized rallies, etc.)	Minimal	Conference	Parent Involvement
	Excessive	Suspension	Expulsion
Dress Code	Minimal	Conference	Parent Involvement
	Excessive	Saturday School	

Violation of Standard	Response Options		
	Scope	1st Time	Repeats
Forgery Lying Cheating	Minimal	Parent Involvement	
	Excessive	Suspension	
Stealing	Minimal	Parent Involvement	
	Excessive	Suspension	Expulsion
Tobacco Violation	Minimal	Parent Involvement	
	Excessive	Suspension	Expulsion
Alcohol & Drug Violation	Minimal	Alternative Assignment	Suspension
	Excessive	Suspension	Expulsion
Physical Violence	Minimal	Suspension	Expulsion
	Excessive	Expulsion	Court Proceedings

## **ALLEN COUNTY SCHOOLS ANNUAL NOTIFICATION** **TO PARENTS Family Educational Rights and Privacy Act (FERPA)**

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describes the Allen County School District's requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the act. These rights are passed on to the student at age 18. For the purpose of this notice, the student 18 years or older, and the students who are married, will be referred to as the "emancipated" or "eligible" student. Parents, guardians and eligible students may review and inspect all education records relating to that student by making a request to the principal of the school where that student attends.

The ACSD will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation and divorce.

Personally identifiable information is not related to another party unless there is written authorization from the parent or eligible student or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions who have access to personally identifiable information is on file in each school. The ASCD has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

"Directory Information" is information contained on an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees or official organizations whose need for data is connected with student help activities. **In addition to the agencies listed above, "Directory Information" may be released to state and national armed services for recruitment purposes upon request.** "Directory Information" includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. **At some time during the school year, school/District personnel or other District-authorized persons may interview, audio tape, video tape, or photograph classroom activities or special events or projects in which your child participates during or after the school day. Such interviews, audio tapes, videotapes or photographs may be used for staff/ student evaluative, educational, or public awareness purposes and may be viewed by other students and faculty/administrators, and/or placed on the District's/ school's Internet Web sites(s). Please note that student information posted on the District's school's web site is available to the general public. The school/District assumes no responsibility for videotapes, audio tapes, photographs, etc. that may be made by parents or other non-school personnel at public events.** The parent, guardian or eligible student currently enrolled, may request all or part of the directory information be withheld. The

request must be in writing to the principal of your child's school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred.

The Allen County Schools keeps child and youth records in a secure computer system and in locked files in each school and central office.

Any parent or guardian of a student or any eligible student, may challenge the content or accuracy of any material or entries in the student's education records on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal of your child's school. For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The ACSD will destroy the educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes. The ACSD retains for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed and year completed.

### **NOTIFICATION OF FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible" students) certain rights with respect to the student's educational records. These rights apply to all education records equally and FERPA does not distinguish between the records of students with disabilities and the records of the other students. The rights afforded to parents and eligible students are:

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

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

The District will presume that a parent has the authority to review and inspect records relating to his/her children unless the district has been provided with a court order which provides that the parent does not have legal authority.

- (2) *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.*

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the district as an administration, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee; such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Parents may obtain upon receipt a copy of the records transferred. Directory information may be released by the schools or individual students unless specific instruction not to do so are presented to the principal or superintendent in writing by the parents of a student on or before September 30 of each year. Directory information includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent education institution attended by the student.

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

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW Washington, DC 20202-4605



## **STUDENT RECORDS**

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program. For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office address and telephone number listed on the back cover.

### **PUBLIC NOTICE:**

#### **EXCEPTIONAL CHILDREN RECORD RETENTION AND DESTRUCTION**

The Allen County School District may destroy educational records of a child without a parent's request after the records have been maintained for 5 years as specified in the Kentucky Records Retention Schedule, and following the time when the records are no longer needed to provide educational services. The records may also be destroyed at the request of a parent. However, a permanent record of a child's name, address, and phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitations.

Any parent, guardian or student (18 yrs. or older) may review the records prior to destruction for 30 days following this notice. If you (parent, guardian or adult) desire to review these records before they are destroyed, you must contact Kim Hawkins, Director of Exceptional Children Program (270-618-3181) or the Building Principal of the school the child last attended- Allen County Primary Center (270-618-7200), Allen County Intermediate Center (270-618-8200), Bazzell Middle (270-622-7140), High School (270-622-4119) or Allen County Learning Center (270-237-4141). You may also wish to obtain a copy of the records for your future reference.

**Special Education Due Process Student Records may be destroyed after 5 years of maintaining the inactive information.** (May include: psychological evaluations, procedural checklists, record of parent contacts, referral to program, parental permissions for individual or reevaluation testing, notifications of ARC conferences, individual education programs, conference summary reports, parental permissions for placement, parental refusal of placement, behavioral observations of referred student, development and social histories, permission for individual evaluations, evaluation notices, records of disclosures, eligibility reports) (C) Sec. 513 of P.L. 93-380 (V)

Copies of these records may not be retained unless a written request is made that they not be destroyed. This request should be mailed to: Kim Hawkins, Allen County Board of Education, 570 Oliver St., Scottsville, KY 42164.

## **TITLE IV SAFE AND DRUG FREE SCHOOLS**

### **PROGRAM (NCLB)**

"In accordance with Section 4155 of the No Child Left Behind Act of 2001, the applicant assures that it will facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local education agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis. The transfer of such records shall be consistent with the Family Educational Rights and Privacy Act of 1974."

## **REPORTS TO LAW ENFORCEMENT OFFICIALS**

When they have reasonable belief that certain violations have taken place, Principals are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to the law enforcement officials include:

- Assault resulting in serious physical injury;
- A sexual offense;
- Kidnapping;
- Assault involving the use of a weapon;
- Possession of a firearm in violation of the law;
- Possession of a controlled substance in violation of the law; or damage to school property.
- Fighting

In addition to violations of this Code, students may also be charged with criminal violations.

## **ASSAULT AND THREATS OF VIOLENCE**

Any Student who threatens assaults, batters or abuses another Student shall be subject to appropriate disciplinary action up to and, including suspension and/or expulsion from school and/or legal action.

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

When they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee prior to the assignment or contact.

## **POTENTIALLY DANGEROUS STUDENTS**

### **STUDENTS**

Any student who threatens, assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion.

### **SCHOOL PERSONNEL**

Any student who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including suspension and/or expulsion from school and/or legal action.

### **THREATS REPORTED TO PRINCIPAL**

#### **I. Principal evaluates the threat**

The Principal will obtain a specific account of the threat by interviewing the student or students who made the threat, the recipient of the threat, and other witnesses to determine if the threat warrants further action. A school counselor will aide the Principal in this step as needed.

#### **II. Principal determines if threat is transient or substantive**

##### **A. When the threat is **transient**, appropriate responses shall include, but not be limited to:**

1. Reprimand, Principal's notification to parents of all students involved, or other disciplinary action, and/or
2. Students may be required to make amends and/or attend mediation or counseling.

If no further action is deemed necessary, a written report with the recommendations from the Principal will be sent to the Risk Assessment Team (RAT).

##### **B. When the threat is **substantive or indeterminate (not clear)**, appropriate responses shall include, but not be limited to:**

1. The Principal shall determine if the substantive threat is *serious* or *very serious*. A *serious threat* might involve a threat to assault someone. A *very serious threat* might involve the use of a weapon or is a threat to kill, rape, or inflict sever injury on another person.

##### **a. When the threat is a **serious substantive threat**, responses shall include, but not be limited to:**

- i. Taking immediate precaution to protect potential victims, including notifying the victim and victim's parents,
- ii. Notifying parents of all students involved,
- iii. Determining whether or not to contact law enforcement (When the Principal has reason to believe that a violation has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or assault involving the use of a weapon, s/ he shall immediately report the occurrence to law enforcement officials.),
- iv. Referring students for counseling, dispute mediation, or other appropriate intervention,
- v. Disciplining students, including, but not limited to, suspension or expulsion, as appropriate to severity and chronic occurrence of behavior, and/or
- vi. Referring students to the Risk Assessment team (RAT to implement assessment procedures as outline in the R.A.T. manual.

##### **b. When the threat is a **very serious substantive threat**, responses shall include, but not be limited to:**

- i. Taking immediate precaution to protect potential victims, including notifying the victim and victim's parents,
- ii. Consulting with law enforcement (When the Principal has reason to believe that a violation has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a

sexual offense, kidnapping or assault involving the use of a weapon, s/he shall immediately report the occurrence to law enforcement officials.),

- iii. Notifying parents of all students involved,
- iv. Beginning a mental health evaluation of the student,
- v. Referring students for counseling, dispute mediation, or other appropriate intervention,
- vi. Disciplining students, as appropriate including, but not limited to, suspension or expulsion,
- vii. Referring student to Risk Assessment team (RAT) to implement assessment procedures as outlined in manual.

### III. Implement interventions,

- A. Complete a written report by the R.A.T.,
- B. Maintain contact with the student/students, and/or
- C. Revise interventions as needed

In each case, the counselor and/or building administrator will inform the parents that these are our professional recommendations only, but if we feel that a valid threat does exist to the student or other students or faculty, we are bound by law to report this to the Department of Community Based Services or other appropriate organization if our recommendations for consultation with mental health professionals is not followed within 24 hours. The parent will be asked to provide documentation of the outcome of the mental health assessment once it is completed.

The parents will also be informed that if qualified mental health professionals believe that as, a result of assessment, hospitalization is warranted, that individual may obtain a court order to hospitalize the child or youth.

## WEAPONS

Students are never allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property. When a student violates the prohibition on weapons the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the district **shall be expulsion for a minimum of twelve (12) months.** (The Gun-Free Schools Act of 1994 and KRS 158. 150)

This will pertain to any weapon including, but not limited to, all knives (including pocket knives and hunting knives), explosive devices, fire crackers or fireworks of any kind, instruments or objects which may reasonably be perceived by another as a weapon or dangerous instrument ("look-alike" weapon/dangerous instrument), or any other object, device or material which is reasonably determined by the Principal and/or the Board to be used or possessed for the purpose of intimidating, threatening or injuring another person in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.

## NEW LAW ON TERRORISTIC THREATENING

AN ACT relating to crimes and punishments.

***Be it enacted by the General Assembly of the Commonwealth of Kentucky:***

SECTION 1. A NEW SECTION OF KRS CHAPTER 508 IS CREATED TO READ AS FOLLOWS:

- (1) A person is guilty of terroristic threatening in the first degree when he or she:
  - (a) Intentionally makes false statements that he or she or another person has placed a weapon of mass destruction on:
    - 1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of post-secondary education;
    - 2. A school bus or other vehicle owned, operated, or leased by a school,
    - 3. The real property or any building public or private that is the site of an official school sanctioned function, or
    - 4. The real property of any building owned or leased by a government agency; or
  - (b) Intentionally and without lawful authority, places a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection.
- (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed, with the written permission of the chief officer of the school or other institution, as a part of an official training exercise and is placed by a public servant, as defined in KRS 522.010.

- (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
- (4) Terroristic threatening in the first degree is a Class C felony,

SECTION 2. A NEW SECTION OF KRS CHAPTER 508 IS CREATED TO READ AS FOLLOWS:

- (1) A person is guilty of terroristic threatening in the second degree when, other than as provided in Section I of this Act, he or she intentionally:
  - (a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of post-secondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur,
  - (b) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in Section 1 of this Act; or
  - (c) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in Section 1 of this Act.
- (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
- (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
- (4) Terroristic threatening in the first degree is a Class D felony. Section 3. KRS 508.080 is amended to read as follows:
  - (1) Except as provided in Section 1 or 2 of this Act, a person is guilty of terroristic threatening in the third degree when:
    - (a) He threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or
    - (b) He intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.
  - (2) Terroristic threatening in the third degree is a Class A misdemeanor.

SECTION 4. A NEW SECTION OF KRS CHAPTER 527 IS CREATED TO READ AS FOLLOWS:

- (1) A person is guilty of use of a weapon of mass destruction in the first degree when he or she intentionally, without lawful authority, places a weapon of mass destruction at any location in the Commonwealth and, as a result, any person other than the defendant is killed or receives serious physical injury.
- (2) A weapon of mass destruction is used with lawful authority if it is used with the written permission of an agency of the Commonwealth or of a city, county, charter county, or urban county government having jurisdiction over the use of destructive devices as defined in KRS 237.030 or the use of explosives.
- (3) Use of a weapon of mass destruction in the first degree is a Class A felony unless a person other than the defendant is killed as a result, in which case it is a capital offense.

SECTION 5. A NEW SECTION OF KRS CHAPTER 527 IS CREATED TO READ AS FOLLOWS:

- (1) A person is guilty of use of a weapon of mass destruction in the second degree when intentionally, without lawful authority, he or she:
  - (a) Places a weapon of mass destruction at any location in the Commonwealth and, as a result, any person other than the defendant receives physical injury; or
  - (b) Places a weapon of mass destruction on:

1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of post-secondary education;
  2. A school bus or other vehicle owned, operated, or leased by a school;
  3. The real property or any building, public or private, that is the site of an official school-sanctioned function; or
  4. The real property of any buildings owned or leased by a government agency, and no person dies or receives any physical injury,
- (2) A weapon of mass destruction is used with lawful authority if it is used with the written permission of an agency of the Commonwealth or of a city, county, charter county, or urban county government having jurisdiction over the use of destructive devices as defined in KRS 237.030 or the use of explosives.
- (3) Use of a weapon of mass destruction in the second degree is a Class B felony.

**SECTION 6. A NEW SECTION OF KRS CHAPTER 527 IS CREATED TO READ AS FOLLOWS:**

- (1) Except as provided in Section 5 of this Act, a person is guilty of use of a weapon of mass destruction in the third degree when intentionally, without lawful authority, he or she places a weapon of mass destruction at any location in the Commonwealth.

\* Disciplinary Action - Students who commit one of the areas mentioned above shall be subject to disciplinary action; including immediate suspension, and a Board of Education Disciplinary Hearing.

### **SUSPENSION EXPULSION & DUE PROCESS**

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them,
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present their own version of the facts concerning the charge(s). A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any student from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled students posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

### **HEARING AND RECORDS REQUIRED**

Action to expel a Student shall not be taken until the parent of the student has had an opportunity for a hearing before the Board. The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.

### **BOARD DECISION FINAL**

The Board's decision shall be final.

### **STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.

## **TRANSFER OF RECORDS**

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.

## **ALLEN COUNTY LEARNING CENTER FULL TIME AND ISS STUDENTS SHALL ADHERE TO THE SCHOOL RULES AND DRESS CODES FROM THE SENDING SCHOOL AND ALLEN COUNTY SCHOOL DISTRICT.**

## **GRIEVANCES**

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board

Information on filing a formal complaint or grievance is available at each school and at the Central Office.

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

### **DRUGS AND ALCOHOL**

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

1. Alcoholic beverages;
2. Narcotics, drugs, controlled drug substances and drug paraphernalia;
3. Substances that “look like” narcotics, drugs or controlled substances. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance; and
4. Mood altering substances (such as inhalants).

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

### **DRUGS DEFINED**

Controlled substance means any substance or immediate precursor listed as a drug, narcotic or controlled substance in Chapter 218A of the Kentucky Revised Statutes or regulations promulgated thereunder.

### **AUTHORIZED MEDICATION**

Use of a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy provided the drug is presented to the school office in its original container for dispensing.

### **PENALTY**

Violation of this policy shall constitute reason for disciplinary action including suspension, long-term alternative school placement, expulsion from school, revocation of driving privileges on school premises, or dismissal from athletic teams and/or other school-sponsored activities. Students suspended, sent for alternative school placement, or expelled may not be on any school property other than Allen County Learning Center for any reason (including but not limited to school buses, sport activities, concerts, prom, graduation, and any other school-sponsored event) until their discipline term has expired.

### **REPORTING**

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

### **DRUG TESTING PROGRAM**

Students participating in extracurricular activities at the high school or middle school and students who wish to drive to and from school shall participate in the District’s student random drug-testing program. Extracurricular activities include participation in school clubs or



organizations not required by a class and athletic teams, including but not limited to baseball, basketball, cheerleading, cross-country, dance, football, softball, tennis, track, volleyball, swimming, and golf. While not required, other students may voluntarily participate in the District's random drug-testing program upon receipt of parental consent and completion of all appropriate forms.

Testing shall be accomplished by the analysis of urine specimens obtained from the student. Collecting and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with the appropriate student participant;
4. Maintenance of the unadulterated integrity of the specimen; and
5. Integrity of the collection and testing process, as well as the confidentiality of test results.

#### **PREVENTION PROGRAM**

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

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

#### **EMERGENCY PARENT PICK-UP DIRECTIONS FOR OFF-SITE EVACUATIONS**

**Pick-up locations for all students will be determined depending on the incident that caused evacuation. Emergency phone calls, Parent Square, and radio 99.3 FM will be used to notify Parent(s)/Guardians of the location.**

- Students will be transported back to their home school to load buses if at all possible.
- If evacuation lasts longer than the normal school day, then all students will load buses home at the site they have been transported to.
- Parents that choose to pick-up their children will follow normal pick-up procedures for the building they evacuate to.
- Law enforcement officials and school personnel will be on site to help parents who pick-up their children.
- Parents, if your child normally rides a bus home, please try to let that child ride the bus home after an evacuation. This will cut down on the number of vehicles that could cause problems for emergency responders.

## District/School Personnel

PERSON/ADDRESS	AREA	TELEPHONE / FAX / E-MAIL
<b>Board of Education Central Office</b> <b>570 Oliver Street</b> <b>Scottsville KY 42164</b>	<b>Serving Students from</b> <b>Preschool to Graduation</b>	P: (270) 618-3181 F: (270) 618-3185
Superintendent <b>Travis Hamby</b>	Oversees the District	<a href="mailto:travis.hamby@allen.kyschools.us">travis.hamby@allen.kyschools.us</a>
Deputy Superintendent <b>Brian Carter</b>	Operations	<a href="mailto:brian.carter@allen.kyschools.us">brian.carter@allen.kyschools.us</a>
Chief Academic Officer <b>Melissa Biggerstaff</b>	Instruction	<a href="mailto:melissa.biggerstaff@allen.kyschools.us">melissa.biggerstaff@allen.kyschools.us</a>
Director of Human Resources & Transportation <b>Joseph Cosby</b>	Personnel/Buses	<a href="mailto:joseph.cosby@allen.kyschools.us">joseph.cosby@allen.kyschools.us</a>
Director of Special Education, Preschool and Section 504 <b>Kim Hawkins</b>	Special Instruction	<a href="mailto:kim.hawkins@allen.kyschools.us">kim.hawkins@allen.kyschools.us</a>
Director of Pupil Personnel/Safety <b>Shane Davis</b>	Attendance District Safety	<a href="mailto:shane.davis@allen.kyschools.us">shane.davis@allen.kyschools.us</a>
Director of Technology <b>Jason Bean</b>	District Technology	<a href="mailto:jason.bean@allen.kyschools.us">jason.bean@allen.kyschools.us</a>
Director of School Food Services <b>Robin Herrington</b>	Food Services	<a href="mailto:robin.herrington@allen.kyschools.us">robin.herrington@allen.kyschools.us</a>
Director of Maintenance <b>Kelly Grizzle</b>	District Facilities	<a href="mailto:kelly.grizzle@allen.kyschools.us">kelly.grizzle@allen.kyschools.us</a>
Finance Director <b>Angie Anderson</b>	Finance	<a href="mailto:angie.anderson@allen.kyschools.us">angie.anderson@allen.kyschools.us</a>
Assistant Finance Director <b>Carla Keen</b>	Finance & Federal Programs	<a href="mailto:carla.keen@allen.kyschools.us">carla.keen@allen.kyschools.us</a>
Accounts Payable <b>Vickie Jones</b>	Billing	<a href="mailto:vickie.jones@allen.kyschools.us">vickie.jones@allen.kyschools.us</a>
Payroll <b>Megan Meador</b>	Payroll	<a href="mailto:megan.meador@allen.kyschools.us">megan.meador@allen.kyschools.us</a>
Personnel/Insurance Coordinator Superintendent Admin. Asst. <b>Beth Crowe</b>	Personnel, Insurance Superintendent Admin. Asst.	<a href="mailto:elizabeth.crowe@allen.kyschools.us">elizabeth.crowe@allen.kyschools.us</a>
School Food Service Assistant <b>Susan York</b>	School Food Services	<a href="mailto:susan.york@allen.kyschools.us">susan.york@allen.kyschools.us</a>



Administrative Assistant <b>Heidi Paris</b>	Special Programs	heidi.paris@allen.kyschools.us
Technology Department <b>Trevor Carver</b>	Program Specialist	trevor.carver@allen.kyschools.us
Technology Department <b>Robbie Grizzle</b>	LAN Technician	robbie.grizzle@allen.kyschools.us
Allen County-Scottsville High School 1545 Bowling Green Rd. Allen Co. Career & Tech. Center 1585 Bowling Green Rd. Scottsville, KY 42164 Principal/Director <b>Aaron Etherington</b>	Oversees Grades 9-12	HS P: (270) 622-4119 HS F: (270) 622-5882 TC P: (270) 622-4711 TC F: (270) 622-7006 aaron.etherington@allen.kyschools.us
James E. Bazzell Middle School 201 New Gallatin Rd. Scottsville, KY 42164 Principal <b>Melissa Towery</b>	Oversees Grades 7-8	P: (270) 622-7140 F: (270) 6922-4649 melissa.towery@allen.kyschools.us
Allen County Intermediate Center 720 Oliver St. Scottsville, KY 42164 Principal <b>Shawn Holland</b>	Oversees Grades 4-6	P: (270) 618-8200 F: (270) 618-8205 shawn.holland@allen.kyschools.us
Allen County Primary Center 721 New Gallatin Rd. Scottsville, KY 42164 Principal <b>Tim Wilson</b>	Oversees Grades PreK-3	P: (270) 618-7200 F: (270) 618-7206 tim.wilson@allen.kyschools.us
Resource Center Director <b>Rhonda Kircher</b> 720 Oliver St. Scottsville, KY 42164	Assists Parents & Students with barriers to learning	P: (270) 618-8202 F: (270) 618-8205 rhonda.kircher@allen.kyschools.us
Youth Services Director <b>Hannah Erwin</b> 1545 Bowling Green, Rd. Scottsville, KY 42164		P: (270) 622-3311 F: (270) 622-5882 hannah.erwin@allen.kyschools.us
Middle School Youth Services <b>Angel Clark</b> 201 New Gallatin Rd. Scottsville, KY 42164	Assists Parents & Students with barriers to learning	P: (270) 622-7140 F: (270) 622-4649 angel.clark@allen.kyschools.us
Primary Center Youth Services <b>Amy Pitchford</b> 721 New Gallatin Rd. Scottsville, KY 42164		P: (270) 618-7300 F: (270) 618-7301 amy.pitchford@allen.kyschools.us

**Allen County Schools  
Code of Acceptable  
Behavior and Discipline  
2021-2022**

*The Allen County School District provides equal  
Educational and employment opportunities.*

Allen County Board of Education  
570 Oliver Street  
Scottsville, KY 42164  
(270) 618-3181  
Contact Person: Travis Hamby

This Code was developed by a committee representing schools, the Central Office, the Board of Education, students, parents, and the community. The Attorney for the Board of Education has reviewed it, and the Board of Education first adopted it on 6/21/99.

Schools have distributed copies of the Code to all students and employees of the district and to parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be posted in each school, with the Principal being responsible for seeing that guidance counselors and other personnel discuss its contents with students in a timely and age-appropriate manner. In addition, each school will reference the Code in the school's handbook(s). On request, the Principal shall provide help for non-English speaking, blind, deaf, or non-reading students and parents so that they can have access to the information contained in the Code.

**ALLEN COUNTY SCHOOLS  
2021-2022  
CODE OF CONDUCT ACKNOWLEDGEMENT**

This page is to be signed and returned to school.

The Allen County School Code of Conduct booklet is published on the school website:  
[www.allen.kyschools.us](http://www.allen.kyschools.us). In addition, the Code of Conduct booklet will be available in print form for those without Internet.

**\*\*IF YOU WISH TO RECEIVE A HARD COPY OF THE CODE OF CONDUCT PLEASE CONTACT THE FRONT OFFICE AT YOUR CHILD'S SCHOOL\*\***

By our signatures below, I acknowledge that my child and I will be responsible for understanding and abiding by the information contained in the Allen County Schools Code of Conduct booklet.

Student Printed Name: \_\_\_\_\_

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

Parent/Guardian Printed Name: \_\_\_\_\_

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

School Association: (check one): ☐ Allen County Primary Center  
☐ Allen County Intermediate Center  
☐ James E. Bazzell Middle School  
☐ Allen County-Scottsville High School