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**INTEROFFICE MEMORANDUM**

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**TO:** TONY WATTS, SUPERINTENDENT

**FROM:** JENNIFER STEWART, DPP

**SUBJECT:** CODE OF CONDUCT REVISION 2021

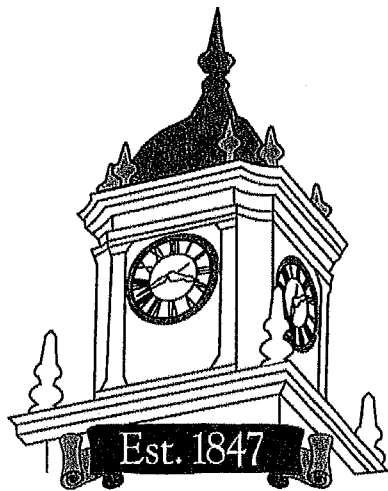
**DATE:** AUGUST 6, 2021

**CC:** KIM KLOSTERMAN

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Attached is the revised Code of Conduct for Board consideration. The following changes are suggested:

- Inclusion of the Superintendent's Message, p. 2
- Inclusion of Positive Behavior Interventions & Supports, p. 3
- Inclusion of Rights and Responsibilities, p. 4
- Inclusion of Expected behaviors, p. 7
- Inclusion of Student Health, p. 9
- Inclusion of Mental Health, p. 10
- Inclusion of Crisis Information, p. 10
- Inclusion of Driver's License Revocation, p. 14
- Inclusion of AUP/Macbook/iPad Agreement, p. 16-22
- Revision to Reporting Absences from School, p. 12
- General language revisions including formatting/spacing into a Google Doc.



# NEWPORT INDEPENDENT SCHOOLS

*A Great Tradition. A Great Future.*

## **Code of Conduct & School Information**

**2021-2022**

# **Newport Independent Board of Education**

**Ramona Malone**  
**Dr. Julie Smith- Morrow**  
**Melissa Sheffel**  
**Sylvia Covington**  
**Aaron Sutherland**

## **Non-Discrimination Notice**

The Newport Independent School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, gender, disability or genetic information in the employment, educational programs, or activities as set forth in compliance with federal and state statutes and regulations. The lack of English skills is not a barrier to admission and participation in programs and activities including career and technical education. Any persons having inquiries concerning compliance or if you believe you have been discriminated against in any of these areas, contact:

Mr. Tony Watts, Superintendent  
Newport Independent Schools  
30 W 8th Street  
Newport, KY 41071  
(859) 292-3001

Office of Civil Rights  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

## **VISION**

*EVERY child will be proficient and prepared for life, work, and citizenship in the 21st Century*

## **MISSION**

Preparing Students for the Future!

## **BELIEFS**

- It is our responsibility to provide all children of this community with access to a high quality education, a safe and inviting environment, and the best possible chance for success.
- We embrace and celebrate our diversity.
- We respect the inherent dignity of all individuals and groups.
- Our teachers, students, and staff all accept the responsibility of placing high expectations on themselves and for nurturing those around them to achieve at their highest level.
- We are committed to the discipline of continuous improvement.
- We are committed to empowering our teachers and improving our instruction through professional learning communities.
- Our success is dependent on active, ongoing collaboration with parents and community members.

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## **PURPOSE**

The purpose of this handbook is to provide a concise outline of rights and responsibilities of students in the Newport Independent Schools and of those people, including parents/guardians and school personnel directly involved in the educational process. All Board of Education policies and procedures, this Code of Conduct, and each school's Student Handbook should be used in providing the students of Newport Schools with access to a high quality education and a safe and inviting environment that nurtures and challenges each student to reach their full potential.

## **POLICY STATEMENT**

The Newport Board of Education's primary concern is all students who wish to learn can do so in an environment conducive to learning and that disciplinary means be employed on behalf of those who would destroy or deny such an environment. In an attempt to promote this environment, a Code of Conduct has been developed.

This Code of Conduct provides for the consistent treatment of all pupils, fairness as required by constitutional due process and an atmosphere of open communication and clearly understood rules. The Code of Conduct encourages behavior that will enable the pupils to develop to their fullest potential. Students will be responsible for this code during the school day, at school sponsored or related activities, on school buses, and walking to and from school. It is expected that sound, fair, and equitable judgment should be considered by pupils, teachers, principals, parents/guardians, and others in applying the principles of the Code of Conduct. This policy applies to all students enrolled in the Newport Independent Schools. The Code of Conduct is the result of expressed concerns on the part of the community and provides for an annual review by the school community and the Newport Board of Education to ensure an effective document which meets the needs of the total educational community.

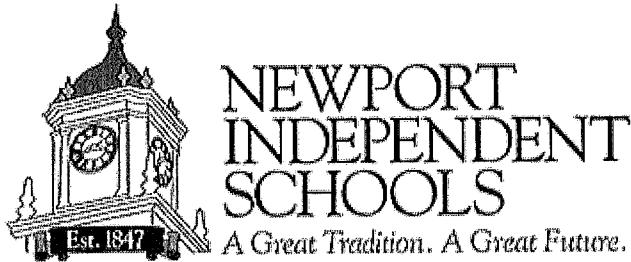
**Each principal will meet with all their students and staff during the first week of each school year to review the District Code of Conduct and School Handbook.**

**Supervision of Pupils' Conduct (KRS 161.180):**

- (1) Each teacher and administrator in the public schools will, in accordance with policies and procedures of the Board of Education made and adopted for the conduct of pupils, hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school sponsored trips and activities
- (2) The various boards of education of the Commonwealth of Kentucky, and the principals of the public schools, may use teacher aides in supervisory capacities, such as playground supervision, hallway supervision, lunchroom and cafeteria supervision, and other like duties, including but not limited to, recreational activities and athletic events, relating to the supervision and control of the conduct of pupils; and while so engaged, such teacher aides will have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties.

*Questions concerning the Code of Conduct should be directed to:*

**Jennifer Stewart**  
**Director of Pupil Personnel**  
**Newport Independent Schools**  
**30 W. 8th Street**  
**Newport, KY 41071**  
**(859) 292-3001**  
**[Jennifer.Stewart@Newport.kyschools.us](mailto:Jennifer.Stewart@Newport.kyschools.us)**



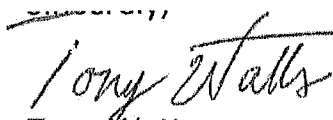
Dear Parent or Guardian:

The Newport Independent School District is committed to providing every student with a high-quality education. To achieve this goal, we must have high expectations for our staff, students, and parents. We must work together as a team to make sure our students achieve at the highest level.

The Code of Conduct helps us to create a positive learning environment. We ask that you read through the Code of Conduct with your student and encourage them to follow the rules, procedures, and expectations. We are committed to providing a safe environment for all students so they feel safe and can learn without distractions.

We look forward to a great 2021 – 2022 school year. We need your help to make this the best school year possible. If you ever need assistance, please call your student's principal. Let's work together to make sure all of our students are successful. Thanks in advance for your support and cooperation.

Sincerely,

  
Tony Watts  
Superintendent

## POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

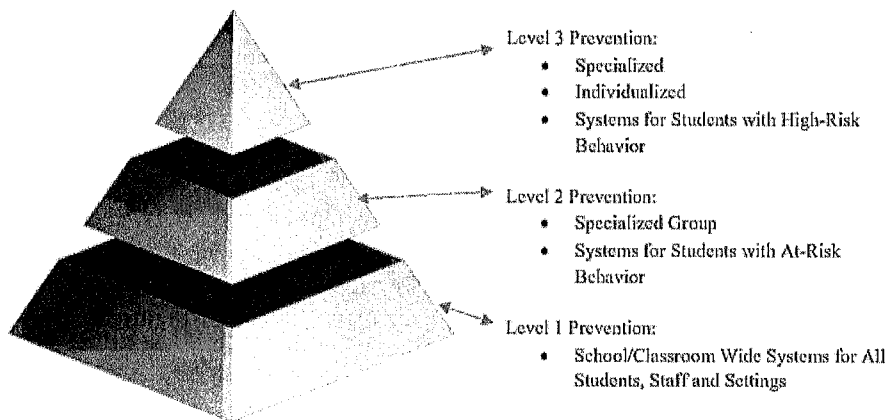
Newport Independent Public Schools facilitates the Positive Behavior Intervention and Supports (PBIS) framework which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-level system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

Newport Independent Public Schools has embraced PBIS, as the primary tool to address student misbehavior and to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing school-wide behavior referrals to make decisions and solve problems based on their individual school needs.

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

### Successful PBIS implementation will help us:

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



PBIS schools organize their evidence-based behavior practices and systems into an integrated collection or continuum in which students experience support based on their behavior responsiveness to intervention. A three-level prevention logic requires that all students receive support at the universal or primary level. If the behavior of some students is not responsive, more intensive behavioral supports are provided, in the form of a group contingency (selected or secondary level) or a highly individualized plan (intensive or level).

Center for Positive behavior Interventions Supports, University of Oregon- For more information about PBIS, visit [www.pbis.org](http://www.pbis.org)

## **PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES**

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

### **STUDENTS**

*Students have the right to the opportunity for:*

- Meaningful public education, the maintenance of high educational standards, and a system of public education which meets the needs of the individual students.
- Reasonable and timely notice of all rules, regulations, policies, penalties to which they may be subject.
- Physical safety and protection of their personal property.
- Consultation with teachers, counselors, administrators, and other school personnel.
- Free election by peers in student organizations in which all students have the right to seek/hold office.
- Examination by themselves, their parents/guardians, or their authorized representatives of their own personal school records.
- Involvement in school activities without being subject to discrimination on any basis. (Where participation in activities is on a competitive basis, each student has the opportunity to compete on equal basis.)
- Respect from other students and school personnel.
- Presentation of complaints or grievances to school authorities and receipt of authoritative replies from school officials regarding the disposition of their complaints or grievances.

*Each student will:*

- Be responsible for owning conduct and for showing consideration for the rights/property of others.
- Exhibit neatness and cleanliness of personal attire and hygiene.
- Refrain from fighting, creating disturbances, making excessive noise, denying others use of school facilities/buildings, using or carrying any weapon on school premises, intentionally injuring another person, exposing others to harm, or using threats or intimidation against any other person.
- Refrain from using tobacco, vaping products, alcohol or any controlled substances.
- Refrain from gambling, extortion, theft, or any other unlawful activity.
- Show respect for the educational process by taking advantage of opportunities to further his/her education.
- Show respect for the education process and learning environment by refraining from intentional or habitual tardiness or unexcused absence.
- Practice self-control including control of voice and all limbs.
- Complete all learning assignments.



## **TEACHERS**

### ***Teachers have the right to:***

- The support of co-workers and administrators.
- Work in an educational environment with a minimum number of disruptions.
- Expect all assignments, including homework, to be completed and turned in as assigned.
- Remove any student whose behavior significantly disrupts learning for up to one class period to a designated area.
- Be safe from physical harm and freedom from verbal abuse.
- Assist in the formulation of policies that relate to their relationships with students and school personnel.
- Take action necessary in emergencies to protect their own person/property or persons/property of those in their care.

### ***Teachers have the responsibility to:***

- Provide instructional materials and experiences to students.
- Inform students and parents/guardians of achievement and progress.
- Plan a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- Administer discipline consistent with the Code of Conduct without discrimination on any basis.
- Evaluate students' assignments and return them with feedback in a timely manner.
- Exhibit exemplary behavior in action, dress, and speech.
- Inform parents/guardians of children's successes, problems, or failures promptly.
- Recognize/reward exemplary behavior or work of students.
- Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students.
- Recommend for retention in a class any child who fails to meet the basic standards of such class.
- Follow rules and regulations by the Board of Education and/or school administration.
- Determine the facts of any situation before passing judgment.
- Demonstrate respect for parents and students.

## **PARENTS AND GUARDIANS**

### ***Parents/Guardians have the right to:***

- Send their child to school in an environment where learning is prized.
- Expect classroom disruptions to be dealt with fairly, firmly, and quickly.
- Enroll students in the Newport Independent School District where they attend classes regularly and promptly with minimal interruptions.
- Expect the school to maintain high academic standards.
- Review the child's academic progress and other pertinent information in educational records.
- Address grievances concerning their child and receive a prompt reply for any alleged grievance.
- Be treated with courtesy and respect from school personnel and students.

### ***Parents/Guardians have the responsibility to:***

- Instill in their children the values of an education.
- Instill in their children a sense of responsibility.
- Help children understand that disruptions in the school are detrimental to the education of all.
- Become familiar with the educational program and the procedures.
- Inform children about disciplinary procedures of the school and emphasize the importance of following the same.
- See that children attend school regularly and promptly.
- Determine the facts of any situation before passing judgment.
- Support the efforts of the school personnel.

- Demonstrate respect for the teachers, students, other parents, administrators, and school personnel at school and all school related activities.
- See that children exhibit neatness and cleanliness in their personal attire and hygiene.
- See that students fulfill their course of requirements.
- Attend parent-teacher conferences or other conferences designed to assist in programming for their child.
- Communicate to the school emergency contact names and working phone numbers , as well as any changes that occur during the year.

## **PRINCIPALS**

### ***Principals have the right to:***

- Expect all students, teachers, and other personnel to comply with school expectations, procedures, and policies.
- The support and respect of students, parents, and staff in implementing procedures and policies of the Board of Education.
- Take reasonable and necessary action to protect their own person or property or the persons or property of those in their care.
- Take appropriate action with respect to any person whose conduct disrupts the educational process.
- Provide input into expectations, procedures, policies, and regulations that relate to the school.
- Be safe from physical harm and verbal abuse.

### ***Principals have the responsibility to:***

- Help create and foster an atmosphere of mutual respect and consideration among students/staff.
- Administer discipline fairly and equally, following the guidelines set forth herein, but also using his/her own judgment and discretion.
- Exhibit exemplary behavior in action, dress, and speech.
- Direct the development of a program of instruction that explains the Code of Conduct to the school community.
- Recognize the need for instructional/behavior interventions with students referred for discipline.
- Demonstrate respect for parents and students.
- Be knowledgeable of regulations from federal, state, and local agencies.
- Treat all school personnel, parents, and students in a respectful, fair, and equitable manner.
- Respond to concerns of students, parents, and staff.
- Follow the professional code of ethics.
- Maintain confidentiality of student and family personal and sensitive information.



## **EXPECTED BEHAVIORS**

At Newport Independent we believe every student deserves a safe, supportive, equitable, accessible, and orderly learning environment. We believe that appropriate behaviors begin by having a structure for success, teaching expectations, observing learners developing their skills, interacting with learners in a positive manner, and in correcting fluently. We recognize that individual student culture and experiences are an integral part of who we are.

I will show RESPECT for....

MYSELF BY:

- Attending school regularly and being on time.
- Following expectations on rules and directions of adults.
- Doing my schoolwork and homework to the best of my ability.
- Practicing positive behavior choices.
- Remaining on school grounds unless I have permission to leave school.
- Accepting consequences for my own behavior.
- Learning from the consequences of my behavior.
- Choosing not to bring tobacco or any nicotine product, alcohol, illegal drugs, or weapons to school.
- Dressing in a way that is appropriate for the learning environment.

I will show RESPECT for....

OTHERS BY:

- Being understanding of others feelings and showing compassion.
- Using positive words with others (no put downs).
- Treating others like I want to be treated.
- Not bullying or threatening.
- Being honest by telling the truth and admitting to things that I have done.
- Working with others in positive ways.
- Keeping my hands to myself.
- Refraining from using profanity in school.
- Working together and/or with adults to manage negative behaviors and emotions.
- Using a respectful, positive, and considerate tone of voice and body language when speaking to others.
- Listening to others when they are speaking to me.

I will show RESPECT for....

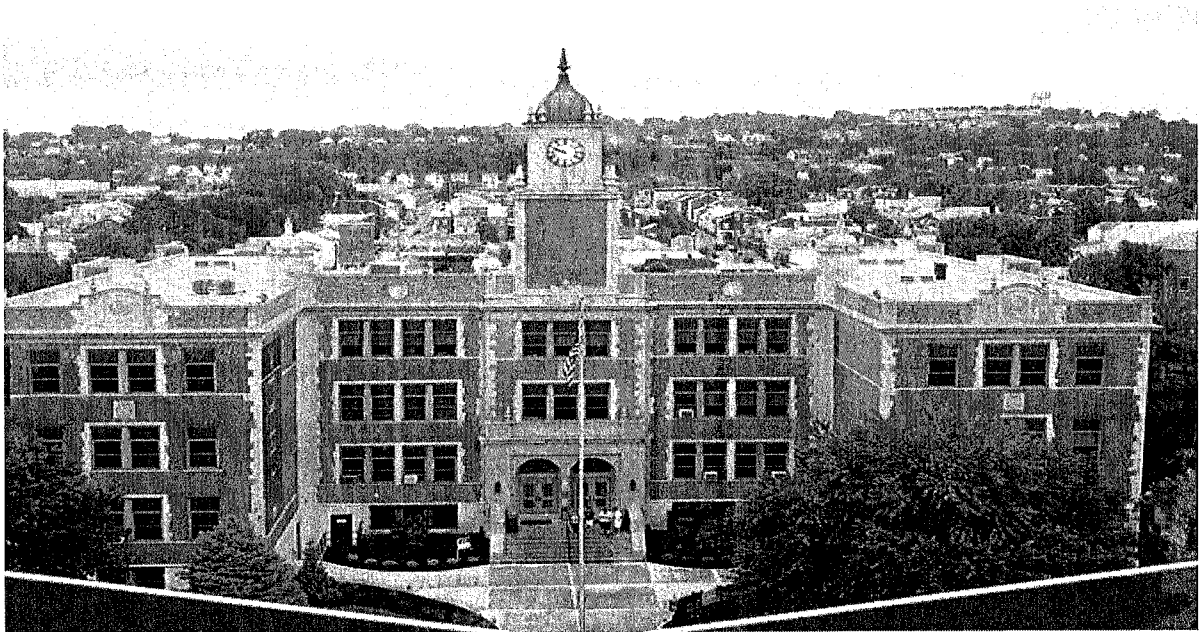
LEARNING BY:

- Following school expectations, rules, and school staff directions.
- Keeping focused on my work.
- Coming to school prepared to work.
- Participating in class activities, projects, and discussions.
- Completing my own schoolwork and homework.
- Keeping my eyes on my own paper when taking quizzes and tests.

I will show RESPECT for....

PROPERTY BY:

- Taking care of things in my school and on school grounds.
- Not bringing dangerous or distracting items such as matches, lighters, weapons, toys, fireworks, alcohol/tobacco/other drugs, medicine not prescribed for me, etc. to school.
- Using materials or a classmate's materials for their intended purpose.
- Using technology as directed by adults.
- Following expectations and rules about safety.
- Refraining from touching a fire alarm unless there is an emergency.
- Using playground equipment in a safe manner.
- Keeping personal technology devices off and out of sight during school hours and while on the school bus except with permission from school staff.



*When I make positive behavior choices, I will be successful. If I do not make positive behavior choices, I will receive interventions to help me learn to make better choices.*

## **STUDENT HEALTH**

### **Health Clinic**

Newport Independent offers a FREE school-based health clinic at our Intermediate School location. This clinic is open to all students Tuesdays, Thursdays, and Fridays from 8:00 to 3:00 August through May yearly. The School Based-Health Clinic offers physicals, immunizations, and sick visits with no charge. Please contact the clinic for an appointment at (859) 292-1910. The entrance is on 8th Street through the Welcome Center Courtyard.

### **Basic Health Requirements**

- All students are required to have a physical examination upon enrollment.
- All students entering the sixth grade are required to have a physical completed no more than one year before entering the sixth grade.
- All students are required to have a valid Kentucky Immunization Certificate on file at all times.
- All students under the age of 7 are required to have a vision examination by January 1 of the first year of enrollment.
- All 5- or 6-year-old students are required to have a dental screening or exam by January 1 of the first year of enrollment.

## **EXPECTATIONS RELATED TO MEDICATION**

The use of medication at school by students must conform to all state and federal laws as well as local school board policies and procedures.

All prescription medications shall be brought to school in the original container with the label intact and given to school personnel for appropriate storage and dispensing by the school nurse or trained unlicensed personnel. Only prescription medication and dietary supplements authorized by a physician, advanced practice registered nurse, or physician assistant, and parent/guardian will be dispensed.

Over-the-counter medication will be accepted when sent to school in the original container and a Medication Administration Consent form has been completed by the parent/guardian.

*NOTE THAT NO MEDICATIONS WILL BE RETURNED TO STUDENTS TO TAKE HOME;* parents/guardians will be notified by the school nurse when medications need to be picked up in the office. Medications not picked up by parents/guardians will be destroyed (See Board Policy 09.2241)

Students May Be Permitted To Carry Medication for certain conditions (such as an inhaler for asthma or an Epi-pen for allergic reaction) provided there is prior physician/parent or guardian authorization and school personnel are aware the student is carrying it. (See Board Policy 09.2241)

## **Mental Health**

Each school is staffed with a school counselor. This professional provides services throughout the school including small groups and one on one services. The school counselor acts as the liaison between families and more in depth layers of services. The school counselor is available to students daily. Should you be interested in counseling or mental health services, please contact your child's school and ask to speak with a school counselor.

Newport Independent Schools have also partnered with outside agencies to provide additional mental health services. External counseling services are a parent/guardian choice and families interested in counseling services may contact their child's school counselor to learn more.

Newport Independent Schools offers district based mental health services through our own clinicians as well as a Clinical Psychologist and School Psychologist. Given the unexpected demands on our students, many are feeling anxious, fearful, worried, overwhelmed, and sad. Your child's school counselor serves as the primary contact for referral of mental health services.

Newport Primary	(859) 292-3011
Newport Intermediate	(859) 292-3021
Newport High School	(859) 292-3023
Newport School of Innovation	(859) 292-3001
Newport Regional School	(859) 292-6371

*If you feel that your child could benefit from services or if you would like to learn more, please contact your child's school counselor.*

## **CRISIS INFORMATION**

**For emergencies, always call 911. Have the courage to make the call.**

### **National Suicide Prevention Lifeline: 1-800-273-8255**

All calls are anonymous and confidential  
Hotlines are available 24 hours a day, 7 days a week

### **National Human Trafficking Hotline: 1-888-373-7888**

All calls are anonymous and confidential  
Hotlines are available 24 hours a day, 7 days a week  
Live Chat @ [www.humantrakkickinghotline.org](http://www.humantrakkickinghotline.org)

### **Safe School Helpline: 1-855-830-3168**

To report an unsafe situation in school (bullying, weapons, drugs, alcohol, etc.)  
All calls are anonymous and confidential  
Hotlines are available 24 hours a day, 7 days a week

## **ATTENDANCE**

### **Compulsory Attendance**

Under Kentucky state law, KRS 159.010, all children must be enrolled in and attend school between the ages of 6 and 18 years of age. A child who is 6 years old or who turns 6 by October 1, must attend school. A child who has reached 5 years of age by August 1st may enroll in Kindergarten. Guardians of children aged 5 may petition for Early Entrance to school.

Residents of Newport have many options for enrollment of their children.

- Newport Primary serves students in grades Preschool through Second grade.
- Newport Intermediate serves students in Third grade through Sixth grade.
- Newport High School offers families enrollment in its middle school program for Seventh and Eighth grades, as well as secondary education in grades Nine through Twelve in both traditional and virtual learning environments.
- Newport School of Innovation provides enrollment in an online platform to grades Fifth through Twelve and includes a homeschool platform for those choosing alternate options.

### **Chronic Absenteeism**

Chronic absenteeism is defined as missing at least 10% of a school year for both excused and unexcused events. For students this means as many as 17 days of school, almost an entire instructional month. Absent events add up quickly, many times accumulating quicker than most parents are aware of. Illness such as flu and common viruses in conjunction with medical and dental appointments often catch parents unaware of the growing number of absent days.

Studies have shown that missing 10 percent or more of school is a direct predictor of lower academic proficiency in reading and mathematics by grade three, increased failure in the middle grades, higher rates of in and out of school suspension, increased high school non-completion through exiting to home school and drop out, and decreased college completion. The importance of good attendance begins early and sets the foundational stage for all other endeavours. Our student's proficiency, persistence, and behavioral expectations are heavily weighted in attendance and engagement in school every day.

### **Truancy**

Newport Independent defines a truant as 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.

Newport Independent further defines truancy as 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.

Any student who has been reported as a truant two (2) or more times is a habitual truant. Habitual truancy will result in charges with the Campbell County Family Court or CDW's office.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

## REPORTING YOUR CHILD'S ABSENCE FROM SCHOOL

*Call your child's school each day to report that he/she is unable to attend school that day.*

Newport Primary	859-292-3011	8:05 AM– 3:05 PM
Newport Intermediate	859-292-3021	7:55 AM– 2:55 PM
Newport High	859-292-3023	7:45 AM— 2:45 PM

- When the child returns to school, send a note stating the reason your child was absent. Sign, date and return the note with the student to school on the day he or she returns to school. The note must be turned into the school office no later than 48 hours after the absence. If a note is received after 48 hours the child's absence will not be excused.
- If your child will be late for school because of a medical or other appointment, a written note is required. The note may be written by the parent/guardian or the doctor or other professional providing a service to the student. If your child will need to leave school early for a medical or other appointment, the school will not release them without a written note from you or the medical professional.
- An excusal note is required for each absent day
- Newport Independent Schools accepts five parent notes **three (3) parent notes** to be used at a parent's/guardian's discretion in order to excuse any absence or tardy event. *Please note effective for the 2019—2020 school year: When your child has missed one or more unexcused days and parent notes, or other valid excuses are not received by the school within five school days, your parent notes will be automatically applied to the unexcused absences and will apply up to three excused absences.*
- An additional two (2) excused office notes may be granted during the school year for any absence or tardy event by the building principal or his/ her designee if, in their judgment, an excused absence is warranted.
- All other excused absence events must be accompanied by appropriate documentation, i.e., dentist / doctor's note, a note from the court clerk or court designated worker (CDW), an obituary notice, funeral home memorial card or funeral mass card regarding the death of a family member.
- When your child is sick and you are unable to get a doctor's appointment, you may have the child seen by the Newport School-Based Health Center Staff at no charge. You may contact the Health Center at 859- 291-1910 for further information. The Health Center is located at 30 W. 8th Street in the basement of the Welcome Center next to Newport Intermediate.

## STUDENT IS RESPONSIBLE TO MAKE-UP MISSED CLASS WORK AFTER ABSENCES

- Students having excused or pre arranged absences (acceptably documented) will be allowed to make up work. It is the student's and parent's/guardian's responsibility to contact the teacher concerning make-up work. If a student has been given a date or deadline by which assignments or projects are due to be turned in or for when a test will be administered, and the student is absent on that date, the student will be expected to turn in the assignment or project and/or to take the test on his/her first day back to school. Assignments will also be available via Google Classroom.



### ***HOW CAN YOU HELP YOUR CHILD CATCH UP AFTER ABSENCES?***

- Write a note to the teacher asking for work your child missed when absent
- Help the child complete the make-up work for homework
- Ask the teacher if your child can stay after school for help making up school work
- Make sure the child returns the completed work to his/her teacher for grading
- Follow up through Infinite Campus Parent Portal to review grades, assignments, and attendance.

### **EXCUSED ABSENCES:**

**Parents must provide proper documentation for the following absences:**

Illness with a parent note- Not to exceed 5 days	Illness- with a medical excuse
Medical appointment of student	Death in family
Religious holiday	Reporting to court
Driver's test (½ day- 2 times)	Prearranged absences
Other circumstances as approved by principal	

All valid absences for which parents/guardians have called and sent the proper written excuses giving valid reasons for the absence will be excused. Invalid absences will be considered unexcused.

Any student absent or tardy from school unexcused will not participate in extracurricular activities the day of the absence. Any student, who is absent or tardy from school excused, may participate in extracurricular activities on the day of the absence or tardy only with the approval of the principal or designee.

### **UNEXCUSED ABSENCES**

**The following will count toward the truancy:**

Indifference of parent/guardian	Out of town	Juvenile detention-jail
Working at home or business	Providing Child care	Transportation
At-home suspension	Distance from school	Truancy
Oversleeping	Skippping school (including unknown by parent)	Illness (more than 6 unexcused with note from parent without medical excuse)

### **PREARRANGED ABSENCES:**

A parent may arrange for their child's absence from school when necessary. A note from the parent explaining the reason for the absence must be given to the principal or designee for approval **at least 5 days before the absence**. When approved, the timeline for completion of missed school work will be at the discretion of the teacher and/or principal. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted (See Policy 09.123) *The decision for approving the prearranged absences will be based upon:* overall attendance record, overall academic record and the nature or circumstances of the request.

## **ATTENDANCE PROCEDURES**

- Parents or guardians should call the school before 9 a.m. daily to report a student's absences, and when the student returns to school he/she must bring proper documentation signed and dated before he/she is readmitted to school.
- Pupils are not reported as absent when participating in school activities which are authorized by the Board of Education and are a definite part of the instructional program of the school.
- Pupils are not reported as absent when participating in activities which are provided in KRS 158.240 and 159.035. Pupils may not be excused when they are absent as spectators at school activities.
- Participation in 4-H activities are to be considered in attendance (KRS 159.035). Anything in the statutes of the Commonwealth to the contrary notwithstanding, all pupils in the schools of the state who are enrolled in properly organized 4-H club will be considered present at school for all purposes when participating in regularly scheduled 4-H club educational activities, provided the student is accompanied by or under the supervision of a county extension agent or the designated 4-H club leader for the 4-H club educational activity in which the student participates.
- Attendance at Kentucky State Fair (KRS 158.070 (2) This section states: a board of education "will use one day of valid absences for attendance at the State Fair for students applying for valid absence for this purpose."
- Absences because of death in the immediate family will require a written statement and a phone call to the principal/designee. Students will understand that absences should be used for personal illness or injury, professional appointments (doctors, dentists, etc.).

## **TARDY TO SCHOOL & TARDY TO CLASS**

Should a student be tardy, he/she must report to the principal/designee for proper admittance to school. The principal/designee will issue tardy slips. Chronic unexcused tardiness may result in assignment to Friday school, In-School Detention, detention, or truancy charges. Any student who is not in their assigned area at the designated time is tardy to class. Being tardy to class may result in assignment to detention.

## **DRIVER'S LICENSE REVOCATION (KRS 159.051)**

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

## **Academic and Attendance Deficiencies**

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

1. They shall be deemed academically deficient if they have not received passing grades in at least five (5/7) courses, or the equivalent of five (5/7) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in a class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

### **Reinstatement of Driving Privilege**

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

## **TECHNOLOGY**

### **Newport Independent Schools 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 offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/Designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s e-mail files;
- Terminate their child(ren)'s individual e-mail account and/or Internet access; and
- Provide alternative activities for their child(ren) that does not require Internet access.

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

School sponsored E-Mail, or apps within the District's Google Apps for Education and Microsoft Office365 suites are the only forms of electronic communication allowed to be utilized by students while they are in school. All other forms of electronic communication (including texting) may not be used unless authorized by the school Principal.

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

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

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

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

## **NO PRIVACY GUARANTEE**

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

## **PERSONALLY OWNED DEVICES**

Staff – Any staff member may utilize the wireless guest network on a personally owned computing device unless their device has been blocked from the network due to activity which violates the District Acceptable Use Policy.

Students – Personally owned devices are only allowed in School with the permission of the Principal or his Designee. Devices that generate a shared internet connection are not allowed.

## **Access to Electronic Media**

### **NTI (NON-TRADITIONAL INSTRUCTION)**

In the event the District uses NTI days to continue learning in times of illness, extreme weather, etc. - the school-owned device assigned to your child may be sent home. Students are expected to use the devices safely and responsibly just as if they were in school, and are expected to promptly return the devices when NTI instruction is ended.

### **Videoconferencing**

In some cases, particularly during NTI days, but not limited to them, videoconferencing may be utilized for direct communication between students and teachers. Only District “owned” and approved programs will be used to comply with privacy regulations, and students and teachers must adhere to guidelines for appropriate use set by their school administrators.

## **MacBook User Agreement**

### **School MacBook Initiative**

The Newport Independent School District has initiated a 1:1 MacBook program for students and teachers in an effort to embrace 21st Century Skills. Students will be using MacBooks in the classroom. After reading and returning the required agreement, they will be allowed to take their designated MacBook home to continue school work unless they have outstanding repair fees, missing devices, or other special restrictions. MacBook use will be monitored to gauge use and effectiveness of the device in the classroom. **MacBooks are district-owned-devices and the contents on the MacBook shall be educational in nature and can be viewed at any time by district/school staff. Students must use the district provided MacBook, personal devices are not allowed as an instructional device.** Students are expected to have their MacBook each day with a battery life that will get them through the entire day (75% charge).

The individual use of MacBooks is a way to empower students; to maximize their full potential; and to prepare them for college and the workplace. Technology does not diminish the role of the teacher; on the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and instruction with MacBooks integrates technology into learning anytime and anyplace.

The policies, procedures, and information within this document apply to all MacBooks used at Newport Schools; including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use within their classroom.

## Goals for Student Users

- To prepare students for a 21st Century environment.
- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.

## Guidelines

Student use of the MacBook falls under the district Acceptable Use Policy for technology. Internet and MacBook use will be monitored through district-level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the MacBook are the property of the school district and subject to review and monitoring. MacBooks may be reset or erased if inappropriate material is found on them.

### Students should NOT:

- Modify the MacBook in any way other than instructed by the administrator or other school personnel.
- Allow others to access their MacBook.
- Apply marks, stickers, or other decoration to the supplied MacBook or case. Students will be assessed the cost of a new case if stickers, etc. cannot be removed when the device is turned in.
- Exchange MacBooks with any other student.
- Remove the supplied cover from the MacBook.
- Sync the MacBook with any other device.
- Disable browsing history on the device.
- Disable the MacBook or its applications on the MacBook assigned to them OR anyone else's MacBook, this includes profiles.

Failure to comply with these guidelines will be treated as a violation of the district acceptable use policy and will be handled according to the school's discipline code.

## PERSONAL HEALTH & SAFETY

1. Avoid extended use of the MacBook while resting directly on your lap. The bottom of the MacBook can generate significant heat.
2. Take frequent breaks when using the MacBook for long periods of time. Look away from the MacBook approximately every fifteen minutes.
3. Do not provide your personal information to anyone over the Internet.
4. Do not share your passwords with anyone.
5. Do not allow other students to use or access your MacBook.
6. Keep the MacBook in a secure location when it is not at school.
7. Fire/Tornado Drill: In the event of an emergency (including drills), the priority is student safety. Close the MacBook or secure the cover of your iPad and quickly place it in an unobtrusive location, then follow the relevant safety protocol.

## Using the MacBook

- Be careful when inserting and removing cords in the MacBook; do not force anything into the ports.
- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- MacBooks will not be allowed the use of the iTunes Store.
- Make sure hands are clean before using the MacBook.
- Do not set the MacBook on the same surface as food and drink.
- Have the MacBook fully charged and ready for use during the school day.
- Bringing your charger to school is at your own risk. You will be responsible for the cost of a replacement if it is lost/misplaced/or stolen.
- Report any software/hardware issues to your teacher immediately.
- Keep the MacBook in a well-protected, temperature controlled environment when not in use. Do not leave the MacBook in a vehicle or location that is not temperature controlled.

- Do not carry the Macbook by the screen or in an “open” position in the halls.
- During class time, students are expected to keep Notifications **Disabled** or silenced.
- Under no circumstances should MacBooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any MacBook left in these areas is in danger of being stolen or damaged. If a MacBook is found in an unsupervised area, it will be taken to the library or the office. Violations may result in loss of MacBook privileges and/or other privileges.

### **Applications (Apps)**

Applications not preloaded on MacBooks can only be installed through the Casper Self Service App. Applications may not be downloaded from other sources (including the Apple App store and iTunes). If there is an application a student would like installed he/she may discuss the educational merits of the application with his/her teacher. Once an application is deemed appropriate for the classroom it may be made available in self-service.

### **Saving Documents**

Student work is best saved in the OneDrive or Google Drive accounts made available to them by the school through their Office365 logins. Other cloud based services should not be used. Using your school account you can save, export, and import documents in a couple of different formats. This allows you to access your documents from other computers via the Internet. You can also share your documents with other students or your teacher. Saving work “locally” on the computer is indeed convenient, but it puts the student at risk of losing their data should something happen to their device and should be avoided. Loss of work in this fashion is not a valid excuse for failing to turn in assignments.

**Username:** school email address (firstname.lastname@stu.newport.kyschools.us)

**Password:** [“C” is capitalized with no spaces] CatsLast4StudentID (Cats1234)

### **Reporting Technical Issues**

Any errors or problems with the MacBook should be reported immediately. The following procedure should be exercised when reporting MacBook issues:

1. Let your regular Classroom teacher know of your issue.
2. If your teacher is not able to resolve the issue, then they will direct you to the MacBook Coordinator.
3. If the issue is beyond the MacBook coordinator capabilities, then it will be sent out for repair. Loaner MacBooks will not be given out.

Damage or loss of function that cannot be attributed to normal use may result in the student assuming the financial responsibility of replacement of the MacBook. Details of the repair/troubleshooting process are included further on in this document. Students taking the MacBook from school property must sign and submit the Parent-Student MacBook User Agreement Form and not have outstanding fees for repairs or missing/lost devices. Student use of the MacBook off school grounds may be revoked at any time by the administration or designated person.

### **Security**

Students will only be allowed to access their MacBook using their school login account. Students must not share their passwords with anyone.

### **Home-Bound / Students Not at School**

Homebound students will still be allowed access to their MacBooks. Any student placed on home-bound may use their school issued MacBook as long as assigned school work is being completed and turned in. Once a homebound student starts missing assignments for any given class (more than one week behind), the parents will be contacted and a home visit will be set up so that a system can be devised to keep the homebound student caught up.

## Newport Schools MacBook Discipline Code

Proper care of MacBooks throughout the school year, and returning the MacBooks at the end of the school year with a charger and cover, are the responsibility of the student. Students not returning their MacBook will be assessed the value of a replacement and will not be issued a MacBook the following year until **ALL** balances are paid from the previous year (lunch, library fees, previous MacBook damage, etc.) All MacBook violations will be documented in Infinite Campus. (The disciplinary actions listed below are general guidelines and are subject to the administrator's discretion.)

### Care and Responsibility

#### Level A: Care and Responsibility

- Do not allow another student use of your assigned MacBook
- MacBook should be kept in issued cover/case at all times, with name-tag in place.
- Headphones may only be used when your teacher gives permission.
- Never leave your MacBook unattended
  - MacBooks should **not** be left in the bleachers or elsewhere in the gym at any time. See the supervising teacher for secure storage.
- Do not play games or visit sites not approved by the teacher during instructional time
- Do not clear/disable browsing history OR disable another student's MacBook
- Battery must be adequately charged to get through the entire school day. Do not charge personal devices such as phones from your Macbook.
- Keep MacBook storage adequate for educational purposes
- Notifications must be disabled during class

1st offense – Verbal Reprimand

2nd offense – Verbal Reprimand

3rd offense – After School Detention

\*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

#### Level B: Care and Responsibility (Intentional Misuse)

- Any intentional damage/destruction to a device and/or components of the device.
- Intentional damage results in parent conference to determine cost of replacement and/or disciplinary action.

### MacBook Misuse

#### Level A: Inappropriate Use

- Inappropriate use of camera or recordings (face-time, etc.)
- Presence of inappropriate non-instructional materials

1st offense - Verbal Reprimand and loss of privileges\* for 5 days

2nd offense – After school detention and loss of privileges\* for 10 days

3rd offense – Parent Conference and loss of privileges\* for 20 days

\*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

#### Level B: Unacceptable Use

- Installing apps without district approval
- Possession or distribution of pornography of any kind\*
- Possession of gang related files
- Possession of illegal (boot-leg/pirated) copies of movies or music
- Cheating
- Threatening or bullying others (subject to regular district policy regarding bullying/threatening others)
- Hacking the district or any other network
- Syncing MacBook to a computer

- Adding **additional** e-mail accounts (more than the school-approved student e-mail account)
- Failure or refusal to follow teacher directions for use of the device in class
- Resetting MacBook to factory defaults / formatting
- Removing Profiles or changing settings to go around management

1st offense – Verbal Reprimand and loss of privileges\*\*

2nd offense – After school detention and loss of privileges\*\*

3rd offense – Parent Conference - Student becomes a day user\*\*

\*Legal consequences/suspension may result

\*\*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

### **Loss or Damage**

- If a MacBook is damaged outside of school, the damage must be reported to an administrator or designee by 8:00 a.m. the following morning.
- If a MacBook is damaged during school it must be reported to a teacher or administrator immediately.

### **General Rules**

- If there is repeated occurrence of a MacBook not being usable for the school day, i.e. not being charged, then administration reserves the right to make the student a day user for a length of time to be determined.
- *MacBooks in NIC* – MacBook access in NIC may also be limited depending on the length of time a student is assigned to NIC.
- *NewPathways*: Students in NewPathways follow a different curriculum, will use workstations provided in their classroom, and will not be issued MacBooks.

### **Please Remember**

Devices may be monitored by your school and district level administrators at any time for misuse. Administration reserves the right to take a MacBook at any time if misuse or inappropriate use/content is suspected. Teachers reserve the right to restrict MacBook use during class.

### **Cost of Replacement/Repair**

There are several tiers of service/repair:

1. Standard Apple Warranty: In instances where there is no obvious accidental/intentional damage, the district will submit the device to Apple warranty and attempt to have it repaired at no charge.
2. AppleCare Plus: Each student Macbook is eligible for up to 2 accidental damage claims through AppleCare Plus. Screen and external case damage has a fee of **\$100**. Other damage is **\$300**. Damage beyond the scope of what AppleCare Plus covers may result in full replacement cost. After two incidents, student damage will then go to the next tier.
3. AGI Repair: After lower cost Apple options are exhausted, the district will use AGI Repair for repairs not covered by Apple. A table of cost estimates will be given below.
4. If a complete replacement is needed for loss/damage, current costs are estimated at **\$900**.
5. Student devices were issued with Apple branded chargers (**\$80**) and protective GumDrop cases (**\$40**) and are expected to return those in clean working condition with the device or be responsible for replacement cost. Should a charger fail, it must be returned to the school so that we may at least attempt to have it covered via warranty and prevent a fee to the student.

### **AGI Repair Estimates for MacBook Air 13"**

<b>LCD Repair</b>	\$250.00
<b>Logic Board Repair</b>	\$300.00
<b>Topcase</b>	\$200.00 (keyboard/top portion of bottom half of machine)



<b>Bottom Case</b>	\$125.00 (bottom portion of laptop)
<b>Battery</b>	\$150.00 (Pricing varies depending on model)
<b>SSD</b>	\$275.00 (Pricing varies depending on size)
<b>Miscellaneous Repairs</b>	\$100 - \$150 (fan, trackpad, etc.)

#### Take home Requirements

Students must turn in a MacBook use agreement signed by themselves and a parent/guardian. Students cannot have any outstanding damage charges or have had their take home privileges revoked.

#### MacBook Use Agreement

##### Student

Please read before signing:

- I will not modify or disable the MacBook in any way unless instructed by district personnel.
- I will not sync the MacBook to any computer or add e-mail accounts OTHER than the student account I am assigned at school.
- I will not take the MacBook out of the district-provided case.
- I will not take inappropriate pictures or use the internet inappropriately as defined by this Acceptable Use Policy.
- I will report any technical issues to my teacher as soon as possible.
- I will not leave my MacBook unattended or have my MacBook around food or drink.
- I understand that my absences and my actions may cause for the removal of my MacBook privileges (either temporary or long-term)
- I will return my MacBook immediately to the school should I withdraw or transfer to another district for any reason.

I understand and will abide by the above MacBook User Agreement. I further understand that, should I commit any violation, my access privileges may be revoked and school disciplinary action taken. Upon graduation or withdrawing from school; failure to return my MacBook may result in not being allowed to participate in graduation and/or the filing of charges for theft. MacBooks may be taken home by the student only after meeting all of the take home requirements. Take home privileges may be revoked by the school administration, school technology coordinator, or other designee.

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

##### Parent or Guardian

Please read before signing:

- I give my child permission to take his/her designated MacBook outside of school.
- I assume all financial responsibility should my child be deemed responsible for damage to the MacBook or charger.
- I understand that this access is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her MacBook privileges (either temporary or long-term)
- As a district-owned device, I understand that my child's MacBook can be searched at any time for improper material or evidence of improper use. MacBooks may be taken home by the student only after meeting all of the take home requirements. Take home privileges may be revoked by the Administration.
- Should my child's enrollment at Newport Schools end for any reason, I will see that the device is promptly returned to the school.

As the parent or guardian of this student, I have read the MacBook User Agreement.

Parent or Guardian's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Asset Tag # \_\_\_\_\_

## **Student iPad User Agreement**

### **School iPad Initiative**

The Newport Independent School District has initiated a 1:1 iPad program for students and teachers in an effort to embrace 21st Century Skills. Students will be using iPads in the classroom. After reading and returning the required agreement, they will be allowed to use their designated iPad for school work. iPad use will be monitored to gauge use and effectiveness of the device in the classroom. **iPads are school district-owned-devices and the contents on the iPad shall be educational in nature and can be viewed at any time by district/school staff. Students must utilize the district provided iPads.**

The individual use of iPads is a way to empower students to maximize their full potential, and to prepare them for college and the workplace. Technology does not diminish the role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and instruction with iPads integrates technology into learning anytime and anyplace.

The policies, procedures, and information within this document apply to all iPads used at Newport Primary School; including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use within their classroom.

### **Goals for Student Users**

- To prepare students for a 21st Century environment.
- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.

### **Guidelines**

Student use of the iPad falls under the district Acceptable Use Policy for technology. Internet and iPad use will be monitored through district-level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the iPad are the property of the school district and subject to review and monitoring. iPads may be reset or erased if inappropriate material is found on them.

### **Students should NOT:**

- Modify the iPad in any way other than instructed by the administrator or other school personnel.
- Allow others to access their iPad.
- Apply marks, stickers, or other decoration to the supplied iPad cover unless they are willing to pay replacement cost of the cover (\$25) when the device is turned in.
- Exchange iPads with any other student.
- Remove the supplied cover from the iPad.
- Synch the iPad with any computer.
- Disable browsing history on the device. Private browsing mode is not allowed. If your iPad is found to be in private browsing mode you will face disciplinary action.
- Disable the iPad or its applications on the iPad assigned to them OR anyone else's iPad, this includes management profiles.

Failure to comply with these guidelines will be treated as a violation of the district acceptable use policy and will be handled according to the school's discipline code.

### **PERSONAL HEALTH & SAFETY**

1. Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
2. Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
3. Do not provide your personal information to anyone over the Internet.

4. Do not share your passwords with anyone.
5. Fire/Tornado Drill: In the event of an emergency (including drills), the priority is student safety. Close the MacBook or secure the cover of your iPad and quickly place it in an unobtrusive location, then follow the relevant safety protocol..

### **Using the iPad**

- Be careful when inserting and removing cords in the iPad; do not force anything into the ports.
- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- Do Not put your IPAD in your desk
- Make sure your hands are clean before using the iPad.
- Do not have the iPad around food and drink.
- Report any software/hardware issues to your teacher immediately.
- During class time, students are expected to keep Notifications **Disabled** for the purpose of not being a constant distraction for the student or for others.
- Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to room 108 or to the office. Violations may result in loss of iPad privileges and/or other privileges.

### **Applications (Apps)**

Applications not preloaded on iPads can only be installed through the Casper System. If there is an application a student would like installed he/she may discuss the educational merits of the application with his/her teacher. Once an application is deemed appropriate for the classroom it may be installed.

### **Reporting Technical Issues**

Any errors or problems with the iPad should be reported immediately. The following procedure should be exercised when reporting iPad issues:

1. Let your regular Classroom teacher know of your issue and they will assist you in troubleshooting.
2. If your teacher is not able to resolve the issue, then they will direct you to your School Technology Coordinator (STC) to see if it is something that they can resolve.
3. If the issue is beyond the STC's capabilities, the device will be forwarded to the district tech office for further troubleshooting or to be sent out for repair. Loaner devices will not be issued.

Damage or loss of function that cannot be attributed to normal use may result in the student assuming the financial responsibility of replacement or repair of the iPad. Details of the repair/troubleshooting process are included further on in this document.

### **Newport Independent iPad Discipline Code**

Proper care of iPads throughout the school year, and returning the iPads at the end of the school year with all accessories, are the responsibility of the student. Students not returning their iPad will be assessed the value of a replacement and will not be issued an iPad the following year until **ALL** balances are paid from the previous year (including: lunch, library fees, previous iPad damage, etc.). All iPad violations will be documented in Infinite Campus. The disciplinary actions listed below are general guidelines and are subject to the administrator's discretion.

#### **Care and Responsibility**

##### Level A: Care and Responsibility

- Letting another student use your assigned iPad
- Not having an iPad in school issued cover, with name-tag in place.
- Use of Headphones when a teacher has given instructions NOT to use them
- Leaving your iPad unattended

- o iPads taken to the gym at any time must be stored in the area designated by the supervising teacher. They cannot be left in the bleachers, gym floor, etc.
- Playing games or on a site not approved by the teacher during instructional time
- Clear/disable browsing history OR disabling another student's iPad
- iPad storage full or not adequate for educational purposes
- Failing to have Notifications disabled during class

1st offense – Reprimand

2nd offense – Parent Teacher Conference

3rd offense – Conference with School Counselor

4th Offense- Conference with Principal, Loss of Privilege, Suspension

\*Loss of privileges may include loss of device and/or deactivation of certain features (at the discretion of Teachers and Technology Staff) such as camera, internet, etc.

#### Level B: *Care and Responsibility* (Intentional Misuse)

- Any intentional damage/destruction to device and/or components of device will result in parent conference to determine cost of replacement and/or disciplinary action.

#### **iPad Misuse**

##### Level A: Inappropriate Use

- Inappropriate use of camera or recordings (face-time, etc.)
- Presence of inappropriate non-instructional materials

\*Loss of privileges may include loss of device and/or deactivation of certain features such as camera, internet, etc.

##### Level B: Unacceptable Use

- Installing apps without district approval
- Possession or distribution of pornography of any kind\*
- Possession of gang related files
- Possession of illegal copies of movies or music
- Cheating
- Threatening or bullying others (subject to regular district policy regarding bullying/threatening others)
- Hacking the district or any other network
- Syncing to a computer
- Adding **additional** e-mail accounts (more than the school-approved student e-mail account)
- Signing into unauthorized iTunes/iCloud accounts
- Resetting iPad to factory defaults / formatting
- Removing Profiles or changing settings to go around management

\*Legal consequences may be pursued if applicable

\*\*Loss of privileges may include loss of device and/or deactivation of certain features (at the discretion of Teachers and Technology Staff) such as camera, internet, etc.

#### **Loss or Damage**

- If an iPad is damaged outside of school, the damage must be reported to your child's teacher immediately.
- If an iPad is damaged on site of the school it must be reported to a teacher or administrator immediately.

#### **General Rules**

- *Headphones / Ear-buds* – the use of headphones or ear-buds during class time will be left up to the discretion of each teacher. Headphones are **NOT** allowed in hallways.

#### **Please Remember**

- Devices may be monitored by your school and district level administrators at any time for misuse.

- Administration reserves the right to take an iPad at any time if misuse or inappropriate use/content is suspected.
- Teachers reserve the right to restrict iPad use during class and take the IPAD if it is a distraction.

### **Repairs/Damage/Replacement**

Repair cost for accidental damage (drops, spills, etc.) is the ultimate responsibility of the student and parent/guardian. There are several tiers of service/repair:

1. Standard Apple Warranty: In instances where there is no obvious accidental/intentional damage, the district will submit the device to Apple warranty and attempt to have it repaired at no charge.
2. AppleCare Plus: Each student iPad is eligible for up to 2 accidental damage claims through AppleCare Plus. This has a fee of **\$50**. Damage beyond the scope of what AppleCare Plus covers may result in full replacement cost. After two incidents, student damage will then go to the next tier.
3. AGI Repair: After lower cost Apple options are exhausted, the district will use AGI Repair for repairs not covered by Apple. Glass/display damage is estimated at **\$200**. Home button, headphone jacks, other components range from **\$60-\$90**. Actual costs may vary.
4. If a complete replacement is needed for loss/damage, current costs are estimated at **\$400**.
5. Student devices were issued with Rugged Protection cases (**\$25**) and are expected to be returned in clean, intact condition with the device or the student may be held responsible for replacement cost.
6. Student devices were issued with an Apple branded charger (**\$25**) and are expected to be returned or the student may be held responsible for replacement cost.

### **Take home Requirements**

Students must turn in an iPad use agreement signed by a parent/guardian. Students cannot have any outstanding damage charges or have had their take home privileges revoked.

### **iPad User Agreement**

#### **Student**

Please read each statement before signing:

- I will not take the iPad off school grounds and will return it to its proper cart daily.
- I will not modify or disable the iPad in any way unless instructed by district personnel.
- I will not synch the iPad to any computer or add email accounts
- I will not take the iPad out of the district-provided case.
- I will not take inappropriate pictures or use the internet inappropriately as defined by this Acceptable Use Policy.
- I will report any technical issues to my teacher as soon as possible.
- I will not leave my iPad unattended or have my iPad around food or drink.
- I understand that my absences and my actions may cause for the removal of my iPad privileges (either temporary or long-term)
- I will not give other students access to my assigned iPad.

I understand and will abide by the above iPad User Agreement. I further understand that, should I commit any violation, my access privileges may be revoked and school disciplinary action taken.

User's Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Parent or Guardian**

Please read each statement before signing:

- I give my child permission to use his/her designated iPad.
- I understand that this access is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her iPad privileges (either temporary or long-term)

- As a district-owned device, I understand that my child's iPad can be searched at any time for improper material or evidence of improper use.
- I assume all financial responsibility should my child be deemed responsible for damage to the iPad or charger.

As the parent or guardian of this student, I have read the iPad User Agreement.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Phone#: \_\_\_\_\_

Date: \_\_\_\_\_

iPad Asset Tag # \_\_\_\_\_

Received Apple Charger \_\_\_\_\_

### **Annual Notification Family Educational Rights and Privacy Act (FERPA) Rights**

The Family Education Rights and Privacy Act (FERPA) gives parents and eligible students (over 18 years of age or students attending a postsecondary institution), certain rights with respect to educational records.

1. THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the record(s) may be inspected.

2. THE RIGHT TO REQUEST THE AMENDMENT OF THE STUDENT'S EDUCATION RECORDS that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, you will be notified of the decision and advised of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. THE RIGHT TO CONSENT TO DISCLOSURES of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by a district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. • A school official has a legitimate educational interest when the official needs to review an education record in order to fulfill his/her professional responsibility. • Upon request, the District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4. DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard. The District has the right to disclose personally identifiable information concerning the student to recruiting representatives as listed above UNLESS the parent, guardian, or eligible student requests in writing that the District not release information, the students name, address, and telephone number (if listed) will be released to Armed Forces recruiters upon their request. Please complete the form on page 49 for this purpose within thirty (30) days of the start of the school year or enrollment in the Newport Independent School District.

5. CONFIDENTIALITY OF STUDENT EDUCATIONAL RECORDS. Student educational records are maintained in secure locations in each school and district office. Personnel are trained annually concerning confidentiality of student records. School and district administrators, teachers, clerical and support staff, nurses, counselors, paraprofessionals, contracted service providers, who are involved in a student's education, have a legitimate educational interest or the "need to know" has authority to access, review and/or release student records.

6. DISCLOSURE OF DIRECTORY INFORMATION. The District may disclose personally identifiable information from the educational records of a student if that information has been designated as "directory information". The Board of Education has approved "directory information" to include: student names, addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, photographs/pictures, grade level, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent educational institution attended by the student. Any eligible student or parent/guardian who does not wish to have directory information released must notify the District in writing within thirty (30) days of the start of the school year or enrollment in the Newport Independent School District.

7. WRITTEN CONSENT TO RELEASE STUDENT INFORMATION AND RECORDS.

The written consent of the parent/guardian or eligible youth is required to release student information and records except as follows:

- To school officials with legitimate educational interests, such as administrators, supervisors, instructors, teachers, support staff (including health or medical staff, law enforcement unit personnel);
- To persons serving on the Board of Education;
- To persons or companies with whom the District has contracted to perform a special task (i.e. attorney, auditor, consultant, evaluator, or therapist, third party Medicaid biller);
- To parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks;
- To school official who has a legitimate educational interest to review an education record in order to fulfill professional responsibilities including Kentucky Department of Education employees;
- To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Upon the request of another school in which a student seeks or intends to enroll;
- To Armed Forces recruiters as requested (only student's name, address, telephone number (if listed);
- To others as authorized by federal and state laws, i.e. law enforcement officials with a subpoena.

8. DESTRUCTION OF RECORDS. The District retains student records as required by the Commonwealth of Kentucky. A record of a student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed are retained indefinitely. Other records are destroyed according to a prescribed schedule ranging from 1 year to 5 years following

graduation or withdrawal. You may request a copy of the schedule of record retention from the school principal or other District administrator. Records that document a child's eligibility for special education and services needed are retained by the District for at least five (5) years after a child graduates or exits from the Newport Independent School District. At that time, all records are destroyed except for the following: student's name, proof of disability including eligibility reports, level of functioning in areas pertaining to identified disability such as psycho educational evaluation reports, a record of services provided such as the IEP and consent for provision of services. These records may be needed for Social Security benefits or other purposes. A parent/guardian or eligible youth may request that records be destroyed prior to this destruction schedule by contacting the Director of Special Education. Before the District will honor the request to destroy records, the parent or youth is advised to retain copies of certain records which may be needed for Social Security benefits or other purposes. Contact the Director of Special Education for further information by mail at: 30 W. 8th Street, Newport, Ky. 41071 or by phone (859) 292-3040.

### **Appeals**

A challenge to the contents of student records may be made in writing to the Principal or Director of Pupil Personnel. The Director of Pupil Personnel, shall within thirty (30) days from receipt of the request for a hearing, arrange for the hearing and notify the challenger in writing, giving the time, place and date for the hearing. The hearing shall be before the Director of Pupil Personnel or his or her designees and the findings of the hearing shall be disclosed within thirty (30) days. The decision and findings from the hearing may be appealed to the Superintendent. The decision of the Superintendent shall be final.

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for students with disabilities may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the student with disabilities on the Student Written Education Records Request.

### **Annual PPRA Notice and Consent/Opt-out For Specific Activities**

The Protection of Pupil Rights Amendment (PPRA) requires Newport Independent Schools to notify parents and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent.
- Mental or psychological problems of the student or student's family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships such as with lawyers, physicians, or ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parents.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. Newport Independent Schools shall annually provide parents and eligible student's notice of these rights under law in the Code of Conduct..



Any parent who does not want their child to participate in school surveys, studies, invasive physical exams or screenings that disclose protected information, collection, disclosure or use of student information to third parties for marketing must notify the principal in writing. A parent may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information. If you do not wish your child to participate in the following, please notify the principal in writing.

Hearing screens for students in primary grades, and by teacher referral if problem is suspected;

- Vision screens for students in the K, 1st, 2nd, 3rd, 4th, and 7th grade and upon teacher referral;
- Height and weight screening primary program through grade 6 and grade 9;
- Scoliosis screening for students in grades 6 & 8 or by referral for students with suspected problems.

Newport Independent Schools shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW Washington, D. C. 20202-4605.

### **CHILD FIND NOTICE**

The Newport Independent School District is committed to locate, identify and evaluate any child age 3-21 who resides in the District and who may have a disability and need special education. The Newport Independent School District is committed to locate, identify and evaluate any child Kindergarten to age 21 who resides in the District and who may have a disability and need 504 services. This includes children attending public, private, or home schools as well as those not attending school at all, migrant or homeless children, and children unable to access or progress in the general course of study including those advancing from grade to grade but who may need special education services. Parents, relatives, public and private agency employees, and concerned citizens are urged to help the District find any child who may need special education services. If you know a child who lives within the District boundaries who may have a disability and need special education services, please contact:

**Director of Special Education 504 Services**  
**Newport Independent School District**  
**30 W. 8th Street, Newport, Kentucky 41071**

Or by telephone at (859) 292-3040. The information provided is confidential and will only be used to contact the child's parent or guardian to find out if the child needs to be referred for an evaluation to access special education.

### **Multi-Tiered System of Supports (MTSS)**

Newport Independent School District believes that all children can learn and achieve high standards when provided with effective teaching, research-based instruction, and access to a standards-based curriculum. Therefore, a comprehensive, multi-tiered system of interventions is available to address student academic and behavioral needs. This system, often called MTSS, is an ongoing system of identifying children who are at-risk for poor learning outcomes and providing them with evidence-based interventions. Staff monitor student intervention services to determine who is in need of more intensive services. Through this process, federal and state requirements for the identification of students with disabilities can be met. If you have any questions regarding the intervention process or would like to know if your child needs intervention services please contact your child's teacher or principal.

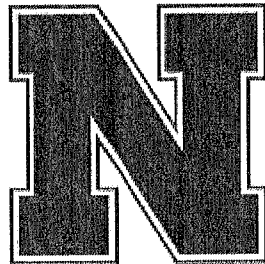
## **CHILD ABUSE**

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

Any school employee who has reasonable cause to believe any of the above has occurred must, by law, make an oral or written report to a local law enforcement agency or Kentucky State Police; the Cabinet or its designated representative; the Commonwealth's attorney or county attorney by telephone or otherwise.

## **STUDENT IDENTIFICATION NUMBERING SYSTEM**

A statewide numbering system has been established which encourages consistent use of student identification numbers throughout the state. Local school Districts are to use the state student identification number as the student identification number. The student's social security number is still used in many of the state reports and awarding of Kentucky Educational Excellence Scholarships.



## **DISCIPLINE DEFINITIONS**

### **INTERVENTIONS**

Students exhibiting behavioral difficulties may need instructional and/or behavioral interventions put in place and these interventions should continue for as long as they are needed to support the student. Interventions may occur within the classroom, while other interventions may include additional staff and locations and are made at the determination of the school principal and may include the student intervention teams.

### **PROBATION**

A probation period may be established for students when a school principal determines that it would better benefit the student to remain in the classroom than to incur an out-of-school suspension. A conference will be held with the student, the student's parent/guardian, a counselor, and the teacher involved with the student in order to develop a behavioral contract which will enable the student to remain in class. The contract becomes effective when signed by the student, parent/guardian, and the principal (or his/her designee). Alternatives which allow the student to remain in the school setting will be given first priority.

A contract form will be drafted in terms readily understood by the student. The contract will state the name and title of the persons entering into the contract; the expected or required behavior of the student; and the consequences of violation of the required behavior. A breach of contract may result in an alternative to the contract, such as referral to in-school detention, at-home suspension, or the recommendation to the superintendent for presentation to the Board of Education for expulsion.

### **DETENTION**

Students may be placed in detention before school, during lunch, or after school. Parents are to be notified and are responsible for transportation. **(Newport Board Policy 09.432)** Students placed in In-School Detention (I.S.D.) must make up any class work or tests or receive zeroes for the work.

### **SUSPENSION**

Suspension will mean a denial of attendance at any single subject or class, or any full schedule of subjects or classes or at any other type of activity conducted by or on behalf of the particular school for the stated period of time. In accordance with **KRS 158.150**, the Principal or Assistant Principal may suspend a pupil up to a maximum of five (5) days per incident. The Superintendent may approve a suspension up to a maximum of ten (10) days per incident.

Suspension of primary school students will be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee. **(Newport Board Policy 09.434)** Students placed on home suspension may be allowed to make up any class work or tests for the duration of the suspension including, through virtual means, at the discretion of the Principal or Admissions and Release Committee.

### **EXPULSION**

Expulsion will mean denial of attendance to Newport Independent Schools. An expulsion will include a denial of admission to or entry upon real or personal property owned, leased, rented, or controlled by Newport Board of Education. **(Newport Board Policy 09.435)**

*Note:* The difference between suspension and expulsion is primarily the length or time. Typically a student will be suspended for up to 10 school days for a single offense. The Superintendent may extend any suspension. Only the Board of Education may expel a student.

## **ALTERNATIVE PLACEMENT**

A student may be assigned to the alternative education setting/program by the Principal or his/her designee for conduct that disrupts the educational process. The duration of assignment will be fixed by the Principal or his/her designee. The student will remain in the regular school setting but will be isolated from the regular school schedule. Opportunities will be provided for the student to continue regular school work under the supervision of the school staff. **(Newport Board Policy 09.4341).** Alternative placement may be utilized as intervention in temporary/short term student need.

## **USE OF PHYSICAL RESTRAINT AND SECLUSION 704 (KAR 7:160)**

This administrative regulation establishes the requirements for the use of physical restraint and seclusion in school districts. It also establishes notification and data reporting requirements for the use of physical restraint and seclusion within those districts. It does not prohibit the lawful exercise of law enforcement duties by sworn law enforcement officers. Specific board policy and procedure can be found on the Newport Independent School District website [www.newportwildcats.org](http://www.newportwildcats.org), click District Board and then click Board Policies. You will be directed to our board policy and procedure site. Chapter 9, policy 09.2212 (Use of Physical Restraint and Seclusion) and procedure 09.2212 AP.21 (Physical Restraint and Seclusion Forms) provide reference information. The process for registering any complaints regarding this regulation is contained in Chapter 10, policy 10.2 (Citizen Suggestions and Complaints) and procedure 10.2 AP2 (Citizen Complaint to the Board).

## **DISCIPLINE DUE PROCESS**

### **Suspension**

In the event the discipline of a student is to deny attendance from a single class, or any portion of a school day or for one or more days, not exceeding 10 days, a conference with the school principal will first be conducted with students as follows:

- An oral and/or written notice of the rule which has been violated, (including the specific act committed), will be provided to the student.
- An explanation of the evidence and/or witness, if any, in support of the charges will be provided to the student, except in cases where it is believed that giving particular witnesses' names may subject the witnesses to harassment.
- The student will be provided the opportunity to present his/her explanation and rebut the evidence.
- An oral and written explanation of the consequences, which will include the dates and duration of the suspension which may be imposed, will be provided to the student.
- In the event the student is suspended, the parents/guardians of the student will, as soon as reasonably possible, be notified by letter, certified letter, or personal message of the reason for the student's suspension and the duration of the suspension.
- At the principal's discretion, community service may be offered as an alternative to selected suspensions.

### **EXPULSION:**

In cases where expulsion has been recommended, the same procedure outlined above must be adhered to.  
*In addition:*

- A hearing must be held before the Board of Education and must precede the expulsion.
- Notice of a hearing should be given at least five days before it is held.
- The student may be represented at the hearing by any person of his/her choice or his/her parent/guardian choice.

- A student will be provided educational services in an appropriate alternative program or setting, unless the board has made a determination, based upon clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff.

### **STUDENT HEARING PROCEDURE AND DUE PROCESS**

Students in violation of the rules of the school will receive verbal notice of the charges against them and will have an opportunity to state their response to the charges before any disciplinary action is taken. All disciplinary actions may be appealed according to Board of Education policy.

Except where an emergency warrants a student's immediate removal from the school, students will receive the right to an informal hearing prior to their suspension. At this meeting the student will receive notice of the charges against him/her and have an opportunity to state his/her rebuttal. **(Newport Board Policy 09.4281)**

### **DISCIPLINE GRIEVANCE PROCEDURES**

Any student who wishes to express an educational concern or grievance will observe the following order of appeal:

1. Classroom Teacher,
2. Principal or Principal's Designee
3. School council, where appropriate
4. Superintendent or Superintendent Designee
5. Board of Education
6. Please phone, e-mail, or make an appointment with the appropriate person. **(Board Policy 09.4281)**

### **School Discipline Consequences**

A reprimand will only be given once for the same offense. The second offense will be a parent phone conference, and the third will be a parent personal conference. Administrators can elect to use consequences four and five, but once a student reaches twenty demerits, it will cause an automatic review for expulsion.

- Reprimand by administrator (only for minor offense – no reprimand will be given for serious law or board of education policy offenses)
- Parent Phone Conference for minor offenses
- Personal Parent Conference with a school administrator prior to the student returning to school. (Failure of parent/guardian to meet with an administrator will require the student to stay home and days of school missed will be marked as unexcused. This may result in a habitual truancy or educational neglect filing by the Director of Pupil Personnel against the parent/guardian in Campbell County Family Court.)
- After School Detention, In-School Detention, Friday Detention, or Lunch Detention . Failure to serve a detention is defiance of authority and will result in a short term suspension with the requirement to serve the assigned detention upon returning to school. (This may result in a habitual truancy or educational neglect filing by the Director of Pupil Personnel against the parent/guardian in Campbell County Family Court.)
- Short Term Suspension (1 – 5 days) – This will require a personal parent conference with a school administrator prior to the student returning to school. (Failure of parent/guardian to meet with an administrator will require the student to stay home and days of school missed will be marked as unexcused. This may result in a habitual truancy or educational neglect filing by the Director of Pupil Personnel against the parent/guardian in Campbell County Family Court.)

- Long Term Suspension (6-10 days) – This suspension requires the approval of the superintendent or his designee, the Director of Student Services & DPP, and will always result in a recommendation for expulsion from district schools.

Demerits : One (1) demerit will be assigned for any minor offense. Three (3) will be assigned for any law or board policy violation. Once a student has reached twenty (20) demerits, that student behavior will be deemed out of control and stricter consequences will follow.

## Disciplinary Infraction Definitions And Consequences

Below is a list of infractions with an explanation of each. A student committing any of these offenses will be disciplined using the discipline matrix as a guide. *Any violation not listed will be handled at the discretion of the administrator involved. Consequences listed provide a frame of reference and will be made at the discretion of the School Principal.*

**Abuse of a teacher** – Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

### Consequence:

- Threat: (3) to (5) days out of school suspension, court referral, possible request for expulsion.
- Physical Contact: (5) to (10) days out of school suspension, court referral, request for expulsion.

**Aggressive behavior toward any school employee** - Physical contact or threat of physical contact whether verbal, through body language or posture (including clenched fist, proximity to staff, etc.), or in written form toward school employees, their families or property, with the intention of doing physical or bodily harm.

### Consequence:

- Threat: (3) to (5) days out of school suspension, court referral, possible request for expulsion.
- Physical Contact: (5) to (10) days out of school suspension, court referral, request for expulsion.

**Arson (or attempted arson)** - Use of any incendiary device to start a fire within the school, on school grounds, or on a school bus and legal proceedings filed by the Newport Fire Marshall.

### Consequence:

- (10) days out of school suspension, court referral, and a request for expulsion.

**Assault** - Person or persons initiating physical attack.

**Consequence:**

- 1st offense: (5) days out of school suspension and possible court referral.
- Repeat offense: (5) to (10) days out of school suspension, court referral, and a request for expulsion.

**Bomb threat** - Making a threat that a bomb has been placed in or is about to explode on school property or at a school-sponsored activity.

**Consequence:**

- (10) days out of school suspension, court referral, police and fire notification, and a request for expulsion.

**Calling students from class under false pretenses** - Any student who calls another student from a classroom for any reason without proper authorization.

**Consequence:**

- (1) to (3) days in (BIC) school detention.

**Classroom disruption** - Any act of a student which interrupts teachers or other students in the classroom.

**Consequence:**

- Handled by classroom teacher unless it becomes habitual or there is a major issue requiring a referral.
- Referral: (1) to (3) days after-school detention, or (1) to (3) days in (BIC) school detention.
- Habitual: (1) to (3) days out of school suspension and possible court referral.

**Defiance**- Willful refusal by a student to respond to any reasonable request of authorized school personnel. This includes failure to identify oneself when requested.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

**Derogatory/inflammatory/profane/vulgar remarks, directed toward faculty** - Using words, phrases, or gestures that are inappropriate in general conversation or directed toward school personnel.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Repeat offense: may result in court referral and possible expulsion.

**Derogatory/inflammatory/profane/vulgar remarks, directed toward student** - Using words, phrases, or gestures that are inappropriate in general conversation or directed toward students.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Repeat offense: may result in court referral and possible expulsion.

**Disorderly conduct** - Any type of inappropriate conduct which occurs outside of the classroom.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Repeat offense: may result in court referral and possible expulsion.

**Disruption of school** - Any individual or group whose conduct is disruptive to the orderly educational procedure of the school.

**Consequence:**

- (1) to (3) days in (BIC) school detention or (1) to (3) days out of school suspension.

**Disruptive behavior on school bus** - Behavior which jeopardizes the safety of students or driver of the safe operation of the bus.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension, and possible loss of bus privileges.
- Repeat offense: may result in court referral, possible permanent loss of bus privileges, and possible request for expulsion

**Failure to follow staff instructions**- Failure to follow the directions of school staff, i.e., not having classroom supplies or textbooks.

**Consequence:**

- Handled by classroom teacher unless it becomes habitual or there is a major issue requiring a referral.
- Referral: (1) to (3) days after-school detention, or (1) to (3) days in (BIC) school detention.
- Habitual: (1) to (3) days out of school suspension and possible court referral.

**Emergency equipment tampering (fire alarm/fire extinguisher)** - Falsely alerting the school or fire department to a non-existent fire and/or emergency by tampering with the emergency equipment.

**Consequence:**

- (1) to (5) days out of school suspension, court referral, and/or possible request for expulsion.



- (10) days of school suspension, Police and Fire Marshall notification, request for expulsion

**Failure to return to classroom** - Failure to return to class after lunch, being called from class, going to the restroom, etc. in a timely manner. Failure to return within 10 minutes will be considered skipping.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

**Failure to serve morning or after school detention** - Failure to follow through, for any reason, an assigned time for detention. Students are given at least one (1) day notice of the assignment. Failure to serve detention can result in additional detentions or temporary change of placement.

**Consequence:**

- (1) to (3) days in (BIC) school detention and make up of day(s) of school after school detention.
- Repeat offense: (1) to (3) days out of school suspension and make up of days of after school detention.

**Failure to serve Friday School** - Failure to follow through, for any reason, an assigned detention on Friday afternoon. Students assigned Friday School detentions on or before Wednesday will be assigned the Friday of that week. Students assigned Friday School detentions on Thursday or Friday will be assigned detention the following Friday. Failure to serve the Friday School detention will result in suspension and reassignment of the Friday School detention.

**Consequence:**

- (1) to (3) days in (BIC) school detention and make up day (s) of after school detention.
- Repeat offense: (1) to (3) days out of school suspension and make up of day(s) of after school detention.

**Failure to sign in or out of school** - All students must sign in to school if arriving to school after the tardy bell has rung or sign out of school if leaving prior to the end of the normal school day with the attendance clerk. Students will obtain their admit slip from the attendance clerk.

**Consequence:**

- (1) to (3) days in (BIC) school detention or (1) to (3) days out of school suspension.

**Fighting** - Students who engage in physical contact for the purpose of inflicting harm on the other person, or who choose to retaliate after physical contact has occurred.

**Consequence:**

- 1st offense: (1) to (5) days of school suspension.

- Repeat offenses: (3) to (5) days out of school suspension, possible court referral, and possible request for expulsion.

**Food/drink in building** - Instances where students have food or drinks (other than water) in containers such as thermal cups, bottles, or other type containers away from the designated area, the cafeteria.

**Consequence:**

- 1st offense: Item is taken by the teacher and turned over to an administrator. Failure to comply will result in defiance of authority consequence.
- 2nd offense: Student is sent to an administrator and item is confiscated and parent is contacted and may pick up the item at the end of the day. (1) to (3) days after school detention or (1) to (3) days in (BIC) school detention.
- Repeat offenses: Student is sent to administrator and item is confiscated and parent is contacted and may pick up the item at the end of the day. (1) to (3) days in (BIC) school detention.

**Forgery** - The act of falsely using the name of another person, or falsifying documents or correspondence from, to, or used by the school. The person whose name is forged shall be notified. This includes altering notes in any manner. This includes any parking permits.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

**Gambling** - Participating in games of chance (i.e., rolling dice, tossing coins, cards) for the express purpose of exchanging money or property.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

**Habitual Behavior Infractions** - Any student who repeatedly subjects him/herself to six (6) or more violations of school policy resulting in office referrals is "habitual". The accumulation of twenty (20) demerits will be deemed behavior out of control.

**Consequence:**

- 1st offense: (1) to (3) days in BIC school detention or (1) to (3) out of school suspension.
- Repeat offense: Court Referral (behavior out of control), change of placement, and possible request for expulsion.

**Intimidation/interference/harassment of staff or student** - To abuse verbally, threaten or harass, or, threaten or harass in writing, any member of the school staff including bus driver, or student body.

**Consequence:**

- 1st offense: (1) to (3) days in (BIC), school detention, parent contact, and behavior counseling intervention.
- Repeat offense: (1) to (3) days out of school suspension, possible court referral and expulsion request.

**Loitering in restrooms** - Instances where more than one student is found in a stall shall be considered loitering.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school suspension (loss of hall pass privileges).

**Non-school items in school** - Items whose use is unrelated to school activities such as laser pens/pointers, skateboards, roller blades, water guns, cigarette lighters and other like items are not to be brought to school.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

**Out of cafeteria** - Students found to be out of the designated area during lunch period.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension. Can also be assigned (1) to (3) days lunch detention.
- Habitual: possible court referral (behavior out of control).

**Possession of wireless device/cellular phone** - Possession of a cellular phone, MP3 player, wireless devices, etc. are permissible. None of these devices may be turned on and/or used during classroom instruction, but may be used during breakfast, lunch or during passing time with administrator approval.

**Consequence:**

- 1st offense: Item is taken by the teacher and turned over to administrator. Student may retrieve item at the end of the day. Failure to comply will result in defiance of authority consequence.
- 2nd offense: Student is sent to administrator and item is confiscated and parent is contacted and may pick up item at the end of the day. (1) to (3) days after school suspension or (1) to (3) days in (BIC) school detention.
- Repeat offense: Student is sent to administrator and item is confiscated and parent is contacted and may pick up item at the end of the day. (1) to (3) days in (BIC) school suspension and loss of phone privileges at school.

**Possession of tobacco products/smoking/use of tobacco products** - The possession of or use of tobacco products (smoking, dipping, vaping, chewing etc.) on school property which means inside the building, outside the building, or on school buses. (Smoking - *KRS 438.050*)

**Consequence:**

- 1st offense: (1) to (3) days in (BIC) school detention, loss of hall pass privileges for remainder of the grading period.
- Repeat offense: (3) days out of school suspension, loss of hall pass privileges (unless emergency)

**Possession of weapons or dangerous instruments** – The possession of any instrument that can be perceived as a weapon, including but not limited to fireworks, explosives, knives, clubs, guns (including BB/pellet guns), chains (including chains attached to wallets or pants), razor blades, and the like that can be used to inflict bodily injury to another person.

**Consequence: (non-firearm)**

- 1st offense: (5) days out of school suspension and confiscation of weapon and not returned.
- Repeat offense: (10) days out of school suspension, court referral and request for expulsion.

**Preventing an outside door from locking-** Students found using any instrument to disengage the locking mechanism of an outside door.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Repeat offense: may result in court referral and possible request for expulsion.

**Public display of affection** - Showing physical affection toward another student, drawing unnecessary attention (i.e., kissing, hugging, etc.) which may embarrass or make others feel uncomfortable.

**Consequence:**

- (1) to (3) days after school detention with parent contact.
- (1) to (3) days in (BIC) school detention.
- (1) to (3) days out of school suspension.
- Repeat offense: may result in stricter consequences.

**Setting off fireworks/smoke bombs** - Activating or being an accomplice in causing any type of fireworks (explosives) to cause a disturbance.

**Consequence:**

- 1st offense: (1) to (3) days in (BIC) school suspension or (1) to (3) days out of school suspension.
- Repeat offense: Court referral (behavior out of control), change of placement, and possible request for expulsion

**Sexual harassment/misconduct-** Sexual harassment - Misconduct is unwanted sexual attention from students, school staff members, faculty, or anyone the victim may interact with in order to fulfill school duties. The range of behaviors includes: verbal comments, subtle pressure for sexual activity, leering, pinching, patting, and other forms of unwanted touching.

**Consequence:**

- (10) days out of school suspension, court referral, police notification, possible request for expulsion.

**Skipping school/class -** Failure to attend any regularly scheduled class or assigned school activity without a valid excuse. Tardiness of 10 minutes or more shall be considered skipping.

**Consequence:**

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

**Theft -** The taking of property of others (students, teachers, visitors, school system, etc.) without their consent; the possession of stolen property; the sale of stolen property.

**Consequence:**

- 1st offense: (1) to (3) days in (BIC) school detention, restitution and possible court referral.
- 2nd offense: (1) to (3) days out of school suspension, restitution and court referral.
- Repeat offense: (3) to (5) days suspension, restitution, and court referral.

**Unexcused tardiness to school, classroom, or homeroom-** A student will be considered tardy to class and listed as such if he/she arrives at his/her classroom after the bell sounds. The teacher will warn the student the first time a tardy occurs. Signing in after school has begun or leaving early constitutes a tardy event. Six (6) unexcused tardy events to school constitutes habitual truancy.

**Consequence:**

- 1st offense: (1) to (3) days after school detention.
- 2nd offense: (1) to (3) days in (BIC) school detention.
- Repeat offense: (1) to (3) days out of school suspension and additional days in (BIC) school detention.

**Use/sale/distribution/possession of drugs/alcohol -** Drinking of alcoholic beverages or use of harmful narcotics on school grounds or at any school-sponsored affair (athletic contests, parties, dances, etc.) is prohibited. Possession of or sale of such items, or possession in one's personal belongings, locker or car during school hours or at school-sponsored events will be treated the same.

**Consequence:**

- 1st offense: (10) days out of school suspension, police notification and charges filed. Request for expulsion.

**Vandalism** - Destruction, mutilation, or defacement of school buildings, grounds, or property located in or outside of the school, property of school personnel, students, or others.

**Consequence:**

- (1) to (3) days in (BIC) school detention, (1) to (3) days out of school suspension, parent contact, restitution, police notification, charges filed, court referral and possible request for expulsion.

**Violating conditions of suspension** - Not abiding by the guidelines of suspension such as being on school property, school buses, or attending school activities while suspended.

**Consequence:**

- 1st offense: Police notification and student will be removed from campus, criminal trespass complaint and additional consequences.
- Repeat offense: Court referral, loss of privileges and possible request for expulsion.

**Violation of "off limits" areas** - Students found in areas designated as off limits during the school day. These areas include, but are not limited to: custodial closets, storage rooms, and unauthorized stairwells. Students in the gymnasium must be under direct teacher supervision.

**Consequence:**

- 1st offense: (1) to (3) days in (BIC) school detention, loss of hall pass privileges for remainder of the grading period.
- Repeat offense: (3) days out of school suspension, loss of hall pass privileges (unless emergency).

**Inciting Student Disorder-** Intentional promotion or advocacy by word or deed to incite student misconduct by any student for any purpose.

**Consequence:**

- 1st offense: (1) to (3) days in school suspension or after school detention; habitual could result in (1) to (3) days of out of school suspension
- Could result in Court Referral for Beyond Control of the School or
- Referral by Building Principal for Expulsion

**Peer Conflict--** Escalated disagreement among peers that disrupts the educational process or good order of the school.

**Consequence:**

- To be handled by a classroom teacher initially unless behavior becomes habitual to cause a referral.
- (1) to (3) days of out of school suspension
- Could result in Court Referral for Beyond Control of the School or
- Referral by Building Principal for Expulsion

**Violation of dress code** - Violation of dress code provisions are as follows:

**Consequence:**

- 1st Offense: (1) to (3) Day after school detention, if defiant (1) - (3) day in school detention or (1) - (3) days out of school detention.
- Repeat Offenses: (1) - (3) days of in school detention or (1) - (3) days out of school detention and loss of dress code privileges.

**STUDENT DRESS- APPROPRIATE ITEMS INCLUDE:**

- Sleeveless shirts as long as the strap is at least 3 finger widths across in width.
- Tops should be worn in such a way as to when arms are extended over the head, no skin is exposed on the back or midriff.
- Pants are to be worn at the waist level and the belt, if worn, must be buckled, and they should not be dragging on the ground.
- Skirts, dresses, and shorts must be knee length.
- Shoes must be worn at all times. When in the outdoor classroom or for team specific events, students must wear appropriate footwear that completely covers their feet. If students wear footwear, i.e. flip flops, that break during the school day, the parent/guardian must bring another pair of shoes to school, as they will not be provided by the office or teachers.

**INAPPROPRIATE ITEMS INCLUDE:**

- No clothing or any item printed with objectionable language, slogans, or pictures. These include references to drugs, sex, alcohol, tobacco, gangs, or gang related activities.
- No clothing having cuts, slits, holes, slashes, above the knee level which expose skin in any manner are permitted.
- No excessive forms of make up or face paint.
- No lingerie worn on the outside of clothing, no see-through mesh type shirts, blouses, pants, or tops which reveal bare backs, sides, or allow undergarments to be visible.
- No chains, belts, or straps are to hang from pants in any manner.
- **No hats, bandanas, gang wear, scarves, rollers, or combs in the hair, or head covering are to be worn, with the exception of designated days announced by administration. Students are not to leave their hoods from their jacket or sweatshirt on their head while inside the building.**
- No sunglasses or gloves worn inside the building.
- No outside coats or jackets may be worn in the building; they are to be stored in a locker at all times.
- No pajamas of any kind or slippers are to be worn.
- No leggings or tights, yoga-like pants are allowed to be worn unless they are worn with a skirt or dress that is knee length.
- Students must be in dress code to be admitted . Students unable to comply will be sent to ISD

## **BULLYING**

KRS 158.148 has been amended to read as follows:

As used in this section, “bullying” means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

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

It specifically means the following as listed in KRS 525.070:

1. A person is guilty of bullying when, with intent to intimidate, harass, annoy, or alarm another person, he or she:
  - (a) Strikes, shoves, kicks, or otherwise subjects him / her to physical contact;
  - (b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact;
  - (c) In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present;
  - (d) Follows a person in or about a public place or places;
  - (e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
  - (f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
2. Damages or commits a theft of the property of another student;
3. Substantially disrupts the operation of the school; or
4. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

*This behavior is a Class B misdemeanor and any administrator who has reason to believe this behavior is taking place must report this behavior to local law enforcement personnel. In addition, disciplinary action can occur to include suspension or expulsion from Newport Independent School District Schools.*



## **CYBER BULLYING**

Again, this term is not used in the Kentucky Revised Statutes (KRS); however, the term harassing communications encompasses electronic bullying or harassment. KRS 525.080 defines this behavior as follows:

1. A person is guilty of harassing communications when, with intent to intimidate, harass, annoy, or alarm another person, he or she:
  - (a) Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
  - (b) Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
  - (c) Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

*This behavior is a Class B misdemeanor and any administrator who has reason to believe this behavior is taking place and must report this behavior to local law enforcement personnel. In addition, disciplinary action can occur to include suspension or expulsion from Newport Independent School District Schools.*

## **GUIDELINES TO REASONABLE CONDUCT**

### **Harassment, Discrimination, Bullying and CYBER Bullying**

Harassment, discrimination, bullying and cyber bullying are 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 into contact with employees and students. **(Newport Board Policy 09.42811)**

Harassment, discrimination and bullying are prohibited. This includes verbal harassment, coercion and manipulation of others because of race, color, national origin, age, religion, sex, size, dress, appearance or disability that is sufficiently severe, pervasive, or objectively offensive and it adversely affects a student's education and/or creates a hostile or abusive educational environment. This behavior includes virtual and physical harassment, discrimination, and bullying.

## **DISRUPTING THE EDUCATIONAL PROCESS**

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, will not be tolerated and will subject the offending pupil to appropriate disciplinary action. **(Newport Board Policy 09.426)**

### **Assault and Threats of Violence**

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

If the judgment of the building principal or his designee is that the threat is of such power and violence, the principal will immediately suspend the student and recommend to the superintendent that the student be considered for expulsion from Newport Independent Schools.

When there is clear and convincing evidence that a student exhibits severe aggressive behavior or poses a threat to the safety of students or school staff, the student will be recommended to the superintendent for expulsion. **(Newport Board Policy 09.425)**

### **Use of Alcohol, Drugs and Other Controlled Substances**

A student suspected by a school official of using illegal or legal drugs, controlled substances, or alcohol while attending school or a school sponsored activity is in violation of Board policy and will be subject to investigation by law enforcement and expulsion from school. The student must submit to a medical drug/alcohol test performed by a lab or doctor chosen by the school officials.

If the test is negative, the school will pay the fee; however, the refusal of the student to submit to the test within 2 hours will result in immediate disciplinary action. Students who take any medication (over-the-counter or prescription) must file with the local school office an authorization from a legal guardian and take the medication pursuant to the policy.

Any controlled substances taken by a student contrary to the student medication policy will be considered in violation of this policy. A student testing positive must pay for the test and be subject to disciplinary action. Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to *KRS 218A.010*.

### **Consistent with its purposes, the discipline policy seeks to achieve the following objectives:**

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs;
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs;
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs; and
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of student participants are the primary concerns of the District.

## **Weapons**

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

Violations by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed (See Board Policy 05.48). In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

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

## **Federal Requirements Regarding Students and Weapons**

The penalty for students possessing a firearm at school or 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 under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.<sup>1</sup>

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

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

- a weapon of mass destruction;
- any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
- any knife other than an ordinary pocket knife or hunting knife;
- billy, nightstick or club;
- blackjack or slapjack;
- nunchaku karate sticks;
- shuriken or death star; or
- artificial knuckles made from metal, plastic, or other similar hard material.

***Federal law will supersede in any weapons, drugs or controlled substance violations.***

## **Enforcement**

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

## **Telecommunication Devices**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students will be permitted to possess and use personal telecommunications devices as defined by law, and other related electronic devices, provided they observe the following conditions:

- Devices will not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity, violates confidentiality or privacy rights of another individual, is profane, indecent, and obscene or possesses sexually explicit material. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices will be on and operated only before and after the regular school day.
  - When students violate this prohibition, they will be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which can be picked up by student at a time specified by building administrator.
  - Students are responsible for keeping up with devices they bring to school. The District will not be responsible for loss, theft, or destruction of devices brought onto school property.
  - Students will comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices, including iPad contract/guidelines.
- (Newport Board Policy 09.4261)**

### **Tobacco/VAPING**

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

**(Newport Board Policy 09.4232)**

**Effective, 7-1-19, HB 11 under KRS 438.305 prohibits all smoking and alternative nicotine use including vaping, on campus for all students and staff. This includes all areas of campus (parking lots, bleachers, etc).**

### **Dress and Appearance**

No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance or use of wearing apparel, which in the judgment of school officials disrupts school discipline and routine. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school. School councils may develop their own dress code within the scope of this Code of Conduct. **(Newport Board Policy 09.427)**

### **Other Situations**

If a situation occurs which is not specifically covered in the District Code of Conduct or School Handbook, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety/welfare of the students and staff in the building. In instances where the violation and/or penalty are defined in law or regulation, the full extent of the law will be exercised, and the Principal will file charges against the student.

## **SEARCH AND SEIZURE**

School authorities have a legitimate concern as to whether or not they may conduct search and seizure activities within the school. While school officials should be concerned with safeguarding the rights of students, they must also be concerned with the rights of the school, teachers, and administrators.

No pupil's outer clothing, pockets, or his/her personal effects (e.g., handbags, backpacks, etc.) will be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person will be conducted only with the express authority of the Principal /designee.

Searches of a pupil's person or his or her personal effects will only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

When a "pat down" search of pupil's person is conducted, the person conducting the search will be the same sex as the pupil; and a witness of the same sex as the pupil will be present during the search. In addition, no search of a pupil will be conducted in the presence of other students.

**These restrictions do not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety. (Newport Board Policy 09.436)**

## **DISCIPLINE: STUDENTS WITH A DISABILITY**

The Admissions and Release Committee (ARC) may consider if a change in placement is necessary for a child with a disability who violates the code of student conduct on a case-by-case basis. School personnel may remove a student with a disability who violates a code of student conduct from the student's placement to an appropriate interim alternative educational setting, another setting or suspension for not more than ten (10) consecutive school days; to the extent those alternatives are applied to children without disabilities. School personnel may remove a student with a disability from the current placement for additional periods of time of not more than the ten (10) consecutive school days in the same school year for separate incidents of misconduct if those removals do not constitute a change in placement because of disciplinary removals.

If the behavior that gave rise to the violation of the school code of conduct is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities for removals that would exceed ten (10) consecutive school days.

After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, educational services will be provided during any subsequent days of removal. The services must constitute a free appropriate public education so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the Individual Education Program.

A child with a disability who is removed from current educational placement of more than ten (10) consecutive school days will:

a. continue to receive a free appropriate public education so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the IEP.

b. receives, as appropriate, a functional behavior assessment and behavioral intervention services, and modifications that are designed to address the behavior violation so that it does not reoccur.

*\* These services may be provided in an interim alternative educational setting.*

The District is required to provide educational services to a child with a disability during periods of removal of ten (10) or less days in the same school year if it provides services to children without disabilities who are similarly removed. After a child with a disability has been removed from the current placement for ten (10) school days in the same school year, the current removal is not for more than ten (10) school days in the same school year and is not a change of placement because of disciplinary removals, school personnel in consultation with at least one of the child's teachers, will determine the extent to which educational services are needed. If a removal is a change in placement because of disciplinary removals, the Admissions and Release Committee will convene within ten (10) calendar days to determine appropriate educational services for the child.

Within ten (10) days of any decision to change the placement of a child with a disability because of violation of the code of student conduct, the relevant members of the Admissions and Release Committee and the parent must convene a meeting to review all relevant information in the child's educational record, including the Individualized Education Plan (IEP), any teacher observations, teacher-collected data and other relevant information provided by the parent to determine:

- a. continue to receive a free appropriate public education so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the IEP.
- b. If the conduct in question was caused by or had a direct and substantial relationship to the child's disability;
- c. If the conduct in question was a direct result of the District's failure to implement the IEP. Conduct may be considered to be a manifestation of the child's disability if the ARC determines that either condition a-b were met. If the ARC determines that the condition c. was met, the District will take immediate steps to remedy those deficiencies.

If the Admissions and Release Committee (ARC) determines that the conduct was a manifestation of the child's disability the ARC will:

- a. conduct a functional behavior assessment, unless one has already been conducted before the behavior that resulted in the change of placement occurred and a behavior intervention plan had been implemented; or
- b. review the behavior intervention plan (if one had been developed) and modify it as necessary to address the behavior; and
- c. return the child to the placement from which he/she was removed unless the District and the parent agree to a change in placement as part of the modification of the behavioral plan or because of special circumstances such as carrying a weapon, inflicting serious

bodily injury upon another person while at school or on school premises or at a school function under the jurisdiction of the Kentucky Department of Education or the District.

The District may remove a child with a disability to an interim alternative educational setting for not more than 45 days without regard to whether the behavior is a manifestation of the child's disability when the child carries or possesses a weapon while at school or on school premises or at a school function under the jurisdiction of the Kentucky Department of Education or the District, knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or on school premises or at a school function under the jurisdiction of the Kentucky Department of Education or the District, or has inflicted serious bodily injury upon another person while at school or on school premises or at a school function under the jurisdiction of the Kentucky Department of Education or the District.

On the date a decision is made to remove a child with a disability from school that constitutes a change in placement because of violation of the code of conduct, the District will notify the parents of the decision and provide them with a copy of the procedural safeguards (parent rights). The District may seek temporary injunctive relief through the courts if a placement cannot be agreed upon and the current placement will likely result in injury to the student or others.

***DUE PROCESS PROCEDURES:*** *The parent of a child with a disability who disagrees with any decision regarding disciplinary action that results in a placement change or the manifestation determination of the District that believes that the current placement of the child is likely to result in injury to the child or others may request a hearing by filing for a due process hearing. Contact the Director of Special Education for more information regarding how to do this at (859) 292-3040.*

### **Drug Testing Program Purpose**

In this day and time, alcohol and other forms of drug abuse have grown to major proportions in our society. School settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for grades 6-12. (Newport Board Policy 09.423)

The policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to sixth through twelfth (6-12) grade students who voluntarily choose to participate on athletic teams, and in competing extracurricular activities to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators will not use information obtained in the course of administering the policy for disciplinary purposes other than those set forth.

The policy is not designed to be used, nor will it voluntarily be used in any manner, to provide a source of information for law-enforcement agencies, for the prosecution of the student, or to limit the student's participation in the school activities other than the limitations imposed by the policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under eighteen (18) years of age, the administrator will not release any student's test results to any person other than those described within the policy or as required by law or a lawfully issued subpoena/court order.

In order to accomplish its purposes, the policy establishes a program for procedures to deter unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance, it provides a testing program to identify student participants who are unlawfully using drugs. For such students, the policy provides incentives for rehabilitation with possible reinstatement to specific athletic team/competitive extracurricular activity involved.

## **SCHOOL BUS SAFETY RULES AND REGULATIONS**

Newport Board of Education Policies **09.226, 06.2, 06.34**

The District has authority in all matters of student behavior, including when a student is on his/her way to or from school, or any school-related or school-sponsored activity. As such, students are subject to the same code of conduct as presented in this handbook on any school-provided transportation. Responsible student behavior is extremely important on the school bus to ensure the safety of the passengers and driver. All students must follow these bus conduct guidelines.

- **The bus driver is in charge of the bus.** Students must treat the bus driver with the same **court and respect** given to teachers.
- **A bus monitor may be assigned to assist on certain busses;** students must obey and respect bus monitor.
- Students **must board the bus quickly and take a seat immediately** without disturbing other passengers. No running or shoving!
- **Do not try to get on or off the bus while it is moving.**
- Students **may not occupy more space in a seat than is required.** Students may be asked to ride three (3) to a seat. Students must **hold all of their personal items** on their lap. Personal items may not be placed in the aisle, another seat or in the front or rear of the bus.
- **Students must remain seated until the school bus comes to a complete stop.** Students may not trade or move seats during the bus ride or when the bus is moving unless directed or given permission to do so. The driver/monitor may assign seats or move a student to another seat at any time. If all seats are taken, students must stand in the rear of bus.
- **Students may not open or close windows without permission. Doors/Exits may not be opened except in an emergency.**
- **Students may only ride the bus to which they are assigned.** Once a student gets on the bus they are not permitted to get off until they reach their destination or transfer point. No student will be permitted to board a bus other than at their designated stop. All bus changes must be requested through the transportation office.
- Students **must be on time** for the bus. Arrive at the bus stop at least 5 minutes early. The bus will not wait for students running late or because a parent requests they wait. The bus will not stop at unscheduled stops.
- **Students may not stand in the road or street while waiting for the bus. No fighting, pushing or rough housing at the bus stop.**
- Students **may not engage in any activity which might distract the driver's attention from driving** including:
  - A. Loud talking, laughing, shouting, or singing.
  - B. Unnecessary conversation with the driver.
  - C. Extending any body part or object out the bus
- Students must **keep the bus clean and refrain from damaging it.** No littering and no activities which might damage or cause excessive wear to the bus or other property will be allowed. No



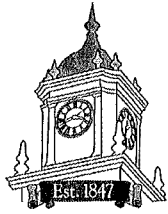
tampering with equipment on the bus. Parents/guardians may be held responsible for restitution of any damages, beyond normal usage, caused by their child.

- When it is necessary to cross the road, students must **cross only in front of the bus** and at a safe distance in order to be seen by the driver. Cross only on the driver's signal.
- **Students must behave on the bus.** Unacceptable behavior includes noncompliance, disrespect, disobedience, vulgar, foul and profane language, fighting, harassing, pushing, and shoving other students and other offensive acts.
- **No food or drinks may be consumed on the bus. No radios, recorders, cell phones, etc., may be used on the bus except by permission of the bus driver or monitor.**
- **Use of drugs, alcohol, and tobacco is prohibited on the bus at all times.** Students will be reported to the appropriate law enforcement agency for violations.
- **No person is permitted to transport or have in their possession firearms or other dangerous weapons (real or pretend) while on the school bus.** Students will be reported to the appropriate law enforcement agency for violations.
- **In an emergency situation students should: Remain calm, listen for the driver instructions and exit the bus promptly.**
- Transportation changes cannot be made after 1:30 pm.

**DISCIPLINE CONSEQUENCES:** Any student who does not follow the above regulations and/or who refuses to promptly comply with directives regarding his/her behavior while on or waiting for the school bus will be documented in writing by the bus driver or bus monitor. This behavior report will be sent to the principal or designee of the school where the child attends, the Director of Pupil Personnel and/or the Director of Special Education. The Principal is authorized to withhold bus riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus riding privileges have been withheld. The Superintendent or the Superintendent's designee may withhold bus riding privileges up to the remainder of the school year. Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

**EMERGENCY PROCEDURES:** The Director of Transportation has a school bus transportation safety program as required by applicable law and administrative regulation. Appropriate safety information is disseminated annually in writing to employees, parents, and pupils of the school District. A series of four (4) bus evacuation drills are conducted during each school year. All enrolled students participate in these drills, unless absent on the day the drills are scheduled.

**DUE PROCESS PROCEDURES:** Parents and guardians may file complaints regarding bus drivers, bus monitors, students, or parents whose behavior interferes with the safe operation of the school bus with the Principal or Director of Transportation.



NEWPORT  
INDEPENDENT  
SCHOOLS  
*A Great Tradition. A Great Future.*

Dear Parent or Guardian:

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

Our district receives federal funds for Title I and Title II programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable.

If you would like to request this information, please contact Rachel Ball by phone 859-292-3001 or by email ([rachel.ball@newport.kyschools.us](mailto:rachel.ball@newport.kyschools.us)). Please include your child's name, the name of the school your child attends, the names of your child's teacher(s), and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Tony Watts

Superintendent

## **Addressing the Academic Needs of Students Through the Title I Program**

**Title I is a federally funded program that provides financial support to qualifying districts and schools to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assignments. Specifically, in Newport Independent Schools, the Title I program works to help our schools meet Kentucky's learning goals, attain Kentucky's academic core concepts, coordinate resources to improve education for all students, and support school improvement efforts.**

### **Increasing Parent, Family, and Community Involvement**

In Newport Independent Schools, it is our focus and priority for families and the community to be involved in our schools. Partnerships among schools, families, community groups, and individuals is essential.. Therefore, we invite you to be active participants in our schools and the education of our children. Throughout the academic school year, there are many school-related events you can attend such as parent-teacher conferences, Parent/Teacher Organization meetings, Family Literacy and Math Nights, and various co-curricular activities.

Title I funds at Newport Primary, Newport Intermediate, and Newport High School help fund their strategies and activities. Title I district money provides technical assistance to each of these schools and professional development for their staff. Title I funds at each school are also used for additional instructional staff, extended-time programs, and other means of raising student achievement.



## Newport Independent Schools Parent-School Compact

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be involved in a partnership with your child's school. Please accept this invitation to work as a collaborative partner with your child's teacher.

### Parent/Guardian

I want my child to achieve; therefore, I will encourage my child by doing the following:

- See that my child attends school regularly and is on time.
- Support school staff in maintaining proper discipline.
- Set aside a specific time and place for homework and review it regularly.
- Provide a quiet, well-lighted place for study.
- Encourage my child's efforts and be available for questions.
- Be aware of what my child is learning.
- Emphasize the importance of reading by encouraging my child to read.
- Attend school functions and communicate with my child's teachers.

### Student

Working to the best of my ability is my goal; therefore, I will strive to do the following:

- Attend school regularly and be on time.
- Be prepared for school each day with completed assignments and supplies.
- Work cooperatively with my classmates.
- Respect myself, my school, and other people.
- Follow the rules of student conduct.

### Teacher

Student achievement is most important. Therefore, I will strive to do the following:

- Encourage students and parents by communicating regularly about student progress.
- Provide necessary assistance to parents so they can help with homework assignments.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide learning opportunities to enable students to meet academic expectations.
- Hold high expectations for all students, believing that all students can learn.
- Make my classroom and myself accessible to parents and encourage them to visit.

### Principal/Assistant Principal

I support this compact for parent involvement; therefore, I will strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Provide a safe learning environment.
- Support teachers in preparing students for high school.

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Parent/Guardian Signature

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Teacher Signature

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Student Signature

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Principal/Assistant Principal Signature

## **Information for Parents/Guardians in the event of a School Emergency**

The safety and security of our students and staff are a paramount concern for the Newport Independent School District (NISD). The following information will assist parents and guardians to become more familiar with emergency response procedures.

### **Introduction**

The safety and security of our students and staff is top priority for Newport Independent School District (NISD). The following explains some of the procedures that are planned and practiced in order to prepare us in the event of an emergency at your child's school. Our school leaders work closely with police, fire and emergency services and public health to ensure our school emergency management plans reflect the appropriate practices and that all schools are prepared for emergencies. Key personnel are trained in National Incident Management System procedures and we take an all-hazards approach to emergency readiness. We are prepared to work and fully cooperate with emergency first responders should a critical incident occur in our district. Our comprehensive emergency plans address a multitude of potential incidents, not because we expect them to occur, but to be prepared in case they do occur. For security reasons as well as state law, we cannot share specific details with the public; however, parents/ guardians and students have a critical role and it is important that everyone knows what to do in the event of an emergency. **Please be sure you review the following and make sure that you and your child/children understand the emergency procedures.**

### **What is an Emergency?**

An emergency is an unexpected event that could put your child's safety at risk. It could be anything from disruption of utilities to a critical incident that could affect one child, one school, or the entire school district. School administrators and sometimes emergency first responders will evaluate the seriousness of each situation and determine the best course of action to respond quickly, safely, and in an appropriate manner. Appropriate planning and preparation can minimize the risks in any emergency situation. The following information will provide guidelines for preparedness, what parents/guardians should do, and what the school or district will do in the event of an emergency. Communication procedures and student release procedures are also outlined.

### **What will Schools Do in the Event of an Emergency?**

What we do in the event of an emergency depends upon the situation and the specifics of an incident. We will make every effort to ensure that instruction continues, even when it becomes necessary to lock down a school. Depending upon the severity of the threat of emergency, additional measures may be taken to include: shelter in place, evacuation of students from the building, or altering school dismissal time. If emergency first responders are called to the scene, we will work with them in a unified command to determine which plan should be implemented. School emergency plans vary from school to school based upon enrollment, building layout, location, and other relevant factors. They are initiated based upon the events unfolding at the time of incident. While every school has an emergency management plan of action, evacuation sites, and family reunification plans, these plans must remain confidential for the safety of our students and staff while remaining flexible to changing conditions. Parents/Guardians will be informed as soon as we have done everything possible to ensure the safety of all students and staff and when it becomes possible to provide accurate and helpful information.

### **Protective Measures the School May Use**

Each school has an emergency management plan involving a number of possible actions. The response varies depending upon the conditions and incident. It is determined by the school leadership team who are trained to make such decisions. **It is essential that parents/ guardians understand that if a critical incident occurs, students will be released to parents/guardians only when danger has passed.**

#### **Schools may use the following protective actions:**

**Lockdown** – A lockdown may be used because of an event inside the building or because something is happening outside the building that law enforcement, fire, or emergency service providers determine that it is necessary to ensure the school and all personnel are protected. The purpose of a lockdown is to restrict the movement of staff and students and fully secure the building. During a lockdown, all exterior and interior doors are locked. No one is permitted to enter or leave the building until school officials, often working with law enforcement, have determined it is safe to do so. All staff, students, and visitors are accounted for and instruction continues unless otherwise directed by the school leadership team or law enforcement personnel. The length of the period may be minutes in the case of a drill or even hours. It is possible that a lockdown may involve detaining a student or students beyond the regular school day; however, it is never our intention to hold students unnecessarily and we will not do so unless it is to ensure their safety. Conditions will return to normal as soon as it is safe for all.

**Shelter-in-place** – This protective measure is considered when an event takes place in or around the school and the school leaders determine the safest course of action is to keep students and staff inside the school building or an outside facility that offers the best protection until the external event is controlled. Some examples could include a weather situation, a hazardous materials release, or a situation unfolding outside the school where it would be unsafe to release students. Students who are outside for school activities will be moved inside or to a safe shelter building outside of the school, but does not include things such as trailers or portable classrooms. In those cases, students will be removed to the school building. If a shelter-in-place is called, it may extend beyond the school day. In that case, parents/guardians will be notified.

**Evacuation** – If it is unsafe for students and staff to remain inside a school building, the leadership team will make a decision to evacuate the building. Students and staff may remain on the school grounds until the building has been rendered safe for entry by emergency first responders or be relocated to an alternative safe location off school property. In the event of an off-campus evacuation, the school leadership team will work closely with emergency first responders and our transportation professionals to move students to a safe location. From there, the students will either be transported home or wait for family members to pick them up from the reunification site. In either event, we will make sure parents are notified. Emergency responders will instruct students and staff members who were evacuated from a site where they left a personal automobile as to when they may return to their car.

**Emergency School Closing** – This procedure will take place when school administrators determine students are safer at home than at school. This most often occurs due to loss of utilities or a weather emergency. Parents will be notified that school(s) will be closing. Students who normally ride the bus will be transported home as usual and parents will be notified.

**Off-Site Family Reunification**—Students are moved off-site when school officials determine students and staff should not re-enter the building until it is rendered safe. Several off-site locations have been determined in advance, but are not shared with parents until an incident unfolds. Emergency responders and school officials choose the best reunification site at the time of the incident, depending on the circumstances of the emergency. Parents will be notified of the family reunification site as soon as it is tactically appropriate to do so. Our main priorities in an off-site evacuation are student safety and accountability. We want to ensure that students are released to authorized individuals and our sign-out procedure will be in place. In the event of an off-site school evacuation, parents will be provided information as to where the reunification site is located. Parents or authorized adults will be required to show photo identification in order to pick up a child. The process may take some time because we want to make sure reunification is made with authorized individuals only.

### **What Should Parents Do in the Event of an Emergency?**

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information and instructions to be sent to the number listed on your child's emergency contact. We understand it is a natural instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, individual schools and emergency responders have made preparations to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

***Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first.***

**Please do not go to the school.** As we have learned from past school emergencies, one of our greatest challenges is how to manage a large number of parents and concerned citizens rushing to the scene to "help". By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or from leaving to transport injured students or staff to emergency medical facilities.

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number as it may be utilized with the district all-call system.
- Tune in local television or radio stations designated to carry Newport Independent School District (NISD) emergency information. See "Emergency Communications" section below.
- Infinite Campus Messenger may also be utilized as a form of communication. Those notices are received via Email through the address you have provided the school.
- Obtain current information about the incident from the district website at <http://www.newportwildcats.org/>
- Understand that emergency pickup procedures are different from routine pickup procedures. In the event you are notified to pick up your child at school or at a designated family reunification site, bring a photo identification card. If you must send someone else to pick up your child, be sure it is someone who is listed on school records as an individual authorized to do so and make sure they are in possession of a photo ID. Your child will not be released to anyone who is unauthorized or who cannot provide appropriate identification.
- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the checkout procedure established for emergencies. The family reunification system was developed to ensure the safety and accountability of students and it is vital that it be followed.
- Remain in designated areas at the family reunification site.

- Be patient. It is essential that the family reunification procedure be carried out in an orderly manner so we can protect and account for all of our students.

### **Emergency Communications: How will Parents be Notified if an Incident Occurs at School?**

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, school administrators and Central Office staff, under the direction of the Superintendent, will communicate information to parents and the community. The school district has a variety of media outlets available to parents/guardians which will be updated, as needed, with the most complete and accurate information available.

### **District Emergency Information Links:**

School Messenger System—A recorded message sent to contact numbers in our system. If you are not receiving messages through this during the school year please let your school know as this is a primary notification system in the event of an emergency.

Newport Independent School District (NISD) Website – <http://www.newportwildcats.org/>

Superintendent's Office (Central Office) 859-292-3001

Infinite Campus Messenger—Information is received via the email address that you have provided to our schools.

In the event of a critical incident, parents are encouraged to tune in to one of the following local television stations to gather information as it becomes available:

WCPO – [www.wcpo.com](http://www.wcpo.com)

WXIX – [www.fox19.com](http://www.fox19.com)

WLWT – [www.wlwt.com](http://www.wlwt.com)

WKRC – [www.local12.com](http://www.local12.com)

### **Recovery After a Crisis:**

School leaders understand that a traumatic event in a school or in the community can have an emotional impact on students and staff. Newport Independent School District (NISD) has a trained Crisis Response Team of school counselors, social workers, and psychologists who can respond to the school during and after a critical incident to provide assistance. The NISD Crisis Response Team helps those affected to cope with the aftermath of the incident.

### **Additional websites that you may find beneficial:**

[www.ready.gov](http://www.ready.gov)

[www.nasponline.org](http://www.nasponline.org)

[www.schoolcounselor.org](http://www.schoolcounselor.org)

[www.samsha.gov](http://www.samsha.gov)

[www.redcross.org](http://www.redcross.org)

[www.fema.gov](http://www.fema.gov)



## Newport Schools Phone Directory

### **Newport Welcome Center 859-292-3001**

Superintendent	Tony Watts	292-3001
Director of Pupil Personnel	Jennifer Stewart	292-3001
Family & Court Liaison	Julie Kaeff	292-2811
McKinney Vento Coordinator	Kristy McNally	292-0552
School Based Health Center	Pam Pedigo	291-1910
Food Service Coordinator	Lisa Rizzo	292-3038
Transportation & Facilities Director	Tim Grayson	292-3005
Director of Special Education	Lisa Swanson	292-3040
Director of Instructional Technology	Rusty Adams	292-3072
Chief Finance Officer	Jennifer Hoover	292-3034
Director of Curriculum	Darla Payne & Carla Davis	292-3001

### **Newport Primary School**

Principal	Matt Atkins	292-3011
Assistant Principal	Nichole Hayden	292-3011
School Counselor	Brian Zepf	292-3011

### **Newport Intermediate School**

Principal	Dennis Maines	292-3021
Assistant Principal	Ashley Himes	292-3021
School Counselor	Sarah Cornett & Amber Onkst	292-3021

### **Newport High School**

Principal	Mike Hunter	292-3023
Assistant Principal	Staci Paff	292-3023
School Counselor	Charity Wood & Kia Gearding	292-3023

### **Newport School of Innovation School**

Principal	Anthony Piccarillo	292-3081
Instruction	Josh Snapp	292-3081
School Counselor	Shaun Mullins	292-3081

### **Newport Regional School**

Principal	Anthony Piccarillo	292-4453
School Counselor	Shaun Mullins	292-4453

