

# Student Discipline Code of Conduct



2023-2024

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## INTRODUCTION

### PURPOSE STATEMENT

The purpose of this code is to help students maintain acceptable and safe behavior that ensures a positive learning environment. Used properly by Southgate students, parents, teachers, administrator, and all other school personnel, this document is an instrument that will help provide an atmosphere that will enable all students to get the most out of their learning opportunities, thus allowing them to be competitive as an adult.

### JURISDICTION

This code will be in effect on school property during regular school hours as well as other places and times where teachers and school administrators have jurisdiction over students, including, but not necessarily limited to school sponsored activities, functions, field trips, fundraisers, and athletic events. This code also applies to students when they are being transported to and from these special events of the school.

\*\*Legal note – Various state laws and school board policies mandate certain administrative functions which are not part of this code and this code neither restricts nor denies those functions.

### APPLICATION

The solution to a problem or the resolution of a conflict within the educational setting usually can be accomplished on an informal basis by the people most frequently involved, the teacher and the student. It is expected therefore, that every effort will be made by the teacher to handle the situation with the student at the time the unacceptable behavior occurs. If it is misconduct of a serious nature, more drastic action must be taken immediately.

Under appropriate heading, the code outlines those kinds of student behavior which are considered unacceptable and the interventions for such behavior. When considering the consequences, flexibility should be exercised, and the following circumstances should be considered:

1. Age and/or grade level of the student
2. Frequency of misconduct
3. Seriousness of misconduct
4. Attitude of the student
5. Degree of cooperation of the student
6. Identified educational disability of the student if any

### STATEMENT OF NONDISCRIMINATION

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

## SCHOOLWIDE EXPECTATIONS

We are committed to the academic and social success of our students at Southgate Public School. Students who take responsibility to behave positively will be recognized in a variety of ways. Students will also know exactly what consequences will result when they choose not to behave.

At Southgate, we acknowledge that individuals are not perfect and that mistakes are a part of being human. A mistake gives us the opportunity to reflect and try again.

Our School-wide Expectations Are:

Lions are Respectful, Responsible, and Safe

To help students remember these expectations, banners have been created and are posted throughout the school. Expectations in different settings and for different activities are outlined in matrixes below. Additionally, to maintain appropriate noise levels in the different locations throughout the school, a voice level chart has also been developed. The chart ranges from 0 - 4 and has different indicators for each level.

VOICE LEVELS AT SOUTHGATE	
	
<b>4</b>	<b>VOICE LEVEL FOUR</b> <i>Outside Voices</i>
<b>3</b>	<b>VOICE LEVEL THREE</b> <i>Large Group</i> <i>Classroom Participation</i>
<b>2</b>	<b>VOICE LEVEL TWO</b> <i>Small Group</i> <i>Only those around you can hear you</i>
<b>1</b>	<b>VOICE LEVEL ONE</b> <i>Whisper</i>
<b>0</b>	<b>VOICE LEVEL ZERO</b> <i>Silent</i>

**SETTING**

		Hallways	Playground	Cafeteria	Media Center	Restroom	Balcony	Locker	Stairwell
<b>EXPECTATION</b>	<b>VOICE LEVEL</b>	0 = Silent	4 = Outside Voice	0= Silent 1 = Whisper 2 = Small Group  Cone System	TEACHER CHOICE  0= Silent 1 = Whisper 2 = Small Group 3 = Large Group	1 = Whisper	TEACHER CHOICE  0= Silent 1 = Whisper 2 = Small Group 3 = Large Group	2 = Small Group	0 = Silent or 1 = Whisper
	<b>Respectful</b>	Voice level 0 Follow Directions	Use equipment correctly Line up quickly and quietly	Be mindful of others Practice good table manners	Treat books and resources with care Push in chairs	Respect the privacy of others Exit quickly and quietly	Follow directions first time given Keep feet on the floor at all times	Be considerate of surroundings Close lockers quietly Use kind words	Follow Directions Stay in personal space Allow others to pass
	<b>Responsible</b>	Keep hallways clean Go to Destination	Collect all items before leaving Show good sportsmanship	Clean up eating area Line up quickly and quietly	Return books on time Place items where they belong	Flush the toilet Wash your hands with soap and water Use the hand dryer to dry hands	Stay in original seat Collect items before leaving All cellphones powered off and put away	Be organized and use time wisely Get your items and go to designated area	Keep stairwells clean Go to destination
	<b>Safe</b>	Walk to the right side Keep hands and feet to yourself Single file line	Stay in designated area Keep hands and feet to yourself	Raise hand if you need to make a request. Keep hands and feet to yourself	Follow digital safety rules. Keep hands and feet to yourself	Keep water in the sink Keep hands and feet to yourself	Walk Keep hands and feet to yourself	Keep walkway clear Keep hands and feet to yourself Walk	Walk to the right side Single file line Keep hands and feet to yourself

ACTIVITY										
		Guest/Presenter	Arrival	Dismissal K-2	Assembly	Field Trip	Gym Arrival	Dismissal 5-8	Dismissal 3-4	Bus
<b>EXPECTATIONS</b>	<b>VOICE LEVEL</b>	0 = Silent	1 = Whisper	0 = Silent	Teacher Choice	Teacher Choice	1 = Whisper	2 = Small Group	0 = Silent	2 = Small Group
	<b>Respectful</b>	Look and Listen to the speaker  Raise hand to speak	Use appropriate language  Follow directions	Follow teacher's procedures	Look at speaker  Listen to speaker  Support peers	Follow directions  Use kind words	Treat others the way you want to be treated	Follow teacher's procedures	Follow teacher's procedures	Follow directions  Use appropriate language  Listen to the bus driver
	<b>Responsible</b>	Stay in your spot  Understand that everyone will NOT get a turn to participate	Go to designated area  Power off and put away cellphones	Make sure you have all materials	Follow speaker's instructions	Clean up after yourself	Line up when called  Go straight to class when dismissed	Return Chromebook  Take home all materials required for homework	Make sure you have all materials  Planner filled out	Keep your body and belongings inside the bus  Report any incidents
	<b>Safe</b>	Keep hands and feet to yourself	Keep hands and feet to yourself  Walk	Stay in line until a teacher releases you to your adult	Stay seated  Keep hands and feet to yourself	Stay with your adult/group  Keep hands and feet to yourself	Stay seated in assigned area  Walk  Keep hands and feet to yourself	Walk to your after-school destination  Keep hands and feet to yourself	Stay in designated class area until adult arrives	Enter and exit in an orderly fashion  Stay in your seat  Keep hands and feet to yourself

## TIER I - TEACHER MANAGED BEHAVIOR

Discipline problems that are of a common or minor nature are handled by the classroom teacher. These behaviors are of low-level intensity, passive, and non-threatening to the safety of the classroom. Before a Tier 1 behavior may be referred to the office, the classroom teacher must be able to document previous efforts such as assigning the student a teacher detention, parent phone call, parent/teacher conference, etc.

### Tier I – Examples of Inappropriate Behaviors

- Disrupting and/or interfering with the normal operations in a classroom
- Failure to carry out a request from teacher or other school official
- Use of profanity in the school setting
- Inappropriate use of technology or Internet access (first offense)
- Providing false information
- Failure to comply with school-based dress code (first offense)
- Failure to attend teacher's detention (first offense)
- Public display of affection (first offense)
- Possession of cell phone or other electronic device during school hours (7:30 – 3:00)
- Tardiness to class
- Theft of property
- Academic dishonesty

Teachers may use a variety of methods including, but not limited to the following:

- Reteach/Clarify expected behavior.
- Utilize your classroom management procedures (Dojo, Clip chart, etc.)
- Redirection
- Change of Seating
- Proximity
- Nonverbal cues
- Verbal prompt/warning
- Positive Reinforcement (4:1)

Teacher Managed Interventions – These steps should be taken before contacting administration/office referral for Tier 1 and possibly Tier 2 behaviors.

- Step One – Reteach appropriate behaviors (during student's flexible time)
- Step Two – Reteach behavior and one-on-one conference with student to discuss expected behavior
- Step Three – Student completes written Behavior Reflection Sheet and Teacher contacts parent/guardian. Teacher documents contact in PLP tab of IC (Examples of reflection sheets are included at the end of this handbook).
- Step Four – Contact administration and enter formal referral into IC

## TIER II: TEACHER / ADMINISTRATOR MANAGED BEHAVIORS

These incidents should be managed by the classroom teacher, unless assistance from an administrator is required because of the disruptive effect the infraction has on instructional time. For students who engage in repeated Tier II infractions, school personnel who intervene shall engage in ATM (Advisory Team Meetings) and document previous interventions and develop steps for alternative intervention methods/systems.

### Tier II – Examples of Inappropriate Behaviors

- Disrespectful behavior including use of profanity, and/or an obscene gesture, or back talking towards another person(s).
- Leaving the classroom without first obtaining permission from the teacher in charge.
- Repeated defiance of authority or continual failure to comply with adult request(s).
- Possession, display, or distribution of obscene materials or objects in the school setting.
- Repeated misrepresentation of facts.
- Repeated public display of affection.
- Intimidation/Threats/Harassment to commit violence towards another person or property, especially when it creates fear or agitation within the other person.
- Repeated improper use of technology.
- Possession of matches/lighters.
- Repeated possession or use of cell phone or other prohibited electronic devices.
- Cafeteria disruption.
- Repeated incidents of theft.
- Failure to attend a teacher detention (second offense).
- Repeated incidents of academic dishonesty or plagiarism.
- Chronic tardiness to class.

Teachers/Administrators may use a variety of intervention methods including, but not limited to the following:

- Any of the above Tier I intervention methods with added intervention(s)
- Individual (student/teacher) conference
- Problem mediation/Conflict resolution
- Temporary withdrawal of privileges (This may not include required subjects)
- Detention
- Temporary isolation from peers and/or immediate learning environment.
- Notifying parents by telephone or letter
- Behavior Intervention Plan/ Behavior Contract
- Time-out Procedure
- Adult Mentor
- Behavior Reflection Sheet
- Referral to counselor
- Referral to ATM Committee
- Office Referral
- School Suspension (In-school and/or Out-school)

## DETENTION, REMOVAL, & OFFICE REFERRAL

### Detention Procedures

- When a pupil is detained beyond the normal dismissal time, the teacher shall consider factors of pupil transportation, traffic patterns, weather, and any other extenuating circumstances.
- The age and grade level of the student shall be considered in determining the length of time a pupil may be detained after school.
- Notice should be given to the parents or legal guardian when a student is to be detained after school.

### Removing Student from Classroom Procedures

- If a student must be removed from the classroom for time-out purposes, he/she needs to be placed with appropriate school personnel.
- The teacher needs to contact the parent/guardian at their earlier convenience.
- This communication needs to be documented in the PLP tab in Infinite Campus.
- In situations where immediate attention is NOT needed the PBIS app can be relied upon.
- In situations needing immediate administrative attention such as a fight, the classroom teacher is to call the office.

### Office Referral Procedures

- A discipline referral must be completed and submitted to the principal.
- Students are not sent to the office with the referral.
- Teachers will complete behavior referral in Infinite Campus.
- The student will be called to the office once the principal has had an opportunity to read and discuss the referral with the involved person(s).

### TIER III - ADMINISTRATOR MANAGED BEHAVIOR

These incidents significantly interfere with the safety and/or learning of others, including threats and harm to others or legal violations. These behaviors warrant more immediate administrative intervention. In situations needing immediate administrative attention such as a fight, the classroom teacher is to call the office.

#### Level III- Examples of Inappropriate Behaviors

- Leaving school grounds without permission.
- Extortion in return for protection or in connection with a threat to inflict harm.
- Inciting student disorder or creating fear/panic including, but not limited to, possession or use of any object, weapon, or look-alike weapon or talk of possessing or bringing a weapon to school.
- Sexual harassment of other students, teachers, or other school district employees
- Possessing and/or using e-cigarettes, vapes, or other tobacco products at school or on school-related property.
- Vandalism (defacing or disfiguring school and personal property)
- Theft of school or personal property may require police intervention.
- Assault/Physical Attack
- Fighting, where both parties are actively involved in physical aggression.
- Racial comments/slurs or degrading someone's ethnicity, ability, etc.
- Possession, use, or distribution of drugs (over the counter, prescription, or controlled substances) except as approved by school health guidelines.
- Possession of alcohol or drug paraphernalia.
- Terroristic threatening
- Possession or use of weapons/firearms/explosive devices
- Arson
- Unjustified activation of fire alarm
- Commission of sexual acts or indecent exposure

The infractions described above are not intended to be an exhaustive list but serve as a sample. School administration will respond to behavior infractions at their discretion on a case-by-case basis.

## SUSPENSION, EXPULSION, & DUE PROCESS

### Suspension

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

1. Oral or written notice of the charge(s) against the student.
2. An explanation of the evidence if the student denies the charge(s).
3. An opportunity to present the student's own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent/designee and to the parent/guardian of the student being suspended. Suspension of a primary school student shall be considered only in exceptional cases where there are safety issues for the child or others.

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension shall not be accepted for credit. (Policy 09.123)

### Expulsion

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

### Students with IEP's and 504 Plans

In cases where disciplinary action involves exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or services the following procedures should be followed:

1. If suspension is essential to protect persons or property or to avoid disruption of the ongoing educational process, then:
  - The student must first be granted an informal hearing and then may be suspended.
  - As soon as practical, the Admissions and Release Committee (ARC) must be convened to determine whether the discipline problem is a manifestation of the student's handicapping conditions.
2. If the discipline problem is determined to be a manifestation of the handicapping condition
  - a. the suspension is immediately lifted, and
  - b. the ARC must consider the appropriateness of the placement and/or the Individual Educational Plan, &
  - c. if the problem is determined to be unrelated to the handicapping condition, then the student will be disciplined according to the Southgate Independent Code of Conduct.
  - d. If a discipline problem does not require immediate suspension, the student remains in his/her current school placement and the principal must convene a School Based Admissions and Release Committee (SBARC). The SBARC determines whether the discipline problem is related to the handicapping condition. The SBARC considers the appropriateness of the placement and/or the IEP. If it is unrelated to the handicapping condition, then the student will be disciplined according to the Southgate Independent Code of Conduct.

## RIGHTS AND RESPONSIBILITIES

Under the United States Constitution, certain individual rights are provided for the protection of all people. In any relationship, individual responsibilities are inherent in all rights. The following, therefore, is set down as the code of rights and responsibilities.

### Student Rights and Responsibilities

Students have a right to:

- An appropriate public education that will prepare them, within the limits of their abilities, to reach maximum potential for contributing to their own welfare and that of society.
- Receive academic evaluation based solely on their academic performance.
- Make up work after returning from an excused absence.
- Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
- Learn without being offended and/or distracted by the clothing or appearance of others.
- Request a conference, present complaints, or file grievance of disciplinary action or the matters in a reasonable length of time.
- Freedom of speech and expression as long as there is no interfering with the operation of the school or that their assumed rights are infringing on the rights of others.
- Protection of person and property.
- The respect of other students and school personnel.
- Access to their school records and the guarantee of confidentiality of school records.
- Be afforded due process in any disciplinary action, including the right to hear charges, present their side, and appeal decisions to higher authority.

Students have a responsibility to:

- Show respect for the educational process by attending school regularly and taking advantage of every opportunity offered to further their education, and not to interfere with the rights of fellow students to an education.
- Fulfill academic requirements.
- Be informed of and adhere to reasonable rules and regulations by local boards of education, implemented by school administrators and teachers.
- Exercise courtesy and reason at all times, accept just punishments, avoid unreasonable appeals, and refrain from making false accusations.
- Refrain from actions which endanger self or others; this includes fighting, abusive language, and/or using threats or intimidation against other persons.
- Respect the human dignity and worth of every individual.
- Represent the truth in all school matters, complete all assignments in accordance with their teachers' instructions, and refrain from cheating in any school activities.

## Parent/Guardian Rights and Responsibilities

Parents have the right to:

- Send their children to a school that is safe and secure and learning is valued.
- Expect that disruptions will be dealt with fairly, firmly, and quickly.
- Enroll their children in regularly scheduled classes with minimal interruption.
- Expect the school to maintain high academic standards.
- Be informed of and to review the academic progress of their children, as well as other pertinent information which may or may not be contained in a student's personal records.
- Expect students' records to be maintained in a confidential manner.

Parent rights guaranteed by the Family Educational Rights and Privacy Act:

- To see their child's cumulative school record upon request and to have it explained and interpreted.
- To challenge inaccurate portions of a child's records and to have a hearing and to appeal the matter if the decision is that the record is not accurate.
- To appeal unsatisfactory decisions made by school officials about their child's records.
- To permit in writing third parties to inspect their child's records (other than those who are permitted by regulation to inspect said records)
- To have the information in their child's files dealt with in a confidential way by school personnel as provided for in the HEW (Health, Education and Welfare) regulations and Administrative Regulations.

Parents have the responsibility to:

- Prepare their children both physically and mentally to be receptive to education. This includes informing the child of the value of an education and a sense of respect for educators.
- Actively participate in their child's schoolwork and communicate with the school.
- Encourage their child's regular daily attendance and report any absence to the school.
- Know and support the rules and disciplinary procedures of the school and emphasize the importance of following the student code of conduct.
- Cooperate with the school when their child is involved in a discipline matter.
- Inform school personnel of any student with whom there exists a documented history of abuse of a school employee or carrying a weapon to school or at a school function.
- Inform the school of any condition or circumstance that may affect the child's ability to learn, to attend school regularly, or to participate in school activities.
- Demonstrate respect for all school personnel.
- Provide and keep current, accurate, and up-to-date demographic information on file at school.
- Initiate requests for conferences with teachers, counselors, or administrators to review academic progress or other matters.

## Educator Rights and Responsibilities

Educators have the right to:

- Work in an environment free from excessive disruptions.
- Safety from physical harm and freedom from verbal abuse (KRS 161.190).
- Implement appropriate disciplinary procedures with administrative guidelines.
- Be informed of any student with whom they work who has a documented history of abuse of a school employee or of carrying a weapon.
- Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.
- Expect all assignments to be completed and turned in within acceptable time limits.
- Take disciplinary and/or legal action against physical harm or verbal abuse on school property or in attendance at school functions.
- Provide input in the formulation of policies related to students and school personnel.
- Expect students to exhibit good conduct, neatness, cleanliness, personal dress, and hygiene.
- Expect the support and respect of fellow educators, students, and parents.

Educators have a responsibility to:

- Create and maintain a positive learning atmosphere conducive to learning and appropriate to the maturity and interest of the students.
- Prepare for classes assigned and show written evidence of preparation upon request of immediate supervisor.
- Maintain accurate, complete, and correct student records and protect the confidentiality of student records.
- Employ a variety of appropriate instructional techniques and media.
- Represent the school's mission through instruction and personal action.
- Assess the accomplishments of students on a regular basis and provide progress reports, including reports to parents as required, and/or Individual Education Program and course curriculum outlines when or where appropriate.
- Assess the learning needs of students on a regular basis seeking the assistance of district specialists.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in the administration of such discipline as is necessary to maintain order throughout the school and to be aware of disciplinary policies and laws.
- Attend staff meetings and serve on staff committees required.
- Meet and instruct assigned classes in the assigned location at the time designated.
- Plan and supervise purposeful assignments for teacher aides and volunteers.
- Work cooperatively with other staff including instructional and counseling professionals.
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of all students.
- Guide the learning process through the establishment of curriculum goals and develop clear objectives to meet the goals.
- Make provisions for being available to students and parents for education-related purposes outside of the instructional day.
- Make assignments clearly understood by students, and evaluate and return student assignments within a reasonable time.
- Support and administer the policies.
- Provide a good example of conduct, neatness, cleanliness, personal dress, and hygiene.
- Exhibit an attitude of respect for students and to develop and exhibit professional competence.
- Carry out all duties as directed by the principal.

- Act in accordance with the bylaws and policies set forth by the Southgate Board of Education, Kentucky Revised Statutes, and Kentucky Administrative Regulations.
- Collaborate with stakeholders to plan, implement, and evaluate the total instruction program.
- Make available student services, guidance and psychological services, and evaluation and testing services.

## RIGHTS AND RESPONSIBILITIES RELATED TO ACCEPTABLE USE OF TECHNOLOGY

Southgate Public School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century skills. We provide access to technologies for students, staff, and parents for educational purposes. While the District will make every effort to prevent inappropriate use, it is impossible to filter all inappropriate content. Students, staff, and parents are expected to adhere to the procedures and guidelines outlined in this Acceptable Technology Use document and the Southgate Independent School District Acceptable User Contract Policy (08.2323) when using district/school provided technology, district provided credentials or personally owned technology (on district property).

### Roles and Responsibilities of Students

Technology and network access is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data, and files stored or transmitted via the district resources may be reviewed and/or removed.

### Roles and Responsibilities of Staff

The use of technology requires all users to be safe and responsible digital citizens. The school and district utilize the following strategies to help keep users safe:

- School provides Internet safety and digital citizenship instruction each year.
- Teachers and staff actively monitor technology use in the classroom.
- Internet access will be filtered as required by state and federal regulations and school policies.
- Network and school administration may review files and communications to ensure appropriate use.

### Roles and Responsibilities of Parents/Guardians

- Partner with the district to teach students to use technology safely and appropriately.
- Model appropriate use of technology resources and accounts, including maintaining data privacy.

Examples of Acceptable Use Include (but are not limited to):

- Use the provided school network/email account in an ethical, responsible, and legal manner for school related tasks that are consistent with the educational objectives of the Southgate Public School.
- Maintain the privacy of personal information such as name, address, phone number, account passwords, social security numbers, and respect the privacy of others.
- Use online/network resources (including email) as instructed and for educational purposes.
- Store and share only appropriate student work and instructional media in provided storage spaces.
- Use school and/or personal technology only at approved times for educational purposes.

Examples of Unacceptable Use Include (but are not limited to):

- Access, send, and/or willfully receive any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity.

- Willfully waste limited resources or use them for non-academic purposes - (file storage, printing, bandwidth).
- Use or share another person's username or password or share your username and password with others.
- Compromise the network and its settings in any way - (hacking, spamming, proxy bypass, etc.)
- Use the school network for personal gain, entertainment, political promotion, or activities unrelated to school.
- Violate copyright laws or commit plagiarism including the copying of software, music, or other copyright protected files.
- Intentionally damage or steal district or personal technology-related property.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Record, transmit, or post images/sound/video of a person or persons during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose.
- Teachers friending and/or following students on social media used for personal purposes.
- Obtain network/Internet/program access using another user's personal login credentials.

#### Personally Owned Devices Connected to the District Network

Students meeting building requirements and having a signed Acceptable Use Form may be allowed to connect their personally owned devices to the district provided Internet. Internet access via the district network will be filtered, monitored, and will require students to log in using their district credentials. Parents/Guardians are responsible for what students may access through any non-district wi-fi or cellular connections. The district is not responsible for service, support, damage to, or loss of personal devices. Students are expected to use devices for educational purposes and only with consent of school staff.

#### Online Activity

Internet-based resources that can enhance educational activities are growing in number each day. The district may provide access to sites or tools that support communication and collaboration with others in addition to general productivity. Students are reminded to communicate appropriately and safely via these resources and that communication may be monitored. Use of any website outside of the district's control is subject to their terms of use and may require specific permission in addition to the Acceptable Use Form. Online activity is filtered using Lightspeed Systems Web Filter. This applies to all devices whether school owned or otherwise that a student may log into district device, home device, device at the public library, etc.

#### Violations of the Acceptable Use Policy

We start providing individual accounts (including email) at grade three (3). Students who violate the Acceptable Use Policy (08.2323) or the Telecommunication Devices Policy (09.4261) are subject to disciplinary action per the Code of Conduct.

#### Consent for Use

By signing the form, Acceptable Use Form, you hereby accept and agree that your child's rights to use the electronic resource provided by the district and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the district, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

## ATTENDANCE POLICY

Regular and prompt attendance is essential for your child's educational growth and learning life-long work habits. A student cannot get full benefit from instruction if attendance is irregular. Regular attendance is the responsibility of the parent, guardian, or custodian. Kentucky state law places the responsibility with the parent, guardian, or custodian of enrolling a child in school and keeping the child in regular attendance. (KRS 157.317; 158.030; 159.101; and 159.150)

### TRUANCY

Students who are excessively absent or tardy without valid excuse may be subject to both academic and legal penalties:

KRS 159.150 states that any student who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse for three (3) or more days during a one (1) year period is declared a truant. The Director of Pupil Personnel (DPP) may cite a parent to the Campbell County Family Court under this statute for failure to send a child to school. Any child who has been reported as truant two (2) or more times during a one (1) year period is declared a habitual truant. Habitual truants will be cited by the DPP to appear before the Campbell County Family Court to answer the charge of failure to send a child to school. An assessment will be done by the Campbell County Family Court to determine if court action should follow. Parents may be fined for failing to send their child to school in either case as the law makes no differentiation between penalties for truants and habitual truants. (KRS 600.020)

#### Truancy Process (Consequences for Truancy)

After 3 unexcused absences or tardy events, a letter is sent from the school to the parent/student. The letter explains the truancy law and consequences.

After 6 unexcused absences or tardy events, another letter is sent from the school that reiterates the truancy law and consequences. Additionally, students having six or more unexcused absence events will be referred to the Director of Pupil Personnel (DPP) to review and discuss individual attendance records and determine appropriate interventions, which will likely include a home visit from the DPP, Family Resource Youth Service Center Director, or other school personnel.

After 10 unexcused absences or tardy events, a letter of final notice will be sent to the parent/student. At this time the DPP can file the appropriate charge of truancy for those in violation of KRS 159.150 (see above statute). The DPP or school personnel can also file a complaint of "educational neglect" with the Cabinet for Health and Family Services.

### ABSENCE

An absence shall be defined as a student who is not present and accounted for during a day when school is in session. Absences are days or partial days when students miss school. While we do not want children to come to school when they are sick, it is in the child's best interest that they attend school when at all possible. The following shall apply to absences:

- A student who is absent is required to bring a written and dated excuse upon his/her return to school. The student's parent(s) or guardian(s) must sign the statement.
- After a total of ten (10) days of absence, students are required to present a written statement from a medical professional for each additional absence for the school year in order to be excused.

- Students receiving an excused absence shall have the opportunity to make up the schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

## EXCUSED ABSENCES

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices, (prior approval of Principal or designee required),
4. Medical and dental appointments which cannot be scheduled outside regular school hours,
5. One (1) day for attendance at the Kentucky State Fair,
6. Documented military leave,
7. One (1) day prior to departure of parent/guardian called to active military duty,
8. One (1) day upon the return of parent/guardian from active military duty,
9. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,

## UNEXCUSED ABSENCES

Absences will be considered unexcused when:

- The absence is not accompanied by a note from a parent-guardian or medical professional and/or submitted with ten (10) days.
- The absence is a result of suspension by the school.

## CHRONIC ABSENTEEISM

The Kentucky Department of Education defines chronic absenteeism as a student missing 10% or more of their enrolled days in school. Most Kentucky school districts have between 170-175 instructional days in their school calendar. Students missing 17 or more days of school, excused or unexcused, are considered chronically absent. This is simply an effort to make everyone aware and to help reduce chronic absenteeism as much as possible in our school district.

## TARDINESS

School will begin promptly at 8:00 AM each day. Students arriving after this time will be considered tardy. Students or parents, who allow their children to be excessively absent or tardy without a valid excuse, may be subject to both academic and legal penalties.

- Excused - For a tardy to be considered excused, a doctor's note will need to be provided upon arrival or a parent/guardian must accompany student into the office to provide a valid reason.
- Unexcused – A tardy is considered unexcused when it is without a valid reason and when a student is not signed in by a parent/guardian.
- Three unexcused tardies make a student truant and will be dealt with according to KRS 159.150 (stated above).

## CHECK-OUT POLICY

Students who must leave before the end of the school day must be checked out through the office as part of the safety policy. A parent/guardian or designee must come to the school to check the student out or make arrangements with the principal/designee as determined by school procedures. Upon returning to school, the student must check-in at the office before returning to classes. The student will be counted tardy if he/she misses from 1 minute to 60 minutes of instructional time, even if the student is checked out in the afternoon.

## SCHOOL CLOSING

In the event of severely inclement weather or an emergency, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced through a call on the district's phone messaging system, posted on the district webpage, and published through the media.

## GRIEVANCES

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

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

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

## RELATED POLICIES

### Dress Code

Dress, manner, and general grooming shall be consistent with reasonable standards. Rules and regulations consistent with these standards have been developed under this code. Exceptions may be allowed when students are involved in special programs such as choral concerts, sports activities, or dress-up days.

Inappropriate, suggestive, and/or distracting appearance and dress: midriff/torso baring or see-through clothing, halters, backless dresses, tube and tank tops (unless covered by appropriate outer garments); spandex, leggings or biker shorts, or dresses above mid-thigh; clothing, jewelry, buttons, patches, or signs with insignias, or slogans which are in poor taste, vulgar, profane, suggestive, or obscene; body piercing other than ears; distracting hair styling. Shorts, skirts, or dresses must extend past the fingertips of the student when extended to their side.

Head coverings are not permitted including hoods attached to hooded sweatshirts. Sunglasses are not to be worn inside the school building during regular school hours.

Shoes – Due to students having physical activity and physical education, students are required to wear gym shoes for these classes and activities. When not in these activities/classes, students may wear appropriate shoes that are safe for traveling through hallways and steps.

### Search and Seizure

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board Policy 09.436. Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

### Corporal Punishment

Board Policy 09.433 prohibits the use of corporal punishment.

### Weapons

Students are never allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property. When a student violates the prohibition on weapons, the principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the district shall be expulsion for a minimum of twelve (12) months. (The Gun-Free Schools Act of 1994 and KRS 158.150) District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.

It shall be the policy of Southgate Independent School District that school officials will notify the proper legal authorities of any violation of the Kentucky Criminal Code deemed serious enough for action.

## Harassment/Discrimination

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.) District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

**Disciplinary Action** – Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including, but not limited to, suspension and expulsion.

**Guidelines** – Student who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, inform their principal, who shall provide a form for the student to complete and then immediately notify the Superintendent and/or title IX/Equity Coordinator as appropriate. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the original complaint, regardless of the way the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.

A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.

2. Annual dissemination of written policy to all staff and students.
3. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
4. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

**Notifications** - Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.<sup>1</sup>

Prohibited Conduct - Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Derogatory nicknames, slurs, demeaning stories, jokes, or pictures relating to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Instances involving sexual violence.
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct.
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.
6. Seeking to involve students with disabilities in antisocial, dangerous, or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

Confidentiality – District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

Appeal – Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

Retaliation Prohibited - No one shall retaliate against an employee or student because s/he submits a grievance, assists, or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

False Complaints - False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

Complaint Procedure - Individuals who feel they have been victims of discrimination/harassment because of their race, color, national origin, age, religion, marital status, sex, or handicap have the right to file an informal and/or a formal complaint. Information and forms for filing a complaint may be obtained in the school office, central office or through the district web site. The school will follow Board Policy 09.42811 on harassment/discrimination.

### Bullying/Hazing

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

Actions Not Tolerated - The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Bullying Defined - 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. Many avenues of expression are open to students and they should explore as many of these avenues as possible. Students need to take into consideration viewpoints that differ from their own in order to broaden their own point of view. Students also must learn that they are accountable for what they say, write, or do, and the way in which their words and actions affect other people.

Reports - Students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to district personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

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

Students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to district personnel for appropriate action.

Cyberbullying – a form of bullying that occurs when someone harasses, torments, threatens or humiliates someone else through the use of technology — including text messages, social media sites, email, instant messages and websites. Like face-to-face bullying, cyberbullying can manifest itself in several different kinds of behaviors.

Terroristic Threatening – KRS 508.075

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

(b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity.
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel.

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

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

(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

APPENDIX



## TIME OUT SHEET

Time of Timeout:

Student \_\_\_\_\_

Date \_\_\_\_\_

- 1) Which school-wide expectation did you fail to follow; being respectful, responsible, or safe?
  
- 2) were you doing when the teacher had to speak to you about your behavior?
  
- 3) What were you supposed to be doing at the time?
  
- 4) How will you change your behavior?
  
- 5) Is there anything that teachers can do to support you in being respectful, responsible, and safe?

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Please discuss this behavior with your child and return the signed form to the classroom teacher on the next school day. Thank you for your cooperation.

Sincerely,