



ELIZABETHTOWN
INDEPENDENT
SCHOOLS

2024-2025

District Code of Acceptable Behavior and Discipline

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219 Helm St. Elizabethtown, KY 42701

Phone 270.765.6146

www.ETOWN.KYSCHOOLS.US

Revised _____

Table of Contents

Introduction	1
Mission Statement	2
Belief Statement	2
Letter from the Superintendent	3
Elizabethtown Independent Policy on Discrimination	4
Enrollment Information	4
Procedure for Dissemination	5
Annual Review	5
Individual Rights and Responsibilities	6
Leaving the School Campus	9
Visitors	9
School Property	9
Lost or Damaged Textbooks	9
Library	9
Lockers	9
Hall Traffic	10
Romantic Relationships	10
Personal Property	11
Pupil Sales	11
Lost and Found	11
Faculty/Staff Workroom	11
Use of Telephone	11
Student Social Security Numbers	11
Pest Control Services at School	12
Volunteers	12
Student Code of Acceptable Behavior	14
Required Standards	14
Disciplinary Responses to Student Behavior	17
Search and Seizure	34
Conduct on Buses	34
Conduct	34
Harassment, Intimidation, and Bullying	35
Suspension of Educationally Disabled Students	36
Expulsion of Educationally Disabled Students	36
Criminal Violations	37
Recommendations for Criminal Offenses	37
Suspension, Expulsion, and Due Process	38
Pre-Hearing Procedure	40
Hearing Procedure	40
Alternative Placements	41
Weapons	43
Grievance Procedure	44

High School Restraining Order	44
Restraint and Seclusion Policy	44
Prohibited Substance Policy	47
Consequences to Drug Policy	47
School Food Service Program	49
Community Eligibility Provision (CEP) Program	49
School Meal Charges Policy	49
Food allergies/Food Substitutions	50
Compulsory School Attendance	51
Exemptions from Compulsory Attendance	51
Home/Hospital Instruction	52
Absences and Excuses	52
Excused Cumulative Absences/Tardies	52
Unexcused Cumulative Absence	53
Truancy/Extra-Curricular Activities	54
Early Check Out From School/Illness at School	54
Tardiness	55
Family Trips	55
Make-Up Work	55
Consequences of Excessive Cumulative Absenteeism	56
No Pass No Drive	56
School Health Services	57
Medical Examinations and Entry Requirements	57
Hearing & Vision Screenings	58
Medical Examinations of Athletes	58
Communicable Diseases	58
Student Health Records	58
Emergency Care & CRISIS Procedures	58
Meningococcal Meningitis	59
Illness at School and Contagious Diseases	60
Dispensing Medication	60
Severe Allergies and Serious Health Conditions	61
Emergency Care Forms	61
Head Lice	61
School Nurse	64
Mental Health/Suicide Prevention	64
Immunization Schedule	66
FERPA Rights	70
Infinite Campus Parent Portal	73

Computer technology & Internet Access	75
Roles and Responsibilities (Staff, Student, Parent)	75
Accountability and Assurances	76
Specifically Prohibited Activities	77
Rules and Guidelines for Students	78
Consequences of Violation	78
Vandalism	79
Acceptable Use Policy	80
Transportation	83
At the Bus Stop	83
While Riding the Bus	83
On the Trip Home	84
Responsibility of Parents	84
Prohibited Behavior	85
Actions to be Taken	86

District Information

This section provides District information for all students, in grades Kindergarten through Grade 12, served at the three elementary schools, TK Stone Middle School, Elizabethtown High School, and Valley View Education Center.

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

Introduction

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

1. Orderly operation of schools,
2. A safe environment for students, district employees and visitors to the schools,
3. Opportunities for students to achieve at high academic levels in a productive learning environment,
4. Assistance for students at risk of failing or of engaging in disruptive behavior,
5. Regular attendance of students, and
6. Protection of property.

The function of a school is to prepare students for their responsibilities as adults. To do this there must be respect and mutual trust among parent, teacher, and student. The discipline code is the tool to accomplish this.

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

Each school council/school must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook. Teachers and other instructional personnel are responsible for administering Code standards in classrooms, common areas, and other duty assignment locations.

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

All policies and procedures in which this handbook was derived from can be found at www.etownschoools.us under Board of Education; Policies and Procedures

Mission Statement

The Elizabethtown Independent Schools will ensure that we motivate and challenge students, empowering them to be lifelong learners prepared to succeed in a challenging, diverse society. We will ensure parents are active partners, equipped to participate in the learning process of each student. We will be a school district that is willing to do whatever it takes to meet the needs of each student and ensure each child's educational and personal success. And, we will be a community that is an active partner in securing resources and tools that will assist each child in discovering his or her greatest potential.

Vision Statement

A Tradition of Excellence: High Standards, Each Student, Every Day

IMPORTANT NOTICE TO PARENTS AND STUDENTS

All Elizabethtown Independent Schools are operating under school site-based decision making council governance with the exception of Valley View Education Center. School councils may develop policies that differ from the policies stated in this Code of Conduct Manual.

REVIEW EACH SCHOOL'S STUDENT HANDBOOK FOR ADDITIONAL POLICIES AND PROCEDURES.

A Letter from the Superintendent

Dear Elizabethtown Independent Schools Community,

As the Superintendent of Elizabethtown Independent Schools, it is my privilege and honor to serve a community so deeply committed to educational excellence and student well-being.

First and foremost, I want to extend my heartfelt thanks and appreciation to each one of you – our dedicated educators, hardworking staff, involved parents, and, most importantly, our bright and ambitious students. Your unwavering support, dedication, and enthusiasm are the pillars that uphold the standard of excellence of our district.

The purpose of this letter is to introduce the updated District Code of Conduct. This document is not merely a set of rules, but a reflection of our collective values, aspirations, and commitment to creating a safe, respectful, and nurturing learning environment. The Code of Conduct is a testament to our shared belief in the importance of personal responsibility, respect for others, and the pursuit of academic and personal excellence.

I am immensely proud of how our stakeholders have actively participated in the revision process, ensuring that the Code of Conduct aligns with our community's needs and values. Your input has been invaluable in shaping a policy that is fair, inclusive, and conducive to the holistic growth of our students.

As we move forward, I encourage each of you to familiarize yourselves with the contents of the Code of Conduct. By understanding and adhering to these guidelines, we can continue to foster a culture of mutual respect and excellence that makes our district truly outstanding.

Thank you once again for your constant support and for entrusting me with the responsibility of leading Elizabethtown Independent Schools. Together, we will continue to inspire and empower our students to reach new heights of achievement and character.

Go Big E!

Paul M. Mullins
Superintendent

Elizabethtown Independent Schools

Elizabethtown Independent Policy on Discrimination

Students, parents, and employees of the Elizabethtown Independent Board of Education are hereby notified this school district does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs, vocational programs or activities as set forth in Title IX, Title VI, and Section 504.

The principal of each school has been designated as the person to contact concerning compliance with all applicable laws on non-discrimination at the school level. Any person having inquiries concerning the Elizabethtown Independent Board of Education's compliance with Title IX, Title VI, and Section 504 is directed to contact the Office of the Superintendent, Elizabethtown Independent Board of Education, 219 Helm St. Elizabethtown, KY 42701 270.765.6146, who has been designated by the Elizabethtown Independent Board of Education to coordinate the district's efforts to comply with Title IX, Title VI, and Section 504.

A copy of the Board Policy regarding discrimination/harassment is available at each school and online at <http://www.etown.kyschools.us/>.

Enrollment Information

Enrollment is pending until the following admission requirements have been met:

1. Birth certificate, or other acceptable documentation indicating the student's date of birth.
2. At the time of enrollment, non-emancipated or unmarried students must be accompanied by custodial parent or legal guardian.
3. An eye exam is required for all students between ages 3 and 6 entering a Kentucky school or preschool for the first time. This exam must be completed by January 1 of the school year on a *Kentucky Eye Examination Form for School Entry*.
4. A *Preventative Health Care Examination* for each child entering a Kentucky school within a period of 12-months prior to initial admission to school and within one year prior to entry to sixth (6th) grade.
5. Copy of current immunization records.
6. Proof of residency (e.g., current utility bill, bank statement, lease agreement)
7. Dental screening for any first-time enrolling 5- or 6-year old completed

within one (1) of entry into a Kentucky school.

Students living outside of the Elizabethtown Independent School district boundaries must complete a Non Resident Application. These forms are accepted annually.

The applications are returned to the school and acceptance is determined by the principal if space is available at the school and the student meets the eligibility criteria:

Acceptance is only permissible for the upcoming school year, and a new application must be submitted annually. ■

A student processing fee of \$250.00 per student is required. The fee must be paid in full

Procedure for Dissemination

Every effort will be made to ensure students, teachers, and parents are familiar with the code. At the beginning of each school year, the principals will explain the code to their teachers and the procedure they will follow in explaining the code to their students. A signed statement shall be required from the parents and students stating that they have read and understand the contents of the code and whom they can contact if they have any questions or comments about it.

Annual Review

At the end of each school year the local board will review the code to determine if amendments and revisions are necessary. The superintendent or his designee will solicit input from principals to evaluate the code and to determine what if any changes they think would make it more effective.

Individual Rights and Responsibilities

STUDENTS

STUDENTS HAVE THE RIGHT TO:

- a) A system of public education, which meets the needs of the individual students.
- b) Reasonable and timely notice of all rules, regulations, policies, and penalties to which they are subject.
- c) Physical safety and protection of their personal property.
- d) Consultation with teachers, counselors, administrators, and other school personnel.
- e) Examination of their own personal school records, by the students, their parents/guardians, or their authorized representatives.
- f) Involvement in school activities without being subject to discrimination based on race, sex, or religion.
- g) Respect from other students and school personnel.
- h) Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

EACH STUDENT HAS THE RESPONSIBILITY TO:

- a) Be accountable for one's own conduct and show consideration for the rights and property of others.
- b) Exhibit neatness and cleanliness of personal dress and hygiene.
- c) Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
- d) Refrain from gambling, extortion, theft, or any other unlawful activity.
- e) Refrain from using tobacco, nicotine, or vapor products at schools, or using, or possessing, or transmitting any alcoholic beverage or illegal or controlled substance or "look alike" drugs.
- f) Show respect for the educational process by taking advantage of every opportunity to further his/her education.
- g) Practice self-control at all times.
- h) Care for equipment and physical facilities by refraining from willful destruction and damage.
- i) Follow the rules and regulations of the Board of Education and/or the school administration.

PARENTS

PARENTS/GUARDIANS HAVE THE RIGHT TO:

- a) Enroll students in the Elizabethtown Independent School District where they shall attend classes regularly and promptly with minimal interruptions.
- b) Send their child to a school with an environment where learning is valued.
- c) Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
- d) Expect the school to maintain high academic standards.
- e) Review their student's academic progress and student's other personal records.
- f) Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

- a) Instill in their children the value of an education.
- b) Instill in their children a sense of respect and responsibility.
- c) Be familiar with the education program and the procedures.
- d) Inform children about the disciplinary procedures of the school and emphasize the importance of following the same.
- e) See that children attend school regularly and promptly. Students are not to be dropped off prior to the official beginning of the school day, nor picked up later than the official ending of the school day.
- f) Check with the proper school officials regarding the facts of any situation that they might question.
- g) Support the efforts of the school personnel.
- h) Demonstrate respect for the teachers, administrators, and school personnel at school and all school related activities.
- i) See that students exhibit neatness and cleanliness in their personal attire and hygiene

TEACHERS

TEACHERS HAVE THE RIGHT TO:

- a) The support of co-workers, administrators, and parents.
- b) Work in an educational environment with a minimum of disruptions.
- c) Expect all assignments, including homework, to be completed and turned in as assigned.
- d) Expect students to follow class rules, rules of the school and rules and regulations of the Elizabethtown Independent School Board.
- e) Safety from physical harm and freedom from verbal abuse.
- f) Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g) Take action, necessary in emergencies, to protect their own person or property or the persons or property of those in their care

TEACHERS HAVE THE RESPONSIBILITY TO:

- a) Present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
- b) Aid in planning a flexible curriculum, which meets the needs of all students and which maintains high standards of academic achievement.
- c) Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- d) Evaluate students' assignments and return them as soon as possible.
- e) Exhibit exemplary behavior or work of students.
- f) Exhibit neatness and cleanliness of personal dress and hygiene.
- g) Reward exemplary behavior or work of students.
- h) Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- i) Recommend for retention in a class, any student who fails to meet the basic standards for such class
- j) Maintain necessary records of student progress and attendance as accurately as possible.
- k) Follow and enforce rules and regulations of the Board of Education and/or school administration.
- l) Care for the equipment and physical facilities of the school.

PRINCIPALS

PRINCIPALS HAVE THE RIGHT TO:

- a) The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
- b) Provide input for the establishment of procedures and regulations that relate to the school.
- c) Safety from physical harm and verbal abuse.
- d) To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
- e) Suspend any student whose conduct disrupts the educational process.
- f) Administer the school environment to provide the proper learning atmosphere.

PRINCIPALS HAVE THE RESPONSIBILITY TO:

- a) Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- b) Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her own best judgment.
- c) Exhibit exemplary behavior in action, dress, and speech.
- d) Implement and evaluate ~~all aspects of the educational program to~~ improve learning and ~~comply with the policies, regulations, procedures,~~ or laws of the district, state, and nation.

- e) Direct a program of dissemination of information explaining the Code of Conduct to the school community.

Leaving the School Campus

Students will need a note from their parents or guardians if they are to ride another bus or go home with another student at any time.

Upon arriving on the school campus, students are not to leave the campus unless they first secure permission to do so from the principal. Students who obtain permission must sign out and upon return must sign in. Only the Principal can grant the student permission to leave the school unless it is absolutely necessary and only then after the parents have given their consent. If it is known in advance that the student must leave school, parents should send a written excuse for their child to leave.

Visitors

Visitors are allowed at the discretion of the school principal. All visitors, including volunteers, parents, alumni, salespersons, and others, should enter through the front doors, proceed directly to the front administrative office to sign in and show their identification. Visitors will be issued a visitor badge. The visitor badge shall be visible at all times while in the school and on school grounds. Upon request, all visitors must identify themselves to school authorities.

School Property

The school shall hold parents responsible for payment or damages to school property, technology, books, etc.

Lost or Damaged Instructional Materials

All instructional materials are provided for students at no charge. All materials become the responsibility of the student checking them out for use. If a material is lost or damaged, the student and his/her parent or guardian may be responsible for paying the cost of replacing or repairing the item.

Library

Each student will be responsible for library materials checked out in his/her name. If a book is lost or damaged, the student and his/her parent or guardian is responsible for paying the cost of replacing or repairing the book.

Lockers

All students are responsible for the locker assigned to them and any damage to the locker must be paid for.

The school retains joint ownership of the student's locker during the school year. The principal may inspect any student's locker if the principal has a reasonable basis to suspect that the locker contains stolen articles, weapons, narcotics, alcoholic beverages, stimulant drugs as described above, or any other item, substance, or material which could endanger the life or safety of students, staff, faculty, school personnel, and/or the public or visitors who may be on school grounds. The principal also may inspect any student's locker if they reasonably suspect that an item or items in the locker could destroy or cause significant damage to school property or the property of students, staff, or faculty.

Hall Traffic

Students are to move to and from classes in an orderly manner. There shall be no excessive or inappropriate public display of affection in the halls.

Romantic Relationships

Recognizing that romantic relationships can and do occur among students, the following guidelines are established to define appropriate and respectful behaviors within these relationships on school premises and at school-sponsored events:

Respect for All: Students are expected to treat each other with respect and kindness. This includes respecting others' boundaries, feelings, and choices.

Discretion in Behavior: Public displays of affection, such as prolonged hugging, kissing, or any form of physical intimacy, are not appropriate for the school environment. Students are encouraged to maintain discretion and be respectful in their interactions to ensure a comfortable atmosphere for everyone.

Privacy and Sensitivity: Students should be mindful of the privacy and sensitivity of their relationships and avoid involving other students or school staff in personal matters. Note: This is not intended to discourage students in any way from reporting physically or emotionally abusive behavior or other inappropriate conduct in the context of a romantic relationship to school personnel.

Gossiping/Spreading Rumors: Gossiping, spreading rumors, or publicizing aspects of one's romantic relationship is discouraged.

Equal Treatment: All students, regardless of their relationship status, are entitled to equal treatment by peers and staff. Romantic relationships should not interfere with or impact the equitable participation of students in academic or extracurricular activities.

Compliance with School Policies: Students in romantic relationships must adhere to all school policies, including those related to harassment, bullying, and discrimination. Any behavior that violates another student's rights or safety will be subject to

disciplinary action.

Educational Focus: While the school acknowledges the personal aspect of student lives, the primary focus within the school setting must remain on education. Students are encouraged to prioritize their academic responsibilities and contribute positively to the school community.

Violations of these guidelines may result in disciplinary action, consistent with the school's disciplinary policies and procedures. The school reserves the right to review and address behaviors that, while not explicitly mentioned, may be deemed inappropriate or disruptive to the school environment.

Personal Property

When students and families choose to bring personal items, including electronics and valuables, to school; the school will not be responsible for lost, damaged or stolen personal items.

Pupil Sales

No student shall trade, sell, or exchange items for personal gain without prior approval of the principal.

Lost and Found

A lost and found article may be claimed in the office. Any article found should be brought to the office.

Faculty/Staff Workroom

The faculty/staff workroom is for teachers and staff members only.

Use of Telephone

Students are not to use the school telephone except with the permission of the principal or secretary. Parents should call in cases of extreme emergency only. Students will not be called out of class except in a case of emergency. Parents are asked not to call teachers to the phone during school hours except in the case of an emergency. Messages may be left with the secretary or leave a request for the teacher to telephone back.

Students who are ill should come to the school office in order to contact a guardian.

Students are not to use personal devices to make these arrangements as it is important for office staff to be aware that the student has an issue.

Student Social Security Numbers

Kentucky no longer requires a student to possess or present a Social Security card for enrollment purposes. Parents have the right to not provide this information to schools. However, some Federal and State programs may require such information before certain benefits may be provided to your student. These benefits include, but not limited to, specific Food Service programs (e.g., reduced or free lunch program benefits), KEES (Kentucky Educational Excellence Scholarship money for high school students), driver's license verification (e.g., No Pass/No Drive law; KRS 159.051), and other programs.

Should you wish to not provide this information to the school, please contact your child's school counselor for additional information.

Pest Control Services at School

The Elizabethtown Independent School System provides numerous health services for students as well as employees. One of these services is pest control. A recent change in state regulations now requires that the school give 24-hour notice prior to any pest applications made on school property. This information is available to all parents and employees who request it.

Elizabethtown Independent Schools has a contract with ETown Exterminating Company., Inc. for spraying within our schools and this is done after school hours on a monthly schedule. All pesticide spraying within our schools is done by a certified person.

This is to advise you that at the beginning of each school year, there will be an opportunity for all parents and employees to be placed on a mailing list for notification. Please call the office of your child's school if you wish to be placed on the notification list.

Volunteers

Volunteers are persons who do not receive compensation for assisting in school or supervision of a member of the professional administrative and teaching staff.

The District shall conduct a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Pursuant to KRS 160.380, the Superintendent/designee also may require

volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check

Student Behavior & Discipline

This section provides District information for all students, in grades Kindergarten through Grade 12, served at the three elementary schools, TK Stone Middle School, Elizabethtown High School, and Valley View Education Center.

Each public school system in Kentucky has the responsibility conferred on it by the state, to provide a public education for children until they graduate or reach the age of 21. In order to do this effectively and fairly, schools must function in an atmosphere that is conducive to learning. One of the most prevalent obstacles to an orderly learning process is inappropriate conduct and lack of consistent and effective disciplinary responses. The establishment of a consistent local discipline code is seen as a way to deal with dropouts, lowered academic achievement, alienated youth and demoralized teachers.

Law confers rights and freedom to every citizen both in and out of school and the responsibility to respect the same rights of others. In the school environment these rights and responsibilities must be harmonious with the learning process. School authorities are permitted to have a broader range of powers in maintaining an orderly environment provided they adhere to due process and other constitutional standards.

The function of a school is to prepare students for their responsibilities as adults. To do this, there must be respect and mutual trust between parent, teacher, and student. The discipline code is the tool to accomplish this task.

The effectiveness of rules, regulations, codes, or policies is dependent upon their acceptance by all they affect. They will be accepted only if they are fair, equitable, reasonable, and enforceable. All administrators and teachers must apply this code to all students but keeping in mind that extenuating circumstances might alter the response to a given situation. With this precept in mind the following code of conduct is instituted:

Student Code of Acceptable Behavior

NOTICE

The following rules and regulations are outlined for students in order that they might be aware of the expected behavior. A well-disciplined and orderly school is necessary for a good safe learning environment to exist and is the right of every student and teacher.

In all situations for which repeated discipline does not behavior or in cases of severe misconduct or when student with normal discipline procedures or when intervention principal or assistant principal may make a recommendation the student in the alternative school or expulsion from school.

Please read the following rules and regulations and maintain this copy for future reference. The students and parents are required to sign a Statement of Agreement provided to all students at the start of each school year or upon first-time enrollment with Elizabethtown Independent Schools and return to the school. Students are required to follow the rules in this handbook even if the statement is not signed and returned. This statement will be on file at each school.

The consequences printed in this handbook are the non-negotiable for these rule violations. However, the administration impose and/or recommend to the board whatever punishment appropriate, including expulsion, in each situation based on the situation.

Required Standards

1. No student shall violate any criminal law of the Commonwealth of Kentucky or the United States of America while in school, on school property, being transported to or from school or any school sponsored event or extracurricular activity, or in attendance at any school sponsored activity or extracurricular activity.
2. No student shall repeatedly and/or intentionally defy the valid authority of teachers, administrators, and other school employees.
3. No student shall intentionally cause or attempt to cause damage to school property or attempt to steal school property.
4. No student shall intentionally cause or attempt to cause damage to private property or attempt to steal private property.
5. No student shall knowingly possess or transmit any firearms, knives, explosives,

or dangerous objects at school.

6. No student shall cause or attempt to cause physical injury to another person. All threats of violence either written or verbal shall be dealt with seriously.
7. No student shall subject any other student to sexual harassment, including, but not limited to, unwanted physical touching, lewd or inappropriate comments of a sexual nature, and any physical or verbal comment which tend to create a hostile environment that is not conducive to the educational process
8. No student shall possess, use, transmit, or be under the influence of any illegal narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, look-alike drugs, alcoholic beverage, or intoxicant of any kind. Any student violating this regulation may be expelled for the remainder of the school year, suspended up to ten days, or receive alternative placement.
9. No student shall knowingly use or copy the work of another person and present it as his/her own work without proper attribution.
10. No student shall use vulgarity, profanity, or obscenity of any form (verbal, suggestive, or visual).
11. No student shall engage in any type of sexual conduct or activity.
12. No student shall engage in bullying or hazing of others.
13. All students should be clean and neat in their dress and personal appearance. Any clothing or lack of clothing that is considered indecent and/or distracting will not be allowed. Clothing which advertises and/or promotes racism, alcohol, gangs, tobacco, or other drugs will not be allowed. Shorts and skirts are to be of an acceptable length. Attention to individual school's dress code is also required.
14. Actions such as harassment of, or discrimination against other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability is prohibited.
15. Students should not lead school officials to reasonably believe that behavior, dress, apparel, acts, behaviors, manner of grooming displayed, reflected or participated is gang related. Students should not imply gang membership or affiliation by written communication, marks, drawings, paintings, designs, emblems or other marks. Students should not create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gestures or threat of violence. Evidence of gang related activity will be reported to the police and is likely to result in contact being made with specific pupils and/or parents. Efforts will first be made by the principal or designee to make parents aware of the information and/or concerns.

16. While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess electronic devices (e.g., cell phones, iPods, video games). Devices will be used in accordance with law and the following conditions will be observed:
- a. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - Poses a threat to academic integrity, such as cheating;
 - Violates confidentiality or privacy rights of another individual;
 - Is profane, indecent, or obscene;
 - Constitutes or promotes illegal activity or activity in violation of school rules; or,
 - Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
 - b. Devices shall be turned off during the school day and operated during instructional time at the discretion of the teacher.
 - c. Students are responsible for keeping up with their devices and the district shall not be responsible for loss, theft, or destruction of devices brought onto school property.
 - d. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
 - e. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.
 - f. When students violate prohibitions of this policy, they shall be subject to disciplinary action including losing the privilege of bringing the device onto school property and being reported to their parents/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall be returned to the student's parent/guardian.

Disciplinary Responses to Student Behavior

The following chart (Table 1) divides misconduct into four (3) levels of misconduct, procedural misconduct and gross misconduct with appropriate actions, which might be taken by the teacher or principal. The examples given are not intended to include all misbehavior and response but rather as a guide to students, parents, teachers, and administrators to show the type of action that may be taken depending on the level of misconduct and the age and maturity of the student.

Table 1. Disciplinary responses to student behavior.

LD = Lunch Detention			SSD = Saturday School Detention			OSS = Out-of-School Suspension			
ASD = After School Detention			ISD = In-School Detention			DRC = Discipline Review Committee			
AD - Advisory Detention			AP = Alternative Placement			EXP = Expulsion			
MISCONDUCT									
DEFINITION		Major/Minor	Low-level incidents that should be addressed but class can continue without administrator intervention. These offenses stack. For example, two defiance and profanity is the 3rd offense.		PROCEDURE				
IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
1001	Cheating/Plagiarism	Minor	Copying or plagiarizing the work of others and submitting it as your own. This can include obtaining unauthorized and undocumented material from the internet, the use of cell phones or transmitting test items or answers, or other secured information; obtaining material or work from a teacher or another student in a dishonest or unauthorized way	homework, in-class assignment	Teacher Handled (phone call home; student conference; etc.)- possible makeup or alternate assignment	Teacher Handled (phone call home; student conference; etc.) 0% on assignment	Becomes a major and office handled	Office Handled	Office Handled
1001	Cheating/Plagiarism	Major	Copying or plagiarizing the work of others and submitting it as your own. This can include obtaining unauthorized and undocumented material from the internet, the use of cell phones or transmitting test items or answers, or other secured information; obtaining material or work from a teacher or another student in a dishonest or unauthorized way	test, major project	Office Handled 0% on assignment additional consequences - possible makeup or alternate assignment	Office Handled 0% on assignment additional consequences	Office Handled 0% on assignment additional consequences	DRC recommendation for alternative school placement	
D04	Defiance/Non-Compliance (Minor)	Minor	Refusal to follow directions. Student engages in brief or low-intensity failure to respond to adult requests	Sleeping and/or refusal to do work.	Teacher Handled (phone call home; student conference; etc.)	Office Handled 0% on assignment additional consequences	Becomes a major and office handled	Becomes a major and office handled	1 day of ISS. *ISS 1-3 days for any additional violations.
101	Disrespect (Minor)	Minor	Student engages in talking back, arguing with an adult, and/or socially rude interactions.	Eye-rolling, Muttering under your breath, Ignoring someone, Talking back, Using sarcasm, Making excuses, Not listening	Teacher Handled (phone call home; student conference; etc.)	Teacher Handled (phone call home; student conference; etc.)	Becomes a major and office handled	LD + SSD	1 day of ISS. *ISS 1-3 days for any additional violations.

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IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
2001	Disruptive Behavior	Minor	Behavior causing an interruption in a class or activity. Disruption may include sustained loud talk, yelling, or screaming; arguing with peers; noise with materials; horseplay or roughhousing; and/or sustained out of seat behavior.	yelling, name-calling, insults, profanity, inappropriate comments, loud noises, refusal to follow directions	Teacher Handled (phone call home; student conference; etc.)	Teacher Handled (phone call home; student conference; etc.)	Becomes a major and office handled	Becomes a major and office handled	1 day of ISS. *ISS 1-3 days for any additional violations.
B16	Driving Policy Violation	Minor	Student fails to follow school determined driving guidelines while on school grounds.	see EHS agreement	Office handled - Warning	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled
D04	Failure to Attend and/or complete assigned consequence/intervention	Minor	Student fails to comply with a mandated intervention task such as attend ESS, Homework Help, Homework Lunch, etc- and/or complete a given task/assignment	does not attend detention , saturday school, intervention	Becomes a major and office handled	Becomes a major and office handled - Consequence + (phone call home; student conference; etc.)	Becomes a major and office handled Consequence + (phone call home; student conference; etc.)	Office Handled - 3 days out school suspension	DRC recommendation for alternative school placement
C02	Failure Complete Homework	Minor	Student failure to repeatedly complete and/or submit assigned homework or classwork as determined by school.		Teacher Handled (verbal warning)	Teacher Handled (phone call home; student conference; etc.)	Teacher Handled (phone call home; student conference; etc.)	Becomes a major and office handled	Becomes a major and office handled
2001	Gambling	Minor/Major	A person engages in gambling if he stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under his control or influence, upon an agreement or understanding that he or someone else will receive something of value in the event of a certain outcome.		Office Handled	Office Handled	DRC recommendation for alternative school placement	Pre Expulsion Hearing	
2001	Horseplay	Minor	Student engages in non-serious, but inappropriate physical contact.	pushing, shoving, running, jumping	Teacher Handle	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled

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			Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
B20	Inappropriate Display of Affection	Minor	Absence of space when engaged in affection	Hugging- Kissing Cuddling- Massaging- Playing with their hair	Teacher Handled (verbal warning)	Teacher Handled (phone call home; student conference; etc.)	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled
ED4	Nonprescription drug possession	Minor	Student is in possession of non-prescription drugs or imitations-	Ibuprofen, antibiotics, midol	Office handled	Office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled
2001	Possess- of Banned Item	Minor	Possession of banned item w/o intent to injure - not including vapes-	laser pointer, noise maker, items that could disrupt the educational process	Teacher Handled (confiscate item -phone call home; student conference; etc.)	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled
70	Profanity	Minor	Offensive language, obscenities	ouss words or other language that could be deemed inappropriate but without intent to harm	Teacher Handled (verbal warning)	Teacher Handled (phone call home; student conference; etc.)	Teacher Handled (phone call home; student conference; etc.)	Becomes a major and office handled	Becomes a major and office handled
E07	Tobacco/Vapor Products (Use/Possession)	Major	Student is in possession of or is using tobacco/vapor product-	nicotine vapor product, cigarettes, chewing tobacco	Office Handled - 2 Days ISD *School Level Education/Cessation Confiscate produce paraphenalia	Office Handled - 3 Days ISD *School Level Education/Cessation Confiscate produce paraphenalia	Office Handled - 3 days out of school suspensionThird and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension	Office Handled - 3 days out of school suspensionThird and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension	DRC recommendation for alternative school placementThird and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension
E10	Tobacco/Vapor Product (Distribution)	Major	Student is in possession of tobacco/vapor product with intent to sell and/or distribute or has sold or distributed-	possession with intent to sell or excessive quantity	Becomes a major and office handled *School Level Education/Cessation Confiscate produce paraphenalia	DRC recommendation for alternative school placement *School Level Education/Cessation Confiscate produce paraphenalia	Pre-Expulsion HearingThird and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension		

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IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
1013	Violation of Personal Electronic Device	Minor	Student engages in inappropriate (as defined by school) use of personally owned cell phone, music/video players, camera, and computer. Includes violations which occur during the school day and/or on school owned equipment as well as those which occur outside of school and disrupt the instructional day and/or process.	phone out during instruction, texting, playing games, use of social media, taking photos, recording content, sending messages	Building level decision per SBDM policy	Building level decision per SBDM policy	Building level decision per SBDM policy	Building level decision per SBDM policy	Building level decision per SBDM policy
PROCEDURAL MISCONDUCT									
	DEFINITION	Major/Minor /Level?	Low-level incidents that should be addressed but class can continue without administrator intervention		PROCEDURE				
IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
2002	Bus Disturbance	Minor	Behavior causing an interruption while on a bus. Disruption may include sustained loud talk, yelling, or screaming; arguing with adults and/or peers; noise with materials; horseplay or roughhousing; and/or sustained out of seat behavior.	Standing up, creating a disruption, not following bus rules, creating a hazardous situation for driver and passengers.	Warning and/or assigned seat	Assigned seat and/or 1-3 day bus suspension; possible ISS or OSS	3-5 day bus suspension; possible ISS or OSS	5-10 day bus suspension and/or all bus privileges revoked; possible ISS or OSS	Permanent Bus Removal
D04	Delivery of Outside Food	Minor	Having food delivered to school during school hours	Uber Eats, Door Dash, Pizza delivery, Delivery of restaurant food to students by parents	Office handled	Office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled

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IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
1002	Dress Code Violation	Minor	Inappropriately dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, or alcohol on clothing; or violates the local district dress code policy is prohibited.	Refer to dress code in student handbook.	Teacher Handled (verbal warning) get in compliance with dress expectations	Teacher Handled (verbal warning) get in compliance with dress expectations Parent notified	Office Handled, Admin conference, warning, get in compliance with dress expectations	Parent notified 1 day of ISS- get in compliance with dress expectations	2 days of ISS Possible suspension if becomes habitual
D04	Failure to Serve Detention	Minor	Not serving detention when told to	Student fails to comply with a given disciplinary consequence such as attending detention, Saturday School, etc. or complete a given task. Student fails to comply with a mandated intervention task such as attend ESS, Homework Help, Homework Lunch, etc. and/or complete a given task/assignment	Office handled	Office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled

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IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
1003	Leaving Campus Without Permission	Minor	Student is in an area that is outside of school campus boundaries (as defined by school).	school building and/or campus without permission during regular school hours.	Office handled	Office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled
A32	Left Building without Permission	Minor	Student is in an area that is outside of school building boundaries (as defined by school).		Office handled	Office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled
A08	Left Class without Permission/Out of Area	Minor	Student is in an area that is outside of the school classroom boundaries (as defined by school).		Office handled	Office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled
	Parking Lot Violation	Minor	Vehicle safety issue or disturbs functioning of lot		Office handled	Office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled
1004	Skipping Class	Minor	Missing class or leaving class w/o permission	Student leaves class without permission or stays out of class without permission.	Office handled	Office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled
1006	Tardies to Class	Minor	Not being in an assigned class when the tardy bell rings or arriving at class after the designated time for class to start without a legitimate excuse.	A student in the hallway when the bell rings	Teacher Handled (verbal warning)	Teacher Handled (phone call home; student conference; etc.)	Teacher Handled (phone call home; student conference; etc.)	Becomes a major and office handled	Becomes a major and office handled
1013	Violation of Personal Electronic Device	Minor	Using a cell phone or other tech. when unauthorized.		Office handled	Office handled	Becomes a major and office handled	Becomes a major and office handled	Becomes a major and office handled

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IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
DEFINITION		Major/Minor/L. level?	Behavioral incidents that require immediate administrator response to where class cannot continue			PROCEDURE			
IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
D06	Abuse of a Teacher/Staff	Major	Derogatory words or expressions to a teacher; communication that is used to humiliate, degrade, or intimidate a teacher or other school staff member. This can include yelling, name-calling, insults, threats, or any other type of verbal attack.	Arguing, threatening, rude/obscene gestures, verbal abuse, defiant language, direct refusal of behavior change, ignores adult directions, refusal to hand over a cell phone when requested because school policy has been broken	Office handled *Charges may be warranted	DRC recommendation for alternative school placement *Charges may be warranted	Pre Expulsion Hearing		
1811: 1812	Alcohol/Subs (Distribution)	Major	The distribution or intent to distribute, including vapes	possession with intent to sell or excessive quantity	DRC recommendation for alternative school placement *Charges may be warranted	DRC recommendation for alternative school placement *Charges may be warranted	Pre Expulsion Hearing		
1811: 1812	Alcohol/Subs (Influence)	Major	Under the influence of alcohol/banned substance	Student appears intoxicated or under the influence (red eyes, disoriented, sleepy, slurred speech, clumsiness, agitated or irritable). Staff sees substance or transfer or transfer of substance or paraphernalia. Distributing, transferring, or selling. Intent to distribute, transfer, or sale	DRC recommendation for alternative school placement *Charges may be warranted	DRC recommendation for alternative school placement *Charges may be warranted	Pre Expulsion Hearing		

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1811; 1812	Alcohol/Subs. (Possession)	Major	Possession of alcohol or a banned substance	alcohol, THC positive product, Other drugs/controlled substances or look-a-like substances	DRC recommendation for alternative school placement *Charges may be warranted	Pre Expulsion Hearing			
90	Arson	Major	Student plans and/or participates in malicious burning of property.						
V14	Assault A - Student	Major	Student engages in actions involving serious physical contact where assault/violation of another person or injury did occur.	Hitting, punching, hitting with an object, kicking, hair pulling, scratching, verbal, written intimidation, etc.	suspension/Possible DRC * Charges may be warranted	10+ Day Suspension - DRC recommendation for alternative school placement	Pre Expulsion Hearing		
V15	Assault B - Staff	Major	Student engages in actions involving serious physical contact where assault/violation of another person or injury may occur.	Hitting, punching, hitting with an object, kicking, hair pulling, scratching, verbal, written intimidation, etc.	10+ Day Suspension - DRC recommendation for alternative school placement * Possible recommendation for expulsion * Charges may be warranted	Pre Expulsion Hearing			

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IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
8001	Bullying	Major	Using unwanted, aggressive behavior that involves a real or perceived power imbalance towards another person. The behavior is repeated, or has the potential to be repeated, over time. There are three types of bullying. Verbal bullying is saying or writing mean things, such as teasing, name-calling, making inappropriate sexual comments, taunting, or threatening to cause harm. Social/relational bullying involves hurting someone's reputation or relationships, such as leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public. Physical bullying involves hurting a person's body or possessions such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.	Student delivers disrespectful messages (verbal, gestural, or written) to another person that includes threats, intimidation, obscene gestures, pictures, or written notes.	Office handled - OSS *Charges may be warranted	DRC recommendation for alternative school placement *Charges may be warranted	Pre Expulsion Hearing		
YTBD	Chronically Disruptive	Major	A student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive"		Office handled - OSS *Charges may be warranted	Office handled - OSS *Charges may be warranted	Office handled - OSS *Charges may be warranted	DRC recommendation for alternative school placement	DRC recommendation for alternative school placement

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W24	Combustibles	Major	Student is in possession of and/or uses substances/objects readily capable of causing bodily harm and/or property damage	matches, lighters, firecrackers, gasoline, lighter fluid, etc.	Office handled *Charges may be warranted	Office handled *Charges may be warranted	Office handled *Charges may be warranted	Office handled *Charges may be warranted	Pre Expulsion Hearing
D04	Defiance/Non-Compliance (Major)	Major	Refusal to follow directions. Student engages in ongoing or high-intensity failure to respond to adult requests to the point that class cannot continue.	Arguing, threatening, rude/obscene gestures, verbal abuse, defiant language, direct refusal of behavior change, ignores adult directions,	Office handled *Charges may be warranted	Office handled *Charges may be warranted	Office handled *Charges may be warranted	DRC recommendation for alternative school placement	DRC recommendation for alternative school placement
1011	Disrespect (Major)	Major	Student engages in talking back, arguing with an adult, and/or socially rude interactions to the point that class cannot continue.	Arguing, threatening, rude/obscene gestures, verbal abuse, defiant language, direct refusal of behavior change, ignores adult directions	Office handled *Charges may be warranted	Office handled *Charges may be warranted	Office handled *Charges may be warranted	Office handled *Charges may be warranted	DRC recommendation for alternative school placement
B12B	False Rep. of Emergency	Major	Bomb threats, pulling a fire alarm, etc.	Student delivers a message of danger or triggers intentionally triggers an alarm in the building to incite panic.	Office handled *Charges may be warranted	DRC recommendation for alternative school placement; possible pre expulsion hearing	Pre Expulsion Hearing		

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IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
5001; 5002; 5003	Fighting	Major	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). It includes incidents that occur on school premises, at a school-sponsored event, on school transportation, and/or disrupts the education process.	Hitting, punching, hitting with an object, kicking, hair pulling, scratching, verbal, written intimidation, etc.	Office handled - OSS - Possible DRC recommendation for alternative school placement *Charges may be warranted	Office handled - OSS - Possible DRC recommendation for alternative school placement *Charges may be warranted	Office handled - OSS - Possible DRC recommendation for alternative school placement *Charges may be warranted	Pre Expulsion Hearing	
PO8	Gang Affiliated Behavior	Major	Student signals in a visual or verbal way gang member's identity/affiliation. This can take many forms including slogans, hand signs and colored clothing. May also include creation or possession of affiliated symbol to include graffiti displayed on walls	gang identity/affiliation- slogans, hand signs, colored clothing, creation or possession of affiliated symbol, graffiti	Office handled - OSS	DRC recommendation for alternative school placement	Pre Expulsion Hearing		

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IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
V13	Harrasment	Major	Unwanted verbal, physical, sexual or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated. Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. It occurs on school premises, at a school-sponsored event, on school transportation, and/or disrupts the education process. The behavior is targeted at a protected class such as race, color, religion, sex, age, disability, or national origin.						

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V13	Harrasing Communication	Major	<p>Harassing communication is any form of communication that is intended to annoy, alarm, or intimidate another person. It can take many forms, including:</p> <p>Text messages: Sending repeated text messages, especially if they are threatening or harassing in nature.</p> <p>Phone calls: Making repeated phone calls, especially if they are at odd hours or if the caller hangs up when the recipient answers.</p> <p>Emails: Sending repeated emails, especially if they are threatening or harassing in nature.</p> <p>Social media: Sending repeated messages or posts on social media, especially if they are threatening or harassing in nature.</p> <p>Physical contact: Following someone around, touching them without their consent, or making unwanted sexual advances.</p>	<p>Sending someone a dozen text messages in a row, even after they have asked you to stop.</p> <p>Calling someone at all hours of the night, even after they have asked you not to call.</p> <p>Sending someone emails that are threatening or abusive. Posting negative or defamatory comments about someone on social media.</p> <p>Following someone around and watching them. Touching someone without their consent.</p>	Office handled/Possible DRC recommendation for alternative school placement *Charges may be warranted	Office handled/Possible DRC recommendation for alternative school placement *Charges may be warranted	Pre Expulsion Hearing		

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YTBD	Hazing	Major	an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization*, including but not limited to actions which cause, coerce, or force a minor or a student to: Violate federal or state criminal law; Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance; Endure brutality of a physical nature; Endure brutality of a mental nature; Endure brutality of a sexual nature; Endure any other activity that creates a reasonable likelihood or mental harm or physical injury to the minor or student.	Total or partial nudity, Compelled sexual activity, Pushing, shoving, tackling, or any other physical contact, Forced consumption of any liquid or food, often involving alcohol and/or gross food combinations, Paddling or whipping.	Office handled - OSS *Charges may be warranted	DRC recommendation for alternative school placement *Charges may be warranted	Pre Expulsion Hearing		
60	Inappropriate Sexual Beh.	Major	Student engages in lewd sexual behavior and/or innuendo that is not suitable or proper in the circumstances. Exhibiting intimate physical contact in school or at any school related activity, on-site or off-site. This sexual contact can be consensual or unwanted.	Sexual acts exceeding sitting on someone's lap, kissing in hallways or classrooms, inappropriate touching or holding of another person/self, etc.	Office handled/Possible DRC recommendation for alternative school placement	Office handled/Possible DRC recommendation for alternative school placement	Pre Expulsion Hearing		

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DEFINITION		Major/Minor	Low-level incidents that should be addressed but class can continue without administrator intervention. These offenses stack. For example, two defiance and profanity is the 3rd offense.			PROCEDURE			
IC Code	Behavior		Description	Example	1st Offense	2nd Offense	3rd Offense	4th Offense	Habitual
T71	Indecent Exposure	Major	Student deliberately exposes himself/herself in public or in view of the general public that includes a portion or portions of his or her body, in circumstances where the exposure is contrary to standards of appropriate behavior as determined by the school.		Office handled/Possible DRC recommendation for alternative school placement	Pre Expulsion Hearing			
V13	Menacing	Major	intentionally placing another person in fear of imminent physical injury. This can be done by words or conduct, and the victim does not actually have to be injured for menacing to be charged.	Brandishing a weapon, Yelling threats, Making threatening gestures, Following someone closely, Repeatedly making unwanted contact	Office handled/Possible DRC recommendation for alternative school placement	Pre Expulsion Hearing			
P10	Possession/Viewing/Distribution of Pornographic Materials	Major	Student is in possession of and/or viewing materials deemed pornographic in nature		Office handled/Possible DRC recommendation for alternative school placement *Restitution or Pre Expulsion Hearing *Charges maybe warranted	Pre Expulsion Hearing			
151, 152, 153, 154	Possess. of Weapon	Major	Student is in possession of an item classified as a weapon such as knives or guns - handgun, rifle, other firearms, etc - (real or look alike), or other objects readily capable of causing bodily harm.		Office handled/Possible DRC recommendation for alternative school placement *Restitution or Pre Expulsion Hearing *Charges maybe warranted	Pre Expulsion Hearing			
V07	Property Damage/Vandalism	Major	Student deliberately damages and/or impairs the usefulness of property.		Office handled/Possible DRC recommendation for alternative school placement *Restitution	Office handled/ Possible DRC recommendation for alternative school placement *Restitution	DRC recommendation for alternative school placement	Pre Expulsion Hearing	

Search and Seizure

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall 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.¹ Search of a pupil's person shall be conducted only with the express authority of the Principal/designee.

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall 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.

WITNESS/PERSONAL SEARCHES

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

These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

REGULAR INSPECTION

School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the District are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

OTHER DISRUPTIVE ITEMS

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

DISPOSITION OF ITEMSAll items which have been seized shall be turned over to the proper authorities or returned to the true owner.

Conduct on Buses

Students must obey all of the rules and regulations of the Elizabethtown Independent Transportation Department.

Conduct

Good order, proper conduct, and proper attire are required of every pupil. Every pupil is expected to obey the rules and regulations of the school, to obey the directions of the teachers, to be diligent in study, and to be respectful to teacher and schoolmates.

Harassment, Intimidation, Bullying and Hazing

“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms, including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons or symbols, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline at the discretion of the administration, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Repeat offenders may be recommended to the Board of Education for expulsion from school, or assigned to an alternative school.

Students are encouraged to report such activity to teachers or administrators as soon as it occurs.

METHODS OF REPORTING BULLYING, HARASSMENT OR RISKY BEHAVIOR

Each school is required to share with students their various methods of reporting incidents of bullying or other risky behavior. For any reports of bullying, risky

behavior or threats, any community member can report these via an online tip line that is accessible through the district website or any school website with this icon.

HAZING

In order to effectively participate in the democratic process, 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. "Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person shall not be tolerated. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Violation of this policy shall constitute reason for disciplinary action up to and including suspension or expulsion from school and suspension or dismissal from other school sponsored activities. Any employee who participates in or encourages events or activities contrary to this policy will be subject to penalties under Policy 03.1325 and 03.2325 (See Pr. 09.4221)



Suspension of Educationally Disabled Students

In cases that involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed (*Board Policy 09.434*).

Expulsion of Educationally Disabled Students

1. The child is suspended with appropriate due process procedures being followed.
2. Parents are given prior written notification of the ARC (Admission and Release Committee) meeting. The ARC shall convene no more than three (3) working days after the suspension. Parents are to be given or sent a copy of their rights, which include that they have the right to a due process hearing if they disagree with the committee determinations as outlined below.
3. Once the ARC is convened, the ARC must determine:
 - a. If the IEP and placement are appropriate and being fully and correctly implemented.
 - b. Whether or not the behavior or misconduct was a manifestation of the pupil's disabling condition.
4. ARC findings:
 - a. If the IEP or placement is not being fully or correctly implemented,

appropriate modifications shall be determined at the ARC meeting, and no further disciplinary action beyond the suspension should occur.

- b. If the student's IEP and placement are appropriate and being fully and correctly implemented, the committee must determine if the behavior was a manifestation of the disabling condition.

5. ARC Actions:

- a. If the student's misconduct was a manifestation of the student's disabling condition, this should be entered as a written determination and transmitted directly to the Superintendent who then may not recommend expulsion to the local board.
- b. If the student's misconduct was not a manifestation of the disabling condition, this should enter as a written determination and be transmitted directly to the Superintendent who may then recommend expulsion to the local board.
- c. Even if the student is expelled, educational services may not cease.

6. *Parental Disagreement:* In the event, the parents disagree with the ARC decisions as described in the previous steps; they may request a due process hearing.

- i. If the parents request such a hearing, once the fixed term of the suspension expires (not to exceed ten days), the student returns to his/her previous educational placement, absent ARC agreement of a different placement.
- ii. Once the hearing decision is completed, the committee picks back up at that point in the process when the hearing was convened.

7. *If Expulsion Cannot Be Made:*

- a. If the ARC says the local Superintendent may not recommend expulsion to the Board, but it is believed that extremely serious misconduct by the disabled student may result in injury to self or others, districts may pursue through the judicial system exclusion of the student from school.
- b. No due process hearing remedies are required before going to court to exclude a disabled child.
- c. The district shall follow judicial directives regarding programming for the student. However, absent a direct order of the court contradiction the Kaelin mandate that educational services may not cease, an educational program will be provided.

Criminal Violations

Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations will be reported to the appropriate agency and will be dealt with according to these laws and local school board policy.

Recommendations for Criminal Offenses

1. Due to the seriousness of criminal offenses, the student's continued presence in school would constitute a threat to other persons and would have a negative impact on the general morale of the school. Verified criminal misconduct should result in the immediate removal of the student from the school, pending a hearing before the board in accordance with KRS 158.150.
2. Schools will report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it is suggested that these persons press charges. The district should encourage this practice and give full support to the aggrieved individual in the legal pursuit of this matter.
3. A student charged with criminal misconduct should be given a full due process hearing before the board, which should take prompt and appropriate action. Since disciplinary action by the school in criminal matters does not constitute "double jeopardy", the board need not await the disposition of the hearing or trial.
4. Employees are authorized by law to physically restrain students as necessary for the following reasons: to protect themselves, students, or others from physical injury.

Suspension, Expulsion, and Due Process

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

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

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any 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.

The following are examples of offenses that furnish sufficient cause for the suspension, referral to alternative school, or expulsion, but are not limited to:

1. Immoral conduct
2. Sexual activity
3. Indecent language, either written or spoken, or gestures
4. Willful disobedience or defiance of authority
5. Improper dress or grooming
6. Persistent disobedience or disorder
7. Possession/furnishing/selling/use of alcoholic beverages or illicit drugs or their "look-alikes".
8. Possession of tobacco on school premises, including electronic products
9. Unauthorized absence
10. Forgery of signature
11. Physical or verbal assault of another student or school staff
12. Threats of violence against students or school staff
13. Willful misrepresentation of the truth
14. Leaving school premises without proper authority
15. Smoking or use of tobacco, including electronic cigarettes
16. An act of defiance in language or action
17. Stealing
18. Gambling, matching money, throwing coins, etc.
19. The defacing or damaging of public school property
20. Fighting
21. Abuse
22. Harassment, threats, and any gang related activity
23. Bullying, hazing, or other inappropriate or dangerous acts
24. Possession of a firearm, other dangerous or deadly weapons, dangerous instrument, destructive device or booby trap or facsimile thereof (example: toy handgun)
25. Violation of policies or rules adopted or prescribed by school authorities
26. Other conducts may warrant suspension or expulsion.

When a student's conduct or actions are severe enough for the principal to recommend an expulsion, the principal shall:

- a. Suspend the student from school until a hearing date is established which shall be the next regularly scheduled Board Meeting.
- b. Write a letter to the student's parents or legal guardian giving the reason or

reasons for the suspension and other data or suggestions as deemed necessary.

- c. Send a copy of the letter of suspension to the parents or legal guardian and forward a copy to the Superintendent of Schools.

Pre-Hearing Procedure

Prior to the hearing, the Superintendent shall:

- a. Write the parents or legal guardian stating all the charges to be filed against the suspended student.
- b. Afford the parents or legal guardian of the student an opportunity to inspect, review hazing and copy any and all evidence held by the Board which will be presented by the Board against the student at the public hearing.
- c. Inform the parents or legal guardian of the time and place of the public hearing to be conducted and of the student's right to be represented by an attorney.
- d. Prepare a folder for each board member with all evidence documented in detail, including affidavits if needed.

Hearing Procedure

It is the intention of the Board to have an attorney present at each and every expulsion hearing. The student should be notified of their right to be represented by counsel.

1. Evidence shall be presented relative to the student being considered for expulsion. This evidence shall be available to each board member and shall be limited to that evidence that is also available to the parents or legal guardian of the student being considered for expulsion.
2. The student or their representative shall be given the opportunity to respond to the evidence and plead his or her cause.
3. Upon adjournment of the closed session, the Board shall reconvene in open, public session and make its final decision and state the grounds upon which the said decision was based.
4. The final decisions open to the Board include, but are not limited to, the following:
 - a. Placing the student on probation for a definite period;
 - b. Expulsion for a period of time determined by the Board; and/or
 - c. Alternative School Placement.
5. The Secretary of the Board shall write the parents or legal guardian of the student under consideration for expulsion and inform them of the Board's decision that was decided in the public hearing. The decision of the Board

shall be final.

6. An alternative education program will be made available for expelled students unless the Board determines by clear and convincing evidence that the student is a danger to others and cannot be placed in a state agency.

Alternative Placements

DISCIPLINE REVIEW COMMITTEE hears referrals to the Elizabethtown Independent Alternative School based on student conduct and/or academic progress at school. A district committee shall either decide placement within an alternative setting or for the student to remain at his/her current school of residence.

Additionally, a parent or an emancipated student may request voluntary placement within an alternative setting. Voluntary placement requires the parent or emancipated student to complete a Voluntary Placement application, which will be reviewed by the Alternative Placement Committee. Notification of acceptance or denial will be issued to the parent or emancipated student via certified mail, by phone, or in person.

Referral Process

- Student should have participated in the EIS MTSS program prior to referral except in extreme cases such as possession of weapons, drugs, alcohol, threats of and acts of violence and/or when behaviors warrant automatic referral.
- To be considered for placement at Valley View Education Center the Valley View referral form must be completed.
- Referrals and recommendations to Valley View are appropriate for students for whom Tier 3 services have been implemented and improvement has not been made in accordance with EIS MTSS program [LINK](#). Except in extreme cases such as possession of weapons, drugs, alcohol, threats of and acts of violence and/or when behaviors warrant automatic referral. Tier 3 interventions should have been implemented with fidelity and progress monitoring documented when referring a student to Valley View to include referrals for school-based counseling. Transition meetings should take place involving all appropriate stakeholders to include school based administration and staff, Valley View administration and/or staff, parent, and student (*when appropriate*). The District and School Wide Teams should refer

to the Valley View process document for specific steps and requirements that should be followed.

- Likewise, transition meetings should be held when students are referred back to his/her home school after receiving services at Valley View. Again, the meetings should include all stakeholders and the Valley View procedures should be followed in order to plan and implement a transition that will be successful for the student.
- Additional information regarding placement may be brought before the committee by individuals with direct knowledge of the student and/or approved by the superintendent. The Discipline Review Committee shall have the authority to make the appropriate placement.
- Before a student is removed and placed in the program, school administrators must determine that the disciplinary policy of the local district is being followed. The removal of a student requires a committee of administrators and professional personnel to develop the Individualized Learning Plan Addendum (ILPA). The ILPA and IEP/504 for any special education students must be completed prior to placement. The plan must reflect both academic and behavior objectives. Students assigned to the non-traditional education programs shall meet criteria set forth by the Kentucky Department of Education and the Elizabethtown Independent Board of Education.
- Prior to any student who has been identified as a student with a disability under the Individuals with Disabilities in Education Improvement Act (IDEIA), 20 U.S.C. 11400. et seq. and any amendments thereto being placed in the non-traditional program at Valley View, the district will convene the student's Individualized Education Program (IEP/504)/ (ARC) Committee to review the recommendation for placement and will extend all due process rights required by ADA regarding the placement. For students with disabilities, the IEP/504 committee is convened to ensure the continued education for the removed student. (ARC should include VVEC SPED teacher)
- The home school principal/administrator will schedule the review meetings following approval from the Director of Student Services/Director of Special Education. DRC meetings for all students will take place at Valley View and shall include committee members from the home school and Valley View.
- In this meeting, the policies and procedures of the program will be discussed. The Transition Team will outline the curriculum, counseling, and other services available. Students will not be admitted to Valley View until the admissions meeting has taken place. During the transition meeting an Individual Learning Plan Addendum (ILPA) will be developed.

The standing committee members consist of:

1. Valley View School Principal/DPP or District Representative
2. Valley View School Teachers (at least one)
3. Sending / Receiving School level administrator (at least one)
4. Administrator from another school
5. Parent/Guardian
6. Student
7. Director of Special Programs or Special Education Teacher for students with IEP/504 (if applicable)
8. Behavioral Health Provider or District Therapist (if applicable)
9. School Resource Officer (if applicable)

- The District Administrative staff shall be authorized to develop and implement additional rules, regulations, and modifications as necessary for the implementation of this policy.

- Placement may be voluntary or involuntary as outlined in the EIS Board policy for Valley View Education programs.

- All core subjects will be taught at Valley View. Elective courses will be taught as needed.
- Progress Monitoring for academic and behavior interventions shall continue during the student's non-traditional placement.
- A student designated for enrollment in the program shall be required to participate in the program until he/she has met all requirements for transition back to home school or postsecondary opportunities.

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. 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. See Board Policy 09.435.

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.

Grievance Procedure

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

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

The principals and superintendent will respond to any grievances as outlined in the Elizabethtown Independent Board Policy.

High School Restraining Order

A written order implemented by the principal or assistant principal instructing students who cannot get along and are unable to settle their differences, or who are harassing each other, to have no further contact with each other while at school.

This includes personal meetings, correspondence (letter writing, messages, phone calls at school, etc.). If the order is broken the offending individual will be subject to disciplinary action.

Restraint and Seclusion Policy

Elizabethtown Independent Schools implemented a District policy (09.2212) on the use of physical restraint and seclusion. The use of physical restraints and seclusion are designed to promote the safety of all

students, school personnel, and visitors. The policy may be viewed on the District website or you may request a printed copy from your child's guidance counselor or

by contacting the Director of Special Education at 270.726.2436.

704 KAR 7:160 requires all school personnel to be trained annually on the use of positive behavioral supports and interventions. A core team of individuals have been selected and annually trained to respond to dangerous behavior and are authorized to implement physical restraint of students. This does not prohibit a non-core team member from using physical restraint if a student's behavior poses an imminent danger of physical harm to self or others in the event of an unavoidable emergency situation.

During the implementation of restraints, students shall be monitored for physical and psychological well-being for the duration of the restraint and school personnel shall use only the amount of force reasonably necessary to protect the student or others from imminent danger of physical harm or if a medical condition occurs putting the student at risk of harm. Additionally, physical restraints will not interfere with a student's ability to communicate in the student's primary language or mode of communication. In the event a student's primary method of communication is through the use of sign language or an augmentative device, the implementer of the restraint shall make the determination if freedom of the student's hands during the restraint will not result in physical harm to self or others.

The use of physical restraints or seclusion within the school shall only be implemented in the event a student's behavior poses an imminent danger of physical harm to self or others. The use of physical restraints or seclusion shall only occur in the likely event:

- The student's behavior poses an imminent danger of physical harm to self or others;
- To protect themselves or others against the use or imminent use of unlawful physical force;
- To prevent property against intentional or wanton property destruction, theft, or a felony involving the use of force;
- To maintain reasonable discipline in a school, class, or other group, and the force is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress.

Therefore, physical restraints and seclusion shall not be used in the public school:

- As punishment or discipline;
- To force compliance or to retaliate;
- As a substitute for appropriate educational or behavioral support;
- To prevent property damage, except as permitted by KRS 503
- As a routine school safety measure;

- As a convenience for staff; or
- As a substitute for timeout (seclusion only)

Elizabethtown Independent Schools will not impose any of the following: (1) mechanical restraints; (2) chemical restraints; (3) aversive behavioral interventions; (4) physical restraints that is life-threatening; (5) prone or supine restraints; or (6) physical restraints that is contraindicated based on the student's disability, health care needs or medical or psychiatric condition.

Seclusion of a student shall only be imposed upon a student in a place that is (1) free of any fixtures that could pose a physical danger to the student or others; (2) under visual supervision by school personnel; (3) provided adequate lighting and ventilation; (4) reviewed by District administration to ensure programmatic implementation of guidelines and data related to its use; (5) unlocked and has an unobstructed door; and (6) inspected annually by the State Fire Marshal.

All physical restraint and seclusion incidents are documented and notice shall be given to the parent or guardian within 24-hours from the time of implementation. The

principal or his or her designee shall notify the parent verbally or through electronic communication. If the parent or guardian cannot be reached during this time, written communication shall be mailed via U.S. mail. The documentation of a student's restraint or seclusion incident shall be maintained in the student's education record.

Parents or guardians may request a debriefing session following the use (or parental notification of the use) of physical restraint or seclusion. A requested debriefing session shall occur as soon as possible, but no later than five (5) school days following receipt of the request from the parent. Parents may submit a complaint regarding the physical restraint or seclusion of your child using the Board's grievance policy and procedures (Board Policy 10.2). On receipt of the complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and where appropriate, take corrective action.

Prohibited Substance Policy

Prohibited substances include all forms of drugs, including tobacco, drugs, narcotics, controlled substances, alcohol, and mood-altering substances.

No student shall purchase, possess, use, be under the influence of, sell or transfer any alcoholic beverage, narcotic drug, controlled substance, mood altering substance (such as inhalants), over the counter medicines/drugs or drug paraphernalia and/or assist another pupil purchase, sale or transfer of alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants), over the counter medicines/drugs, or drug paraphernalia on school property, in any vehicle, at any school sponsored event or school sanctioned activity or event.

No pupil shall purchase, use, sell, possessed or transfer any counterfeit, look-alike or stimulated narcotics, drugs or controlled substance and/or assist another pupil in the purchase, sale, or transfer of any counterfeit, look-alike or simulate narcotics drugs or controlled substances on school property, in any school vehicle, at any school-sponsored or school sanctioned event or activity, or enroute to or from school property with representation or the creation of an impression that the substance which is purchased, used, possessed, sold, or transferred is a narcotic, drug or controlled substance.

Tobacco products (e.g., dip, chew, smoke, alternative nicotine products, or vapor products) are prohibited at ALL times on the school campus, on buses, and on school-related trips and activities. Students are not allowed to have these products in their possession.

Tobacco, Alternative Nicotine, or Vapor Products

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity.

Evidence-based, age-appropriate nicotine prevention and cessation material shall be distributed to all students at the beginning of each school year, and students shall have access to the material throughout the school year.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products prohibited at all times and by all persons on or in the property. School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the Code of Acceptable Behavior and Discipline. Student handbooks or folders shall contain the consequences for violation of this policy.

Penalties

If a **student under the age of twenty-one** violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products and:

1. For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment;
2. A second incident shall result in providing information listed above and disciplinary action as determined by the Board and included in the District Code of Acceptable Behavior and Discipline; and
3. Third and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

Consequences to Drug Policy

Students caught purchasing, possessing, using, being under the influence, selling, or transferring any aforementioned substance shall be dealt reprimanded according to District policy

- Tobacco products, including nicotine vapor products, in possession -
Furnishing/selling/possession of alcohol, drugs or other prohibited
items/use of alcohol, drugs or other prohibited items

School Food Service Program

The school food service program is operated in accordance with the federal regulations of the National School Lunch and Breakfast Programs, the United States Department of Agriculture and all health code regulations.

All planned meals must abide by the regulations set forth by these programs and the Kentucky Beverage and Food law. Product and nutritional information are on file in the office of the School Food Service Director, Elizabethtown Independent Board of Education, 634 North Mulberry Street, Elizabethtown, KY 42701. Lunch and breakfast are served daily at each school cafeteria.

Community Eligibility Provision (CEP) Program

All Elizabethtown Independent Schools will be participating in the Community Eligibility Provision option for the School Year of 2024-2025. All students are eligible to receive breakfast and lunch at school at no charge to your household each day of the 2024-2025 school year. There will not be a need to submit a meal application for these schools.

However, household income forms will still be collected from all students. These forms help us to gather information we provide the state and federal government to determine the dollar amount of funds our district receives for several programs. These funds allow us to keep many programs free of charge to our students. Household Income Forms will be available online with the beginning of the school paperwork, or in paper form upon request.

School Meal Charges Policy

Any information regarding the charge policy of breakfast or lunch meals will not be effective School Year 24-25, as there is not a cost to households for this current year due to the district's participation in the CEP program. However, any charges incurred to a student meal account from previous school years is still the household's responsibility to pay those charges. Any extra items or a la carte items will have a price per item associated with them.

Managers and Director will make all efforts to communicate with the household to ensure payment is received for the account. Emails and notification letters for new balances may be sent throughout the school year. As needed, they will consult with school administration for assistance in receiving payment for the account.

Students may purchase a la carte items only if they have money in their food service account or if they have money at the time of purchase. Parents/guardians may contact their child's Food Service Manager to obtain information on a meal account and/or to request a meal history report. At the end of the school year, all families with meal charges of \$50 or more shall be turned over to Small Claims Court. The family will be responsible for all legal costs incurred by the school District. Food Service funds shall not be used to pay outstanding meal charges.

Menus can be viewed on the My School Menus by Health E Pro website or app: <https://bit.ly/EtownMenus>.

Deposits for a la carte and extra items can be made in the cafeteria or online at myschoolbucks.com.

Food allergies/Food Substitutions

Food substitutions cannot be made based on word alone. The school cafeteria manager may request a doctor's signed recommendation stating what foods the student is allergic to or what foods a student cannot tolerate or have as part of their daily diet. The cafeteria manager and cafeteria staff will make every effort possible to provide the student with a nutritious meal that meets the doctor's recommendation. Staff will attempt to honor substitutions until paperwork is received, however this may not be possible in all circumstances depending on the type of substitution needed.

Food allergy/food substitution request forms are available in the office of each school cafeteria manager and in the office of the School Food Service Director.

Compulsory School Attendance

The following section refers to regulations outlined in 702 KAR 7:125 (Pupil Attendance) statute and KRS 159.010.

All children in the District who have entered kindergarten or who are between the ages of six (6), as of October 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

During the 2015-2016 school year, the compulsory attendance laws have changed to include students between the ages of six (6), as of October 1, and eighteen (18). A student may not terminate his/her enrollment from public school until the student reaches the age of eighteen (18).

Exemptions from Compulsory Attendance

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school.
2. A pupil who is enrolled in a private or parochial school
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study.
5. A pupil who is enrolled in a regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.

Home/Hospital Instruction

Suitable home, hospital, or institutional instruction shall be provided for pupils exempted under No. 4 of the Exemptions from Compulsory Attendance.

Applications for home/hospital instruction are available on the District's website or may be picked up at any of the schools or the District Office. The student's physician must complete and sign the home/hospital application and return to the District Office.

Absences and Excuses

The State Board of Education changed the guidelines to calculate student attendance beginning July 1, 2010. A tardy shall be recorded for a pupil who is absent 35% or less of the school day. A half-day absence shall be recorded for a pupil who is absent 36%-84% of the school day. A full day absence shall be recorded for a pupil who is absent 84% or more of the school day.

To benefit fully from the District's educational program, students must attend regularly and punctually the school in which they are enrolled. The Board urges parents to work with their children to promote responsible attendance as a critical component to high achievement and to the formation of good habits for job opportunities in later life.

Excused Cumulative Absences/Tardies

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

1. Death or severe illness in the student's immediate family
2. Illness of the student
3. Doctor / Dentist appointment that cannot be scheduled outside the school day
4. Family emergency, as determined by the Principal/designee,
5. Required Court appearance
6. Religious holidays and practices
7. One (1) day for attendance at the Kentucky State Fair
8. Participation in regularly scheduled 4-H Club educational activities
9. One (1) excused absence per occurrence of head lice not to exceed three (3) days per school year
10. Driver's test

11. Documented military leave
12. One day prior to departure of parent/guardian called to active military duty
13. One day upon return of parent/guardian from active military duty
14. Visitation for up to ten (10) days with the student's parent/guardian while on active military duty stationed outside of the country
15. Other valid reasons as determined by the Principal/Designee or the Director of Pupil Personnel (DPP)

All other cumulative absences/tardies shall be considered unexcused.

A note from the parent/guardian stating the reason for the cumulative absence/tardy shall be required in order for a cumulative absence/tardy to be designated as excused. These notes must be submitted to the school within five (5) school days in order to become part of the attendance record. Students are allowed up to six (6) parent notes per school year.

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

After six (6) excused absences with parent notes, students shall be required to present a doctor's statement verifying the student was unable to attend school. Students are allowed unlimited doctor's notes per school year.

Forged notes will result in a disciplinary action. Parents/Guardians of chronically ill students should notify the Principal. The Principal shall set up a meeting with the parent, student, attendance clerk, and Director of Pupil Personnel (DPP) to determine special consideration. Statements from the student's physician will be used to make this determination.

Unexcused Cumulative Absence

Once a student has accumulated three (3) unexcused cumulative absences and/or 6 (6) unexcused tardies to school, the Principal or his/her designee shall notify the parents or guardian of the student by phone, letter, or home visit. When three (6) unexcused cumulative absences and/or tardies have accumulated, the principal shall notify the DPP and furnish the DPP with documentation of parent/student contacts and attempts to correct the unexcused cumulative absence/tardy violation. After any

combination of six (6) unexcused absences or unexcused tardies, the DPP shall make a referral to the Court Designated Worker for students aged 12-17. Students aged 6-11 will be referred to the County Attorney.

KRS states that any student who has been absent or tardy from school without a valid excuse for three times is truant. Any student who has been reported as truant twice is a habitual truant. Any student with 6 or more unexcused tardies or cumulative absences may be reported to the court system. Student's attendance record is cumulative for a calendar year (12-month period).

Truancy/Extra-Curricular Activities

At the discretion of the school administration, any student that is truant as defined by KRS statute may not be allowed to attend field trips and extra-curricular activities, consisting of but not limited to, senior trip, prom, club trips, etc.

Early Check Out From School/Illness at School

Upon arrival at the school campus in the morning, students are not to leave the campus without securing permission from the Administration. Students leaving school with permission must sign out in the main office and upon returning must also sign in. Parents are encouraged to make student's appointments to see doctors or dentists after school, if possible.

There is *NO EXCUSE* for leaving school without permission. Students who fail to sign out will be assigned to the Alternative Learning Center. Students will be allowed to leave school when a parent or guardian notifies the school. In case of emergency, the parent may contact the school by telephone. The person(s) picking up the student must report to the main office and sign the checkout sheet. That person must be listed on the student's guardian/checkout screen (please contact the Guidance Office for a form to add additional people to the list). The student should remain in the class until he/she is called. Students will not be allowed to leave with other students, without approval from school administration.

Students will not be allowed to leave school to transact personal business unless an emergency is involved.

Student's absence(s) will only be excused for the time noted on a doctor's statement or excuse. Time before or after the scheduled appointment (aside from reasonable travel time) will not be excused. A parent note may be used, if applicable.

Tardiness

Tardy to class refers to a student arriving at any class, including homeroom, during the school day after the tone has sounded for class to begin. Students should be seated in the classroom in their assigned seats when the tone sounds.

The Kentucky Department of Education requires all schools to keep an accurate record of attendance for all students. Any student who arrives at school after the start of school must first sign in at the office before going to class. Students will not be allowed to enter class without an admit slip.

On rare occasions, students may come with an admit slip from the office or a note from another teacher who has detained them. This note should show the time the student left the teacher's room and the reason for the student being detained. Forged notes will result in an in-school suspension assignment.

Family Trips

A family trip of up to five (5) days may be excused if a student fills out a request form in advance. These forms may be picked up in the office of the Attendance Secretary. The form must be completed and on file at least one week in advance of the trip. No family trips will be excused during semester test week or state assessments.

Students shall be granted an excused absence for up to ten (10) days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. The opportunity may reflect performance in one (1) of the core curriculum subjects: English, science, mathematics, social studies, foreign language, and/or the arts.

Make-Up Work

Students will not be given credit for make-up work missed during an unexcused absence or cumulative absence.

Students who have been suspended will not be allowed credit for make-up work. These students shall be allowed to make-up major projects and major tests,

assignments made before they were suspended, and assignments made during the suspension but not due until after the suspension ends.

Consequences of Excessive Cumulative Absenteeism

Students who miss three (3) unexcused cumulative absences during a semester may be subject to the following penalties:

1. Loss of privilege of participating in extracurricular activities as determined by the school.
2. *For high school students:* lose the privilege to drive to school and park on school property.
3. Exempt from school sponsored activities.

No Pass No Drive

The No Pass/No Drive Law (HB 32) was implemented on August 1, 2007. This legislation enacted by the Kentucky General Assembly will apply to ALL students 16 and 17 years old who apply for a permit or license. It is essential to understand that when a sixteen or seventeen-year-old appears at any Driver Licensing Regional Office to obtain an instructional permit or license, a School Compliance Verification Form must be presented verifying that the student complies with No Pass/No Drive Law - KRS 159.051.

The public/private school students may obtain the School Compliance Verification Form from their school. All other 16 and 17-year-old students may obtain the School Compliance Verification Form from their school district of residence. If a 16 or 17-year-old do not present a school compliance verification form, they will not be eligible for an instructional permit or license.

When a 16 or 17-year-old student, who has obtained a permit or license, drops out of school or is declared academically deficient, the schools will report electronically to the Division of Driver Licensing. The Division of Driver Licensing will suspend the student's driving privilege and notify the driver of the suspension. The schools will also report when a student is back in compliance with KRS 159.051 to the Division of Driver Licensing. The Division of Driver Licensing will reinstate the student's driving privilege.

School Health Services

There is a critical link between health and learning and the role of schools to help improve the well-being of students, families, and the entire school community.

Healthy students make for better learners. Research indicates that when school districts and schools have effective policies and practices that support the health of their students and staff:

- Student concentration improves
- Student behavior problems are reduced
- Student and staff attendance increases
- Children and adolescents develop life-long health-promoting behaviors

Elizabethtown Independent Schools has policies in place to assist children, parents, families, community agencies, and staff to foster a healthier learning environment for the students served in our schools.

Medical Examinations and Entry Requirements

The Elizabethtown Independent Board of Education, under authority of KRS 214.034, 158.035, 158.036, 214,185, 214.036 and Kentucky State Board of Education Health regulations, requires every child entering Elizabethtown Independent Schools to meet the following requirements:

- a. A medical examination within one (1) year prior to his/her initial admission to a Kentucky school (regardless of grade). The medical examination shall be reported on forms furnished by the Kentucky Department of Education, or available on the District website. A second physical examination is required prior to entry into sixth (6th) grade.
- b. The immunizations required are: Diphtheria, Tetanus, and Pertussis (DTaP); Poliomyelitis (IPV), Peruses, Measles, Rubella, Mumps (MMR), Hepatitis A (HEP A); Hepatitis B (HEP B); Human Papillomavirus (HPV); Meningococcal Conjugate Virus (MCV4); Influenza; Varicella (VAR); and Haemophilus Influenza Disease (HiB). SBE 48.011. Immunization requirements must be

maintained or upgraded as laws (902 KAR 2:060) require including a second dose of MMR, Tdap, IPV, HepB (See *Immunization Schedule* on page 58 for additional information).

- c. A certified copy of legal birth verification issued by the Bureau of Vital Statistics (billfold size is not acceptable), or other proof of data of birth as stipulated by the school.
- d. Official documentation of an eye examination as also required for first time enrollees between the ages of 3 and 6.
- e. Dental Screening for five- (5) and six- (6) year old students enrolled for the first time in a Kentucky school.

Hearing & Vision Screenings

Elizabethtown Independent Schools will conduct hearing screening in Kindergarten through 3rd grades and for new students in grades 4 and 5 while vision screenings are conducted during grades 1st through 5th during each school year.

Medical Examinations of Athletes

The Elizabethtown Independent Board of Education requires an annual medical examination of each student as a prerequisite for eligibility and participation in interscholastic athletics and cheerleading.

Communicable Diseases

Elizabethtown Independent faculty, administration, and personnel shall report all known or suspected cases of communicable disease immediately to the Elizabethtown Independent Health Department.

Student Health Records

Each elementary and secondary school within the Elizabethtown Independent District shall initiate a cumulative health record (ESE-32) for each pupil entering school.

Emergency Care & CRISIS Procedures

It is the responsibility of the parent or guardian to provide the school a telephone number where they may be reached during school hours. Following notification, it is

the responsibility of the parent to attend to the needs of the child or to delegate that authority to school officials.

In the event of a regional or national crisis, parents may desire that another person be allowed to check their child out of school. Be advised that the school may NOT allow anyone without custody to remove a child from school unless written permission is on file from the parent/custodian. If you wish to designate any person or persons with this authority, the school requires a completed *Emergency Information Form* (09.224 AP.21) to that effect that lists any and all persons so authorized. Once on file, this authorization is valid in non-crisis situations as well.

Meningococcal Meningitis

A safe and effective vaccine is available to protect against four of the five strains of bacterial meningitis. Requirements for Kentucky children entering day care, Head start programs, public and private preschool programs and public and private elementary and secondary schools occurred in February 2011 and can be found online at <http://www.lrc.ky.gov/kar/902/002/060.htm>. According to 902 KAR 2:6060 for entry into sixth grade; age eleven or twelve years old or older must have received one dose of the Meningococcal vaccine. A booster dose is recommended at age fifteen or when entering high school and another booster dose for college freshmen living in dormitories.

As part of the information our schools provide to you concerning student and school health issues, Elizabethtown Independent is making you aware of a potentially fatal bacterial infection that strikes teenagers and college students at a higher rate than other groups. This information will give you the facts about the disease and help you take precautions to prevent your child from becoming ill with meningococcal disease.

Meningococcal meningitis can be hard to recognize, especially in its early stages, because symptoms often resemble the flu or a viral illness. Symptoms may include sudden high fever, headache, stiff neck, nausea, vomiting and exhaustion. Some people also develop a rash after the disease has taken hold. Since symptoms can progress quickly and may cause death within 24 hours, immediate medical attention is recommended. About 10 percent of the people who get meningococcal meningitis will die. Up to 1 in 5 survivors are left with serious medical problems, including; amputation of arms, legs, fingers, toes; brain damage; deafness; and/or kidney damage.

Meningococcal meningitis is spread through the exchange of respiratory droplets, which include sharing a drink or utensils, kissing or coughing and sneezing. Lifestyle factors common among adolescents and young adults seem to be linked to meningococcal meningitis such as; crowded living situations, such as dormitories,

boarding schools and sleep away camps; active or passive smoking; sharing items that touch a person's mouth, like lip balm, sharing water bottles, and cups, since the disease can be transmitted through saliva.

For more information about meningococcal disease and the required meningococcal vaccine, consult your child's physician, school nurse or local health department. Information is also available online from these health-related organizations:

- a. American Academy of Family Physicians, www.aafp.org
- b. American Academy of Pediatrics, www.aap.org
- c. Centers of Disease Control and Prevention, www.cdc.gov
- d. Meningitis Foundation of America, www.musa.org
- e. National Association of School Nurses, www.nasn.org
- f. National Foundation of Infectious Diseases, www.nfid.org
- g. National Meningitis Association, www.nmaus.org
- h. Kentucky Cabinet for Health and Family Services, <http://chfs.ky.gov/dph>

Illness at School and Contagious Diseases

If a student should become ill at school, the parents will be called so they may pick up their child. No pupil who has a contagious or infectious disease shall be permitted in the school. If any pupil is known to have such disease, he/she will be sent home as soon as arrangements can be made with the parents or guardian. He/she shall remain away from school until satisfactory evidence can be presented from his/her physician or the county health officer that he/she is free from the disease.

Students who need to remain in the classroom after an illness must bring a note from the parents to stay in at recess or outside activities. Students that are not ill will not be allowed to remain inside.

Dispensing Medication

Currently, all Elizabethtown Independent Schools are staffed by a school nurse. However, as unforeseen events are likely to occur where a school nurse may not be staffed at a school, over-the-counter medication shall not be kept at school for the purpose of administering to pupils unless it is accompanied by a doctor's order. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit. Parents may take medicine from home for the student to take. The medicine must be in the original container and must be taken to the front office upon arrival at school.

In schools with a school nurse the nurse will administer appropriate medical care if the medical form has been completed and returned to school. Under procedures

developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, (e.g., an asthma inhaler, Epi-Pen). Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify student in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

Severe Allergies and Serious Health Conditions

Students with severe allergies or other serious health conditions should obtain a Elizabethtown Independent Schools *Severe Allergy and Health Care and Emergency Response Plan* form from the school nurse and have it completed by their child's medical doctor. The completed form should be returned to the school nurse as soon as possible, because school personnel may need to meet with parents, food services, teachers, or others to plan for the school year.

If your child is new to Elizabethtown Independent Schools or if the health conditions of your child change, please complete and submit a new form immediately. The principal, school nurse, or parent may request a meeting of all relevant parties to establish a response plan for students with severe allergies or other health conditions (e.g., seizures, asthma).

Emergency Care Forms

Prior to any administration of medications or basic first aid, parents are to sign and return an Emergency Care Form for each student. This form, provided by the EIS and its partners, allows all school nurses to provide emergency care to students. Without a signed consent, children will be returned to class or requested to call home.

Head Lice

Few conditions cause so much concern and anxiety in schools and homes as head lice infestations. Lice are parasites of the human host. Studies conducted by the Centers for Disease Control revealed that lice (1) occur in all socioeconomic levels regardless of age, sex, or standards of personal hygiene (2) are dependent on human blood for nourishment (3) do not jump, hop, or fly (4) are spread by direct or indirect contact and (5) occurrence rates do not significantly differ between long and short hair.

Head lice screening will be conducted as needed. Parental consent is not required prior to screening for head lice. You must notify the school in writing if you do not want your child checked for lice at school.

When students are observed/reported to have head lice any time during the school year:

- If an individual student is suspected of being infested, that student shall be checked privately
- Playmates closely associated with the student and possibly siblings of the student that attend the same school may be checked for lice: in general school-wide checks are not necessary.
- Parents of each student identified as having lice will be contacted by a school/district representative advising them of the finding.

Principals or designated school personnel shall offer parents of infected students:

- Visual evidence of lice in the student's hair.
- Verbal and or written information/direction for hair treatment and household procedures.

This written information shall provide treatment options to include, but not be limited to over-the-counter medications, other remedies and required precautions, and visits to the health department and/or physician for further checks and information.

When students return to school after personnel have identified lice, they shall confirm with the student and/or parent/guardian that the following have occurred:

- The parent/guardian has combed the student's hair with a lice/nit comb, or applied the special lice killing shampoo.
- When the student returns to school after treatment, designated school personnel will recheck the student before he/she returns to the classroom. If lice remain, steps above are re-established.

School personnel shall follow-up with students found with a second and subsequent case to assure that:

- Prescribed medical treatment for lice has been applied to the student's hair no later than the next day,
- Any second application required is applied within the recommended time frame.

The Superintendent/designee shall:

- Establish education/information programs on head lice control methods for school personnel, community members, students, and parents.
- Provide each school with written materials on head lice control and prevention.

Students are allowed one (1) excused day for each occurrence of lice and a maximum of three (3) excused days within the school year for the purpose of treating head lice.

CAUSE:

Head lice are human parasites; they are wingless insects with sucking mouth parts that are about the size of a sesame seed with grayish/tan bodies. Lice eggs (nits) are tan or pearly white oval eggs attached to the hair shaft and are about the size of a period at the end of a typed sentence. Head lice move quickly and can blend in with a person's hair.

SYMPTOMS:

Itching and scratching on the scalp and neck are the primary symptoms of infestation. When these symptoms are present, look for crawling head lice in the hair down by the scalp or nits glued to the hair shaft; nits are often found in the hair at the base of the neck or behind the ears. In severe infestations a rash and swollen lymph nodes in the neck and under the arms can occur.

SPREAD:

Lice are spread by direct person-to-person contact and by sharing certain items, such as: combs, brushes, hats, scarves, barrettes, helmets, headphones, jackets, towels, etc. Head Lice crawl but do not jump or fly. They do not live longer than 2-3 days off the head.

TREATMENT:

Lice killing shampoos, lotions or creams can be obtained over the counter or prescribed by a physician. Directions must be followed carefully when applying medication, for environmental clean-up and for re-treatment when recommended. Manual removal of nits from the hair shafts with fingers or a fine toothed comb is an important part of control. A health care provider may recommend an over-the counter or home prepared solution that may make nits easier to remove. These may help with nit removal but are best to use before treatment so as not to interfere with medication action.

CONTROL MEASURES:

- Teach children the importance of not sharing headgear and personal care items.

- Parents need to watch for signs of head lice and to make inspection for head lice part of their routine hygiene at home.
- Prompt notification between parents and schools when head lice case is identified to ensure treatment and prevention of spread.
- Manually remove the nits out of the hair.

School Nurse

The school nurse cares for the physical, emotional, and educational needs of students and staff at all Elizabethtown Independent schools. The nurse also tracks and gives required and recommended vaccines as appropriate. On a daily basis, the nurse assesses individual students and staff members, gives medications, offers first aid care for injuries, and is present in the event of an emergency. Sick students should request permission from their teacher to go see the school nurse and follow the directions from their teacher.

The nurse can only see students under the age of 18 years if they have a signed consent from parents, these forms will be provided with school packets at the beginning of each school year or can be obtained from the school nurse. Prescription medications that need to be taken at school should be brought to school by the parent in the original container. The nurse will need a form to be signed by both the prescribing doctor and parent in order to give prescription medications at school.

If a student has a specific medical condition (such as diabetes, asthma, severe allergies to foods or medications, or seizures) the nurse will also send a form home to be filled in and signed by the primary physician and parents. This form allows the nurse to be prepared in the event of a medical emergency related to the student's condition.

Mental Health/ Suicide Prevention Notification

We understand that mental health is an integral part of the services we provide for our students. We are committed to the following:

- We will use innovative strategies to ensure positive relationships, student engagement, and academic growth for each student of Elizabethtown Independent.
- We will continue to create school cultures that are friendly, welcoming, helpful, non-judgmental and caring.
- We will provide personalized supports to students who may be struggling with the transition back to school.
- We will continue to provide mental health resources and training to staff.

- We will collaborate with community partners to provide mental health services in all schools

Administration of the 6th-12th grade students disseminate prevention-related materials to students before September 15th of every school year. The Elizabethtown independent School recognizes the importance of protecting the health, safety and emotional well-being of students. The state of Kentucky has enacted legislative mandates that require actions on a specific timetable directed at combating the problem of teen suicides. We provide the required training in the suicide prevention and awareness for middle school and high school staff and students. We also provide counseling personnel and counseling opportunities to support students. Principals, counselors, and teachers as well as staff that have direct contact with students will complete suicide prevention professional development each year, including the recognition of signs and symptoms of possible mental illness. References SB 65, KRS 158.070, KRS 161.011, HB 51, KRS 156.095

Immunization Schedule

<i>If a child is entering this grade</i>	<i>These immunizations are required for attendance</i>
Preschool (entering as a 3-year old)	<ul style="list-style-type: none"> ▪ 4 Diphtheria, Tetanus and Pertussis (DTap) ▪ 3 polio injections (IPV) ▪ 1 Measles, Mumps, and Rubella (MMR) ▪ HiB vaccine ▪ 3 Hepatitis B (HepB) ▪ Varicella (VAR) if child has not had chicken pox
Preschool (entering as a 4-year old) Kindergarten	<ul style="list-style-type: none"> ▪ 4 or 5 Diphtheria, Tetanus and Pertussis (DTap) ▪ 3 or 4 Polio (IPV) ▪ 2 Measles, Mumps and Rubella (MMR) ▪ 3 Hepatitis B (HepB) ▪ 2 Varicella (VAR) if child has not had chicken pox ▪ 2 Hepatitis A (HepA) – <i>required only for K-12 enrollment</i>
6 th Grade	<ul style="list-style-type: none"> ▪ 3 Hepatitis B (HepB) ▪ Tetanus, Diphtheria, Pertussis booster (Tdap) ▪ Meningococcal vaccine (MenACWY) ▪ 2nd dose Varicella
10 th grade (or 16-years of age, whichever comes first)	<ul style="list-style-type: none"> ▪ 2nd dose Meningococcal vaccine (MenACWY) <ul style="list-style-type: none"> ○ First dose is administered between ages 11-12; if not, first dose may be administered at age 16 and no 2nd dose is required for school entry
Out-of-state transfer students entering any grade K-12	<ul style="list-style-type: none"> ▪ Must present immunizations on a Kentucky immunization certificate prior to enrollment

The following immunization schedule, adapted from the Cabinet for Health and Family Services : ([:https://www.chfs.ky.gov/agencies/dph/dehp/Pages/immunization.aspx](https://www.chfs.ky.gov/agencies/dph/dehp/Pages/immunization.aspx)), provides a summary of scheduled immunizations required for entry in public school, daycare, and Head Start (*Effective July 1, 2018; as mandated by 902 KAR 2:060*).

Special Programs

TITLE I:

A supplemental federal program designed to upgrade the educational program in the school to raise academic achievement for its students. Schools operating School-wide Title I programs may design their own program after conducting a comprehensive needs assessment based on information on the performance of children in relation to the state content and student performance standards. Title I serves students in grades K-8.

At the beginning of each school year, the District must notify parents of students in Title I schools that they may request information regarding their child's teacher(s). This requirement is mandated if a school accepts Title I, Part A funding. You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you, in a timely manner, with the following:

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

If you would like to request this information, please contact your school principal or counselor. You may also contact the Elizabethtown Independent School District Central Office at 270-765-6146 and ask for the Personnel Department. 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.

GIFTED EDUCATION PROGRAM:

The Elizabethtown Independent Program for Gifted Education is aimed toward the academically and the intellectually gifted children in grades K-12. The program affords them the opportunity to develop research skills, independent learning skills, creativity, positive self-concept, and affective development.

Students in the primary program are informally identified each spring to a talent pool, using indicators of student performance. Once a child is placed in the talent pool

services are provided based on the student's individual needs, interest and abilities. These services are provided within the framework of the primary curriculum and flexible grouping and regrouping.

For students in grades 4-8, identification includes a valid and reliable combination of formal and informal measures to identify strengths, gifted behaviors, and talents. Students' services will be in the following five areas: general intellectual ability, specific academic aptitude, creativity, leadership abilities, and visual and performing arts talents.

Identified pupils will be served through a differentiated plan of instruction. Such instruction will be planned by the teacher provided for the program along with other teachers in the classrooms. This instruction will include creative thinking and writing, higher level thinking skills, research skills, and group individual projects that will encourage students to become autonomous learners.

EDUCATION OF THE EXCEPTIONAL CHILDREN:

The Elizabethtown Independent School District and its schools provide services for children and youth with disabilities of school attendance age, three through twenty-one, consistent with standards established by law, and Elizabethtown Independent School District policies and procedures.

Programs for children and youth with disabilities include:

1. Individualized instruction to meet the unique needs of a child or youth with disabilities;
2. The same variety of programs, services, and activities provided for children and youth without disabilities.

At least annually, the Elizabethtown Independent School District implements established procedures for the evaluation of the effectiveness of programs in meeting the educational needs of children and youth with disabilities, including evaluation of the effectiveness of the IEP as described in procedures for 6.0, IEP and 12.0, Part B Funds.

Athletics

A contestant who reaches his 15th birthday before August 1 of the current year shall be ineligible for participation in any and all middle school sports.

A contestant must have passed the previous year of school (grade level). Students must have a passing grade in 80% (ratio of at least 5 out of 6) of academic classes in

order to be eligible to compete in athletic events. Grades shall be checked every week during the competition season. Grades will be checked on Monday for the preceding week. If the student is not passing 80% of his/her classes then the student will remain ineligible until grades are checked the next Monday. No special recitations or tests are to be given for the purpose of making a student eligible. Any student having an official connection with the athletic program shall come under this academic rule.

Insurance (Athletics)

All students participating in interscholastic athletics must present evidence of accident insurance. Insurance must meet minimum criteria established by the Superintendent.

Safety (Athletics)

The Superintendent shall develop procedures to ensure that the safety of the student shall be the first consideration in all athletic practices and events. All athletic practices and events shall be under the direct supervision of a qualified employee of the Board. Each student must pass a medical examination as a prerequisite to eligibility for interscholastic athletics.

Preschool through Primary Grade Transportation

When the parent/guardian, or a person authorized by the parent/guardian to accept the child, is not present upon afternoon delivery, the child shall be returned to the school upon completion of the route. The parent/guardian shall be notified of the child's location and shall be responsible for pick up.

Upon the third (3) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child.

Available Extra-Curricular Activities

Students at Elizabethtown Independent Elementary Schools have an opportunity to be involved in several extra-curricular activities and interscholastic athletics. Contact your child's school for a detailed list of these opportunities.

FERPA Rights

Family Education Rights and Privacy Act (FERPA) provides parents and students certain rights with respect to a student's education records.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA affords parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

These rights are outlined as follows:

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

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

2. *The right to 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 to the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

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

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.*

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a 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.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.
 - c. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
 - d. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
4. *The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.*

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

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

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

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

Policy Compliance Office

Department of Education

Infinite Campus Parent Portal

The Parent Portal allows parents/guardians access to student's grades, schedules, and other school-related information via a computer, tablet, or smartphone.

The Parent Portal aspect of Infinite Campus provides parents with access to information about their students as it is being entered by teachers, counselors and staff. In addition to grades, parents can access notices and announcements from teachers and school administrators. Additional information about upcoming assignments and attendance is also available on the portal .

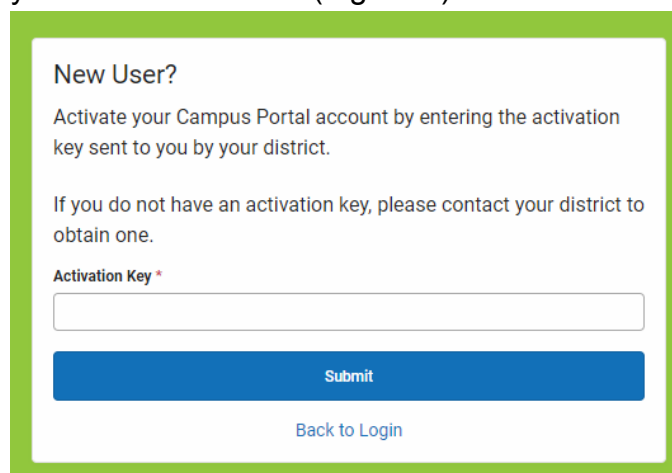
FIRST TIME USER

For parents logging into the Parent Portal for the first time, an activation key must be obtained from your child's school or by emailing parent.portal@etown.kyschools.us. The activation key is a 32-character alpha-numeric code.

Once the activation key has been obtained, you may log into the Parent Portal account by visiting the Elizabethtown Independent Schools' District website (www.etown.kyschools.us) and clicking "Parent Portal" link from the menu.

Follow the instructions below to establish your Portal account and setup your username and password:

1. From the Parent Portal Log-in Screen, click "New User" option.
2. The Log on screen displays
 - a. Enter the ENTIRE Activation Key EXACTLY as it is provided to you and click Submit (Figure 2)



New User?

Activate your Campus Portal account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

Activation Key *

Submit

[Back to Login](#)

- b. Now, for the final step, create a User Name and Password for the account and click Create Account (Figure 3)

Campus Portal account creation successful! Logan County

Welcome Barry Goley, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

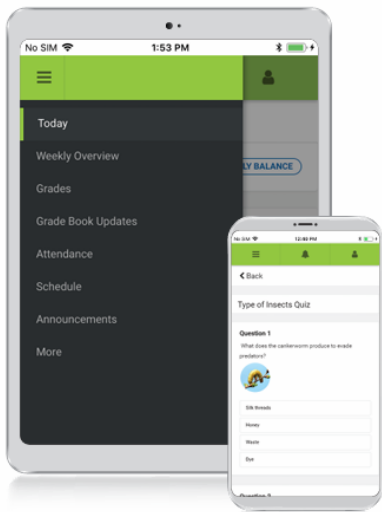
User Name

Password 0%

Verify Password

MOBILE ACCESS

Infinite Campus provides parents and guardians the flexibility of accessing their students' information via a smartphone app. Through your device, you have access to your child's attendance, school calendar (i.e., daily planner), grades and assignments, and your child's schedule. Download the Infinite Campus Mobile Portal app from Google Play or Apple iTunes.



Download the Mobile App

Campus Student and Campus Parent

Announcements

Quickly see district announcements as they are posted.

Assignments

Browse assignments by specific class or due date.

Attendance

Review attendance events in summary and detail form.

Grades

Immediate access to grades as they are posted.

Schedule

Review schedule from anywhere, at any time.



Infinite Campus Mobile Apps can be downloaded through the Apple App Store or Google Play Store



Computer Technology & Internet Access

This section identifies policies and procedures related to student usage of computer technology within all schools, as well as appropriate and acceptable usage of Internet access.

The procedures outlined herein, apply to Use of the Internet, Electronic Mail, all hardware and software (computers, servers, electronics, software etc.), Interactive and Non-interactive Video, Phones, and any other similar device and/or system.

Roles and Responsibilities (Staff Members, Students, and Parents)

The Elizabethtown Independent Board of Education provides all technology equipment and services for the sole purpose of enhancing student learning. The District-wide network and each school-wide network are provided to allow students and staff to access educational materials and to communicate with other parties for educational purposes only.

Each staff member has the responsibility (all certified and classified staff members) to utilize all equipment, software, and network applications solely for educational purposes that are related directly or indirectly to improving student learning. Each staff member has the responsibility to read the Board Policy and related Procedure(s), including prohibited activities, and to abide by the same. Each staff member must read and sign the Staff Member Account Agreement prior to receiving network access. Each staff member is hereby notified that failure to comply with the Board Policy and Procedure(s) may result in elimination of access privileges and further disciplinary or legal action, if appropriate.

Furthermore, staff members must supervise appropriately all students under their direction in all areas covered by this policy. Each staff member has the responsibility to stop any prohibited or objectionable activity, to discipline the student if necessary, and to report serious violations to district personnel.

Each student has the responsibility to utilize all equipment, software, and network applications for the sole purpose of supporting learning as directed or approved by the supervising teacher. Each student has the responsibility to read the Board Policy and related Procedure(s) including prohibited activities and abide by the same. Each student must read and sign the *Student Account Agreement* prior to receiving network access. Each student is hereby notified that failure to comply with the Board Policy and Procedure(s) may result in elimination of access privileges and further disciplinary or legal action, if appropriate.

Furthermore, students are hereby notified that all student work and access to the networks is under the supervision of a staff member. The staff member has a right to access, guide, and otherwise review the contents of ALL student work for compliance with the standard stated in these procedures and require appropriate behavior of all students. Students are also notified hereby that their parent and/or legal guardian may have access to all student work, files, and activities.

Each parent has the responsibility to keep informed about his/her student's work. Each parent has the responsibility to read the Board Policy and Procedures, including prohibited activities, and to sign the Student Account Agreement if they desire access for their student. Each parent has the right, with appropriate notification, to access any and all student work, files, and/or records of student activity.

Furthermore, each parent has the responsibility to support his/her student in his/her work to become a better-educated person.

Accountability and Assurances

All stakeholders (staff members, students, parents, and others) are hereby informed that all network activities will be directed through a single connection to the State of Kentucky Wide Area Network. Stakeholders are further advised that filtering software will be used to monitor all traffic on the Internet. The stakeholders should be aware that the filtering has the capability to do the following:

- Block access to inappropriate Internet sites.
- Identify the computer used to access the inappropriate Internet site.
- Identify the user associated with the accessed inappropriate site, as well as the time of day.

Stakeholders should be aware that sexually explicit and other inappropriate sites will be monitored at the building level and/or the district level and the inappropriate sites will be blocked. Stakeholders are hereby informed that any staff member, student, or other party found to have deliberately and/or repeatedly accessed inappropriate sites may have access to the Internet suspended or terminated and that other disciplinary or legal action may occur if appropriate.

All stakeholders are hereby notified that Electronic Mail WILL be periodically monitored to ensure that all use is appropriate and congruent with the Board Policy and Procedure(s). Staff members should be aware that all Electronic Messages and Internet files are “discoverable” under the Kentucky Open Records Law.

It is the intention of the Elizabethtown Independent Board of Education to ensure that all activities covered under this policy are solely for educational purposes. It is also the intention of the Board of Education to take all necessary action, including appropriate disciplinary or legal action, to ensure that the technology system as previously described is not misused and/or abused.

Specifically Prohibited Activities for All Users

The following activities are prohibited:

- All contact with sexually explicit, inappropriate or questionable material.
- All contact with questionable persons.
- All violations of copyright laws including the use and/or installation of unlicensed software.
- All abuse of intellectual property including, but not limited to plagiarism.
- All objectionable behavior including behavior including, but not limited to obscene, profane, abusive, threatening and/or discriminatory messages or postings.
- All access and/or distribution of questionable material including all items in number 5 above plus chain letters, “Spam”, and inappropriate listserv subscriptions.
- All behaviors that destroy, damage, or endanger the hardware, software, Local Area Network, Wide Area Network, or other component of the technology system.
- All misuse of public property including, but not limited to, a personal use, commercial uses, and/or use for personal profit.
- All violations of the right of privacy of any other person, including the transmission and posting of personal information.
- All violations of the rights of other users including the unauthorized change in user settings, inappropriate messages previously described, and other violations that substantially disrupt the educational process or violate law or school rules.
- All transmissions and/or postings of a student’s name without written parental consent.
- All transmissions and/or postings of student identity including pictures without written parental consent.
- All Electronic Mail accounts outside of the District-established mailbox system.

- All sharing, trading, or otherwise revealing your own password or use of the password of another user.

Specifically Prohibited Activities for Students

Students are prohibited from:

- Revealing their name and/or all personal information.
- Establish relationships or communications with strangers unless specifically authorized by the supervising staff member.
- Download or play electronic media/games in any of the computer labs without the specific authorization of the lab's primary lab technician/administrator.

Rules and Guidelines for Students

The technology Department at Elizabethtown Independent High School works hard to provide you with the best available computers and software to enhance your education experience. Available funds for technology are limited, so maintaining our current computer resources are high-priority. By following the Rules & Guidelines listed below, you can help us keep our costs down, so hopefully we can use new funds to keep our school updated with new equipment.

If a student accidentally accesses a web site that is inappropriate, the student should immediately inform his/her teacher or the Technology Department so that the site may be blocked.

1. Your password should be kept private at all times! If you think someone else knows your password, notify your teacher/administrator immediately so it can be changed.

Do not use another student's password or a teacher's password--this is a serious offense.

2. The Internet is provided to students for research purposes...not personal entertainment. ANY site not approved by your teacher or the technology Department is considered inappropriate & will result in punishment.

The following list of prohibited websites includes, but not limited to:

- Blog sites/Chat rooms
- Non-approved online games
- Pornography
- Plagiarism sites (term papers, essays, etc...)
- Hate / Racism sites

- Shopping
- Gambling
- Websites that provide instructions for cyber intrusion

3. The following list is considered “cyber intrusion” which is a form of vandalism on the computer operating system and is not allowed:

- Software “sabotage” – causing an existing program to not function properly
- Changing System Settings
- Installing or deleting programs

Consequences for Violating Actions Above

First Offense: Loss of internet privileges (length of time to be determined by administration). Possible placement in ISS or ALC for 3 days, if applicable.

Second Offense: Complete loss of computer privileges for one month (account disabled). Possible placement in ISS or ALC for 5 days, if applicable.

Third Offense: Complete loss of computer privileges for the remainder of the school year (account disabled) and a possible referral to the Alternative School. Possible placement in ISS or ALC for 10 days, if applicable.

Vandalism

Physical vandalism of computers, monitors or other technology equipment will NOT be tolerated at Elizabethtown Independent Schools. This will result in immediate and complete loss of all computer privileges, and you will be held responsible for the cost of repairing or replacing the damage.

Access to Electronic Media (Acceptable Use Policy)

The Board supports reasonable access to various information formats for students, employees, and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

It is the policy of the Board to comply with all provisions of applicable statutes and regulations. The responsibility for compliance shall rest with the Superintendent and his/her designee(s) through implementation of appropriate procedures.

SAFETY PROCEDURES AND GUIDELINES

Guidelines and procedures shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its initial Internet safety measures. Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources. Employees shall also be required to sign a staff member account agreement.

DISREGARD OF RULES

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

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

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members

who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

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

AUDIT OF USE

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

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

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

Transportation

This section identifies policies and procedures related to student transportation, including use of the buses to travel to and from school, on field trips, and other extracurricular activities.

Student transportation is provided within the county and is available to all students in grades kindergarten through 12th. Elizabethtown Independent Schools operates over 14 buses to ensure students arrive at school and home safely in an efficient manner.

School bus transportation is authorized for pupils regularly enrolled in a public school in all grades. The transportation department of the Elizabethtown Independent Schools provides you and your student with the best equipment and drivers and with the safest program possible. The following regulations are furnished for your information and compliance.

All rules and responsibilities in the Student Code of Conduct including the Required Standards, are applicable to conduct while riding the bus, getting on and off the bus, and waiting for the bus.

Please review these with your child to ensure he or she is aware of these procedures.

AT THE BUS STOP

- Be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Be at the bus stop five minutes before the bus is scheduled to arrive. Buses are prohibited from stopping in the road to wait for a student as this is a safety hazard. This applies to AM and PM routes.
- Always cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver's signal.
- Do not run toward or run across the street in front of a school bus while it is in motion.
- Never stand in the road while waiting for the bus. Wait in an orderly line off-highway or street. Wait until the bus stops, watch for the driver's signal and then walk to the door and board the bus in an orderly manner. Do not push and/or shove.
- Students shall board the bus and immediately take their seat and not move

within the bus while it is in motion.

WHILE RIDING THE BUS

- Students are to obey the driver and follow directions the first time they are given.
- Students shall ride their assigned bus.
- No students, other than those assigned to the bus, shall be allowed to ride a school bus without written permission from a parent or guardian signed by the principal of the school or their designee.
- Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray the full cost of repairs before riding privileges are restored.

ON THE TRIP HOME

- Passengers are permitted to leave the bus only at the regular designated stop. Any change must be made with the parent's request in writing and approved by the signature of the school principal or his/her designee.
- If a student lives on the opposite side of the road from the bus stop, the student should go to the front of the bus and wait until the driver gives the signal to cross the road. Never cross the road in the rear of a stopped school bus.

RESPONSIBILITY OF PARENTS

- Any complaints of drivers, students, or parents shall be reported promptly to the principal or Director of Transportation.
- Parents should report any misconduct on school buses to the principal.
- Parents should report all traffic hazards and the bus numbers of all buses observed being operated carelessly by calling the Transportation Department at 270-769-9710.
- Parents should encourage students to observe all safety and conduct regulations established for the safe and efficient operation of the school bus.
- Parents should emphasize to their students the need to observe extreme caution when approaching bus stops, moving buses, or stopped buses.
- Parents should see that their children are at the bus stop five minutes before the bus is scheduled to arrive.

PROHIBITED BEHAVIOR

Students shall not engage in any activity that might divert the driver's attention away from driving the bus and cause an accident, such as, but not limited to the following:

- a. Disobedient or impudent to driver;
- b. Moving around while the bus is in motion;
- c. Sticking head or hands out of the windows;
- d. Throwing objects out of windows;
- e. Unusually loud talking or laughing;
- f. Tampering with the bus or its equipment;
- g. Vaping, smoking or use of tobacco products on the bus;
- h. Scuffling or fighting on the bus;
- i. Using obscene language;
- j. Littering the bus;
- k. Disturbing others;
- l. Unnecessary conversation with the driver;
- m. Eating or drinking on the bus;
- n. Bringing prohibited items on the bus;
- o. Obstructing the aisle;
- p. Occupying more space in a seat than required;
- q. Vandalism to the bus;
- r. Improper conduct while at a bus stop;
- s. Improperly boarding a bus;
- t. Improperly leaving a bus;
- u. Tardy to the bus;

- v. Riding a bus other than one assigned;
- w. Getting off at an unauthorized stop;
- x. Arguing;
- y. Any behavior considered unsafe to the driver and/or passengers

ACTIONS TO BE TAKEN

Violations of the rules and regulations for riding a school bus may result, but not limited to, the following actions:

First offense – the bus driver will have a talk with the student.

Second offense – a misconduct report will be filed with the principal and parent/guardian. The student will not be allowed back on the bus until the parent has signed and returned to the driver a copy of the misconduct report.

Third offense – an additional misconduct report is filed with the principal and the student is suspended from the bus for not less than two (2) days nor more than ten (10) days.

Fourth offense – a final misconduct report is filed and the principal may suspend bus riding privileges for up to the remainder of the school year.

Some offenses are of such a serious nature that they can be deemed to warrant suspension of bus riding privileges without following the aforementioned procedures. Included in these offenses are, but not limited to, the following:

- a. Use or possession of alcohol, drugs, or narcotics
- b. Fighting or scuffling
- c. Use of profane language
- d. Throwing objects (no consumption of food, candy, or beverages allowed on the bus)
- e. Vandalism (at a minimum, the student must pay for damages before privileges are restored)
- f. Using, operating, or tampering with the operation of controls of the school bus
- g. Failure to ride only the assigned bus

- h. Failure to comply with the authority of the bus driver on the regulations of pupils riding the school bus
- i. Possession of a firearm or weapons