

1. Cover and throughout code: ~~Code of Conduct & School Information~~

- Changed to: **Code of Acceptable Behavior & Discipline**

Committee recommended changing title to reflect language used in multiple board polices.

Example: 09.438

2. Page 2

- **100% Nicotine/E-Cig/Vape Device Free**

HB 142

3. Page 14

- **Cell Phone Violation ***
- **1st confiscation returned at the end of school day, 2nd confiscation sent to the board of education and legal guardian can pick-up, 3rd confiscation sent to the board of education and retained until June 15th.**

Committee recommended adding cell phone policy/procedure to Code of Conduct for consistency and transparency.

4. Page 15

- Possessing and/or using e-cigarettes, lighter, matches, tobacco/e-cig/vape devices **or other alternative nicotine** products at school or on school related property (i.e. bus stop) ******.
 - i. ****First incident, student must be referred to school counselor or other school based mental health service provide to review the adopted prevention and cessation materials.**

HB 142 and School Board Policy 09.4232

5. Page 16

- Assault, by striking, shoving, kicking, biting, saliva, or other bodily fluids, or otherwise subjecting another person(s) to physical contact resulting in significant physical injury, or physical threat of life, or violence to another person(s) requiring medical attention.
- Sexual assault or physical sexual abuse. *
- Possession/Distribution of Child Pornography on/off school property that interferes or causes disruption to the educational process. *
- Social Media harassment or abuse, whether committed during or outside of the school, if such actions creates a substantial disruption to the educational process. *
 - *** Please notify Title IX Coordinator. Refer to page??**

Recommendations made based on Title IX regulations and board policy.

6. Page 21 -SCHOOL BUS SAFETY, RULES, AND REGULATIONS

- Ride only the bus to which they are assigned and remain on the bus until they reach their destination or transfer point.
- Students **MUST** arrive at the bus stop 10 minutes early. The bus will not wait for students running late or because a parent requests they wait. The bus will not stop at unscheduled stops.
- **Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.** No student will be

permitted to board or get off a bus other than at their designated stop. All bus changes must be requested through the transportation office.

- Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.
- When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
- When pupils enter the bus, they shall proceed directly to a seat.
- Pupils shall remain seated until the bus has come to a complete stop.
- Pupils shall not extend their arms, legs, or heads out the bus windows.
- Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.
- Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
- Treat the bus driver/monitor with the same courtesy and respect given to teachers and respect that the driver is in charge of the bus.
- ~~Behave on the bus.~~ Unacceptable behavior includes noncompliance, disrespect, bullying, disobedience, vulgar, foul and profane language, fighting, harassing, pushing, and shoving other students and other offensive acts.
- ~~Obey and respect the bus monitor, if a monitor is assigned to assist on the bus.~~
- ~~Board the bus quickly and take a seat immediately without disturbing other passengers and without running or shoving.~~
- ~~Stay on the bus while it is moving and remain seated correctly until the bus comes to a complete stop.~~
- Only occupy the space in the seat that is required, especially when students are asked to ride three (3) to a seat.
- Hold all of their personal items on their lap, items cannot be placed in the aisle.
- Students MUST keep the aisle of the bus clear at all times.
- Keep the bus clean and refrain from damaging it.
- ~~When necessary, cross the road only in front of the bus and at a safe distance in order to be seen by the driver and on the driver's signal.~~
- In an emergency situation students should: Remain calm, listen for the driver's instructions and exit the bus promptly.
- Exit bus in an orderly fashion.
- Pre K-K students may only be released to persons on the transportation/pickup form. ID may be required.
- **Students may NOT**
- ~~Trade/move seats during the bus ride or when the bus is moving unless directed or given permission to do so.~~
- ~~Open or close windows without permission. Doors/exits may not be opened except in an emergency.~~
- ~~Use subtle foul gestures i.e: middle finger/suggestive.~~
- ~~Engage in any activity which might distract the driver's attention from driving including: loud talking, laughing, shouting or singing.~~
- ~~Litter, damage, tamper, or cause excessive wear to the bus or other property.~~
- ~~Stand in the road or street while waiting for the bus or engage in activities such as: fighting, pushing, or rough housing at bus stop.~~
- ~~Students may NOT extend any body part or object out the bus windows or doors.~~
- ~~Engage in unnecessary conversation with the bus driver~~
- ~~Consume food or drinks on the bus, to include food/drinks handed out by schools.~~

- ~~Use electronic devices such as radios, recorders, cell phones, etc. except with the permission of the bus driver or monitor.~~
- ~~Transport or have in their possession firearms or other dangerous weapons (real or pretend) while on the school bus. Students will be reported to the appropriate law enforcement agency for violations.~~

Changes made based on HB 446 and Board Policy 06.34 and 09.226.

7. Page 24 - ATTENDANCE

- We understand students may occasionally be called away from their daily work of learning due to medical or unexpected situations. Students who are absent from school are required to have a legitimate excuse. Within ~~three~~ **five (3 5)** school days of a student's return from absence, he/she must present a written note that is dated/signed by parent/guardian or physician explaining the absence. A maximum of ten (10) excused days per school year, plus a maximum of five (5) Late Arrivals/Early Dismissals that are less than 35% of the school day. If notes are not received within ~~three~~ **five (3 5)** of the absence, the absent remains unexcused.
- ***Call your child's school each day to report that he/she is unable to attend school. You may also email your school's attendance clerk before the start of the school day. If your call/email after 8:00 a.m., you may still receive the automated attendance call.***

- Biggs Early Childhood 859- 292-5895
 - katherine.carmack@covington.kyschools.us
- Glenn O. Swing 859-292-5821
 - sherri.hicks@covington.kyschools.us
- John G. Carlisle 859-292-5812
 - apryl.frazier@covington.kyschools.us
- Latonia 859-292-5825
 - kim.frank@covington.kyschools.us
- Ninth District 859-292-5823
 - lisa.frazier@covington.kyschools.us
- Sixth District 859-292-5819
 - tracey.eversole@covington.kyschools.us
- Holmes Middle 859-392-1108
 - helene.hill@covington.kyschools.us
- Holmes High 859-655-9545, press #5
 - crystal.white@covington.kyschools.us
- Alternative School (TLC) 859-581-7512
 - @covington.kyschools.us
- **Changed color to red: Suspended days are unexcused absent events according to state regulation. State law indicates that an absent event being coded as excused or unexcused is the decision of the building principal. Possible excused absent events include:**
- **All absent notes must be received no later than 3 5 school days after the absence in order to be excused.**

Changes recommended based on feedback from Student Success Specialist. The student success specialist works directly with families on attendance concerns. The committee wanted to provide parents with additional information on reporting student absences.

8. Page 32 - HARASSMENT/DISCRIMINATION, HARASSING COMMUNICATION GRIEVANCE PROCEDURES

- A student or parent who believes he/she has been a victim of an act of harassment, discrimination, harassing communication, or who has observed other students being victimized shall, as soon as reasonably practicable, inform his/her Principal in writing and then immediately notify the Superintendent and or the Title IX/Equity Coordinator, as appropriate. ~~Complaints of harassment and or discrimination, whether verbal or written, shall lead to a documented investigation and a written report within twenty four (24) hours of receiving a serious allegation of harassment/discrimination, the Principal or their immediate supervisor, shall immediately forward information to the Superintendent.~~
- Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor. The supervisor shall immediately forward information to the Superintendent/designee. The Superintendent/designee may take interim measures to protect complainants during the investigation.
- ~~**Procedures**~~
- ~~The following procedures are to be followed in handling harassment/discrimination, harassing communication grievances by student or parent:~~
- ~~**Level 1:** A student/parent shall present his or her written grievance to the student's Principal Title IX/Equity Coordinator. The Principal shall investigate allegations of harassment/discrimination, harassing communication as soon as circumstances allow, but not later~~

~~than three (3) work days of submission of the original written grievance. The Principal shall discuss with the student/parent the nature of the grievance and any action that the Principal believes should be taken to resolve the concern of the student/parent. The Principal shall provide a written response to the student/parent no later than ten (10) work days after receipt of the student/parent's original written grievance. The Principal forwards a copy of the grievance and response to the Superintendent and the Title IX/Equity Coordinator.~~

- ~~● **Level 2:** If the student/parent wishes further review of his or her grievance, the original written grievance may be presented to the Title IX/Equity Coordinator. The Title IX/Equity Coordinator, or his/her designee, shall review previously presented information and administrative responses, and conduct any additional investigation deemed necessary. The Title IX/Equity Coordinator, or designee, shall provide a written response to the student/parent no later than ten (10) work days after receipt of the student/parent's communication at Level 2.~~
- ~~● A written report of all findings of the investigation shall be completed within thirty (30) work days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.~~
- ~~● **Level 3:** If the student/parent wishes further review of his or her grievance, the student/parent may appeal the written response of the Title IX Equity Coordinator to the Superintendent, no later than ten (10) work days after receipt of the Title IX/Equity Coordinator's response from Level 2.~~
- ~~● The Superintendent shall consider the original written grievance and the Title IX Equity Coordinator's response as the appeal and will provide the student/parent a written response within ten (10) work days. The decision of the Superintendent shall be final.~~

- **09.428111 Ap.1**

- **Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination**

- This notice shall be provided to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements.
- The District's Title IX Coordinators (TIXC): Ken Ellis, Title IX Coordinator, Jessica Duty, DPP/Deputy Title IX Coordinator – 25 E 7th St, Covington, KY 41011...Phone: 859-392-1000.
- Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the TIXC.
- The District must prominently display the contact information required to be listed for the TIXC and Policies 03.113, 03.212 Equal Employment Opportunity, 09.13 Equal Educational Opportunity, 03.1621, 03.2621, 09.428111 Title IX Sexual Harassment and 09.428111 AP.11 Title IX Grievance Procedures on its website, if any, and in each handbook or catalog that it makes available to persons entitled to a notification listed above.
- The District must ensure that the TIXC(s), Investigators, Decision Makers, and any person who facilitates an informal resolution process, receive training on the regulatory definition of sexual harassment; the scope of the District's educational program or activities; how to conduct an

investigation; the grievance process (including informal resolutions and appeals); and impartial service, conflict of interest, and bias standards.

- The District must make these training materials publicly available on its website, or if the District does not maintain a website the District must make these materials available upon request for inspection by members of the public.
- **REFERENCES:**
- Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106
- **RELATED POLICIES:**
- 03.113; 03.1621; 03.212; 03.2621; 09.313; 09.428111
- **RELATED PROCEDURES:**
- 03.1621; 03.2621; (all procedures)
- 09.428111 (all procedures)
- Review/Revised:8/17/2020
- To obtain this notice in another language other than English, please call: Ken Ellis, Title IX Coordinator, Jessica Duty, DPP/Deputy Title IX Coordinator – 25 E 7th St, Covington, KY 41011...Phone: 859-392-1000.

Recommendations made based on board policy 09.4281111 AP.1

9. Page 46

- ~~Hazing —An action which endangers the mental or physical health of a minor or student for the purpose of recruitment, intimation into, affiliation with, or enhancing or maintain membership or status within any organization, including but not limited to actions which cause, coerce or force a minor to student.~~ A direct action which substantially endangers the 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 coerce or force a minor or student. For more information, please see Board Policy 09.422.

Recommendations being made based on board policy 09.422.

10. Page 47

- Transformational Learning Center Paula Capano, ~~Interim~~ Principal
- Holmes High School, ~~Ben Brown, Principal~~
- Student Support Services, ~~Janice Wilkerson, Ph. D,~~ Asst. Superintendent

11. Page 49

- 100% ~~TOBACCO-NICOTINE/E-CIG/VAPE DEVICE FREE~~
- ~~In partnership with Covington Partners and St. Elizabeth Healthcare, Covington Independent Public Schools will provide the research-based smoking cessation program, Fresh start, throughout the school year. Information will be provided through our website and social media outlets.~~ Evidence-based, age appropriate nicotine/E-Cig/Vape Device 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.

Recommendations being made based on HB 142.

