

2026-2027 District Code of Acceptable Behavior and Discipline

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Table of Contents

District Information	4
Introduction	4
Mission Statement	4
Vision Statement	5
Important Notice to Parents/Guardians and Students	5
A Letter from the Superintendent	5
Elizabethtown Independent Policy on Discrimination	6
Enrollment Information	6
Procedure for Dissemination	6
Review of the Code	7
Individual Rights and Responsibilities	7
Leaving the School Campus	9
Visitors	10
School Property	10
Lost or Damaged Instructional Materials	10
Library	10
Lockers	10
Hall Traffic	10
Romantic Relationships	11
Personal Property	11
Student Sales and Exchanges	11
Lost and Found	11
Faculty/Staff Workroom	12
Use of School Telephones and Personal Devices	12
Student Social Security Numbers	12
Pest Control Services at School	12
Volunteers	12
Student Behavior and Discipline	13
Student Code of Acceptable Behavior	13
Required Standards	13
Disciplinary Responses to Student Behavior	16
Search and Seizure	16
Conduct on Buses	17
General Student Conduct	17
Harassment, Intimidation, Bullying, and Hazing	17
Suspension of Students with Disabilities	18
Expulsion of Students with Disabilities	19
Criminal Violations	19
Suspension, Expulsion, and Due Process	20
Pre-Hearing Procedure	21
Hearing Procedure	21
Alternative Placement and Valley View Education Center	22
Referral Process	22
Weapons	23
Weapons Detection Screening	24
Educational Concerns and Grievance Procedure	24
School No-Contact Directive	24
Restraint and Seclusion Policy	25
Prohibited Substance Policy	25
Consequences for Violations of the Prohibited Substance Policy	26
School Food Service Program	26
Community Eligibility Provision / Household Income Forms	26
School Meal Charges and Meal Accounts	27
Food Allergies and Special Dietary Needs	27
Compulsory School Attendance	27

Exemptions from Compulsory Attendance	28
Home/Hospital Instruction	28
Absences and Excuses	28
Unexcused Absences, Tardies, and Truancy	29
Attendance and Participation in Field Trips and Extra-Curricular Activities	30
Early Checkout from School and Illness at School	30
Tardiness	31
Family Trips, Extended Time, and Educational Enhancement Opportunities	31
Make-Up Work	31
Consequences of Excessive Absenteeism	32
No Pass/No Drive	32
School Health Services	32
Medical Examinations and Entry Requirements	32
Medical Examinations of Athletes	33
Emergency Care and Crisis Procedures	33
Contagious Diseases, Communicable Diseases, and Illness at School	33
Dispensing Medication / Student Medication	34
Head Lice	35
School Nurse	36
Mental Health / Suicide Prevention	37
Hearing and Vision Screenings	38
Meningococcal Meningitis	38
Severe Allergies and Serious Health Conditions	38
Emergency Care Forms	39
Immunization Requirements	39
Special Programs	39
Athletics	40
Insurance (Athletics)	41
Safety (Athletics)	41
Preschool through Primary Grade Transportation	41
Available Extra-Curricular Activities	41
FERPA Rights / Student Records	41
Infinite Campus Parent Portal	42
Protection of Pupil Rights Amendment / PPRA Notice	42
Child Abuse, Neglect, Dependency, Human Trafficking, and Female Genital Mutilation Reporting	42
Computer Technology and Internet Access	43
Transportation	44
Title IX Notification	46
Traceable Communications / Electronic Communication with Students	47
Moment of Silence or Reflection	47
Final Publication Notes	48

District Information

This section provides districtwide information for all students served by Elizabethtown Independent Schools in preschool through grade twelve, including students served in alternative, specialized, or district-operated programs.

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/guardian, 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.

This Code establishes minimum behavior standards. Recognizing that each school, grade, or class may require special provisions, school councils, administrators, and teachers have authority to make rules to enforce these standards in keeping with their areas of responsibility. Any school-level rules or procedures must remain consistent with Board policy, administrative procedure, applicable law, and districtwide requirements.

The Board policies and administrative procedures referenced in this Code are available on the Elizabethtown Independent Schools website under Board of Education -> Policies and Procedures.

Mission Statement

Elizabethtown Independent Schools will provide a high quality education for all students that prepares them for success. As a school district, we are committed to collaborating with all stakeholders to foster high expectations, a positive culture, and a supportive environment that meets the needs of every student. We will hold each other accountable through effective systems and communication which will lead to growth and innovation while building on our Tradition of Excellence.

Vision Statement

We choose to build on our Tradition of Excellence by ensuring each student achieves academic growth, personal responsibility, and future readiness.

Important Notice to Parents/Guardians and Students

This District Code of Acceptable Behavior and Discipline establishes districtwide expectations and minimum behavior standards for all Elizabethtown Independent Schools students.

All Elizabethtown Independent Schools operate under school-based decision making council governance, with the exception of Valley View Education Center. School councils, administrators, and teachers may develop school-level rules, classroom procedures, and discipline practices that supplement this Code. Any school-level rules or procedures must remain consistent with Board policy, administrative procedure, applicable law, and districtwide requirements.

Parents/guardians and students should review each school's student handbook for additional school-specific expectations, procedures, and information.

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/guardians, and employees of the Elizabethtown Independent Board of Education are hereby notified this school district does not unlawfully discriminate on the basis of age, color, disability, race, national

origin, religion, sex, including sexual orientation or gender identity, or veteran status in employment, educational programs, vocational programs, or activities as required by Board policy and applicable law.

The Principal of each school has been designated as the person to contact concerning compliance with applicable laws on nondiscrimination at the school level. Any person having inquiries concerning the Elizabethtown Independent Board of Education's compliance with Title IX, Title VI, Section 504, or the ADA is directed to contact the Office of the Superintendent, Elizabethtown Independent Board of Education, 219 Helm Street, Elizabethtown, KY 42701, 270-765-6146.

Questions or reports specifically involving Title IX or sex discrimination may also be referred to the District Title IX Coordinator as identified in the Title IX Notification section of this Code.

A copy of the Board policy regarding discrimination/harassment is available at each school and on the District website.

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

The District Code of Acceptable Behavior and Discipline shall be posted at each school, referenced in school handbooks, and provided to school employees, parents/guardians, and legal guardians as required by Board policy and applicable law.

At the beginning of each school year, students shall receive orientation to the Code. Orientation may include assembly programs, classroom instruction, or other school-level procedures. When students initially enroll, they

shall receive access to the Code and an explanation of its contents. Teachers shall receive orientation to the Code before students enter school.

Parents/guardians and students may be required to acknowledge receipt of the Code. Students are expected to follow the Code regardless of whether an acknowledgment form is signed and returned.

Review of the Code

The Board shall update the District Code of Acceptable Behavior and Discipline at least every two (2) years. At least every two (2) years, the Board shall appoint a committee to review the Code and propose revisions as needed. Any revisions to the Code shall be distributed as required by Board policy and applicable law.

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 unlawful discrimination based on categories protected by Board policy and applicable law.
- 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

Students are expected to respect and properly care for school property, District technology, instructional materials, library materials, equipment, facilities, and other District resources. Parents/guardians and students may be held responsible for payment, repair, replacement, or restitution for school property that is lost, damaged, or destroyed while under the student's care or control, consistent with Board policy, District procedures, and applicable law.

Lost or Damaged Instructional Materials

Instructional materials shall be made available to all students. No student shall be denied full participation in an educational program due to an inability to pay for or rent necessary instructional materials. Students and/or parents/guardians may be responsible for compensating the District for instructional materials that are lost, damaged, or destroyed while in the student's possession.

Library

Each student is responsible for library materials checked out in the student's name. If library material is lost or damaged, the student and/or parent/guardian may be responsible for paying the cost of replacement or repair.

Lockers

Students are responsible for the locker assigned to them and may be responsible for damage to the locker beyond normal use. Lockers are school property and are jointly held by the school and the student during the school year. Students should not expect privacy for items left in lockers.

School authorities may conduct general inspections of lockers on a regular basis. During inspections, school property such as overdue library materials or instructional materials may be collected. A specific locker may be searched if reasonable grounds exist to believe that evidence of a violation of law or school rules is contained in the locker. Illegal items, items reasonably determined to be a threat to safety or security, or items that may disrupt or interfere with the educational process may be seized or temporarily removed consistent with Board policy and District procedures.

Hall Traffic

Students shall move to and from classes in an orderly manner. Excessive or inappropriate public displays of affection are not permitted 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

Students and families are responsible for personal items brought to school, including electronics and valuables. The school and District are not responsible for personal items that are lost, damaged, or stolen.

Student Sales and Exchanges

Students shall not sell, trade, or exchange items for personal gain at school or during school-sponsored activities without prior approval from the Principal/designee. Any approved sales activity on school premises must have a clear school-related purpose and must comply with Board policy, District procedures, school rules, and applicable law. Students shall not be required or compelled to participate in fund-raising activities.

Lost and Found

Found items should be turned in to the school office or other location designated by the school. Lost items may be claimed through the school office or designated lost-and-found area. Unclaimed items may be handled according to school procedures.

Faculty/Staff Workroom

Faculty/staff workrooms and other designated staff areas are restricted to authorized personnel unless permission is granted by school staff. Students shall not enter or use these areas without permission.

Use of School Telephones and Personal Devices

Students may use school telephones only with permission from the Principal/designee or office staff.

Parents/guardians should call the school only in cases of emergency or when a message must be relayed through the office. Students will not be called out of class except in emergency situations.

Students who become ill or need assistance during the school day should report to the school office so that school staff can contact a parent/guardian and provide appropriate support. Students shall not use personal devices to make arrangements to leave school without notifying school staff or receiving authorization consistent with Board policy and school procedures.

Student Social Security Numbers

Kentucky does not require a student to possess or present a Social Security card for school enrollment.

Parents/guardians have the right to decline providing this information to the school. However, some federal and state programs may require a Social Security number or other identifying information before certain benefits or services can be provided. Examples may include specific food service programs, KEES eligibility, driver's license verification under No Pass/No Drive requirements, and other state or federal programs.

Parents/guardians who do not wish to provide this information should contact the school counselor or school office for additional information.

Pest Control Services at School

Elizabethtown Independent Schools implements an Integrated Pest Management program to prevent and control pests through strategies that may include the judicious use of pesticides. Pesticide applications in schools or on school grounds during times when children are present are limited by state regulation and District procedures.

At the beginning of each school year, parents/guardians shall be given the opportunity to be placed on a registry to receive an electronic message or telephone call prior to the application of pesticides in the school when children are present. Parents/guardians who wish to be placed on the notification registry should contact the office of the student's school.

When, after consultation with a certified applicator, school administration determines that a pesticide application is necessary when children are present, notification shall be provided to persons listed on the registry prior to the application in accordance with District procedures. Pesticide application areas shall be posted as required by District procedures and applicable regulation.

Volunteers

Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers shall provide assistance only under the direction and supervision of professional administrative and teaching staff.

The District shall conduct a state criminal records check on volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for students at a school site or

on school-sponsored trips or activities. Pursuant to Board policy and applicable law, the Superintendent/designee also may require volunteers to submit to a state and national fingerprint-based criminal history background check and to provide a clear child abuse/neglect check.

No volunteer shall be used to supervise students, or be considered to have authority to supervise students, unless the volunteer has been designated to supervise students by the Principal, approved by the Superintendent/designee, and completed the required records check. Volunteers must comply with Board policy, District procedures, school rules, and all safety and emergency procedures applicable to their volunteer role.

Student Behavior and Discipline

This section provides districtwide student behavior and discipline information for all students served by Elizabethtown Independent Schools in preschool through grade twelve, including students served in alternative, specialized, or district-operated programs.

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. A consistent local discipline code supports orderly learning, student accountability, and fair disciplinary decision-making.

Law confers rights and freedoms 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 maintain an orderly environment provided they adhere to due process and other applicable standards.

Student Code of Acceptable Behavior

The following rules and standards are provided so that students and families understand expected student behavior. A safe, orderly, respectful, and well-disciplined school environment is necessary for teaching and learning and is the right of every student and staff member.

Students and parents/guardians are expected to review this Code and may be required to acknowledge receipt of the Code at the beginning of each school year or upon first-time enrollment with Elizabethtown Independent Schools. Students are required to follow this Code even if an acknowledgment form is not signed and returned.

Students may report bullying or other violations of this Code to a classroom teacher, counselor, school administrator, Principal/designee, or other trusted school employee. Reports involving conduct that may warrant suspension or expulsion, a felony offense, or a report required by law shall be referred to the Principal/designee for further action. Retaliation against a student who reports bullying or another Code violation, or who assists or participates in an investigation, proceeding, or hearing regarding a violation, is prohibited.

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 carry, bring, use, possess, or transmit any weapon, dangerous instrument, or look-alike, including laser beam devices, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity, except where expressly and specifically permitted by Kentucky Revised Statute.
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 engage in sexual harassment, sex discrimination, or other conduct of a sexual nature that violates Board policy, District procedures, this Code, or applicable law. Reports involving sexual harassment or sex discrimination shall be addressed in accordance with applicable Board policy, District procedures, and Title IX procedures when applicable.
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 the student's 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 shall dress and maintain personal appearance in a manner consistent with Board policy. The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. If a school/council develops additional dress code expectations, those expectations shall be consistent with Board standards set out in this District Code of Acceptable Behavior and Discipline.
14. Harassment of, or discrimination against, another student based on race, color, national origin, age, religion, sex, including sexual orientation or gender identity, disability, or any other basis prohibited by Board policy or applicable law is prohibited. Complaints of harassment or discrimination shall be addressed in accordance with applicable Board policy and District procedures.
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 personal telecommunications devices and other related

electronic devices. Students are prohibited from using a personal telecommunication device during instructional time, except during an emergency, when directed to do so by a teacher for an instructional purpose, or when authorized by a teacher.

Students shall observe the following conditions:

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;
- Accesses social media unless authorized to do so by a teacher for an instructional purpose;
- Violates confidentiality or privacy rights of another individual, including but not limited to taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena, such as sporting events, academic competitions, or performances to which the general public is admitted, where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
- Is profane, indecent, or obscene;
- Constitutes or promotes illegal activity or activity in violation of school rules;
- Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device; or
- Uses communication devices to connect to the Internet, unless authorized by a certified employee.

b. Chronic non-compliance shall result in permanent loss of privileges.

c. Students are responsible for keeping up with devices they bring to school. 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. 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 parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student or the student's parent/guardian, as appropriate.

f. 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 this Code of Acceptable Behavior and Discipline.

Disciplinary Responses to Student Behavior

The Elizabethtown Independent Schools Discipline Matrix for the 2026-2027 school year is incorporated by reference as a companion document to this Code. The matrix provides guidance for disciplinary responses based on the nature of the behavior, the level of misconduct, and applicable student-specific circumstances.

The matrix organizes student misconduct into defined categories and identifies possible disciplinary responses that may be considered by teachers, administrators, and other appropriate school personnel. The examples provided are not intended to include every possible behavior or response, but serve as guidance for consistent, fair, and developmentally appropriate decision-making.

Nothing in the discipline matrix limits the District's authority or obligation to respond as required by Board policy, District procedures, applicable law, emergency circumstances, student-specific legal requirements, or the facts of a particular situation.

 [EIS_Discipline_Matrix_2026_2027_Final.xlsx](#)

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 ITEMS All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

Conduct on Buses

Students are required to follow all rules, procedures, and expectations established by Elizabethtown Independent Schools and the Transportation Department while at bus stops, boarding or exiting the bus, riding the bus, and participating in school-sponsored transportation.

General Student Conduct

Students are expected to conduct themselves in a manner that supports a safe, orderly, and respectful learning environment. Students shall follow school rules, comply with reasonable directions from school staff, participate appropriately in the educational process, and show respect for staff, other students, visitors, and school property.

Harassment, Intimidation, Bullying, and Hazing

Students are expected to speak and behave in a civil manner toward other students, staff, and visitors. Lewd, profane, vulgar, abusive, threatening, harassing, intimidating, bullying, or hazing behavior is prohibited. This expectation applies on school premises, on school-sponsored transportation, at school-sponsored events, and to other conduct that disrupts the education process or is otherwise subject to school authority under Board policy, District procedures, and applicable law.

Bullying

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

7. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
8. That disrupts the education process.

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

Hazing

Hazing means a direct action that 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 that coerce or force a minor or student to:

9. Violate federal or state criminal law;
10. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance that subjects the minor or student to a risk of serious physical injury;
11. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
12. Endure brutality of a sexual nature; or
13. Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

For purposes of this section, organization includes a number of persons who are associated with a school and each other, including a student organization, team, club, association, or similar group.

Reporting

Students who believe they have been the victim of bullying, hazing, harassment, intimidation, threats, or other risky behavior, or who have observed such conduct, should report the concern as soon as reasonably practicable to a teacher, counselor, school administrator, Principal/designee, or other trusted school employee. Reports may also be made through the District's designated reporting or tip system.

School employees shall take reasonable and prudent action in situations involving student welfare and safety and shall report concerns as required by Board policy, District procedures, and applicable law. Serious incidents involving peer-to-peer bullying, hazing, harassment, threats, or safety concerns shall be reported to the Principal/designee for investigation and appropriate response. Certain incidents may also require reporting to law enforcement or handling under the District's harassment/discrimination or Title IX procedures.

Response and Consequences

The Principal/designee shall investigate and address reports of bullying, hazing, harassment, intimidation, threats, or related misconduct in accordance with Board policy, District procedures, this Code, the District discipline matrix, and applicable law. Responses may include counseling, corrective action, restorative or supportive measures, disciplinary action, parent/guardian notification, referral to law enforcement or other agencies when required or appropriate, suspension or expulsion when warranted, and measures to restore a positive school climate and support affected students.

False reports made in bad faith and retaliation against a person who reports or participates in an investigation are prohibited and may result in disciplinary action.

Suspension of Students with Disabilities

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 Students with Disabilities

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 the school in their role as students and to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and the federal government apply to conduct on school

property, on school-sponsored transportation, at school-sponsored activities, and in other circumstances where school authority applies under Board policy, District procedures, and applicable law.

When school officials know or have reasonable cause to believe that conduct has occurred that must be reported to law enforcement or another agency, the District shall make required reports in accordance with Board policy, District procedures, and applicable law. Reportable conduct may include, but is not limited to, threats or plans of violence targeting a school or students, firearms or deadly weapons in violation of law, assault resulting in serious injury, sexual offenses, kidnapping, assault involving the use of a weapon, controlled-substance violations, damage to property, or other conduct required by law to be reported.

School disciplinary action may proceed independently of criminal, juvenile, or court proceedings. The District is not required to delay school disciplinary action pending the outcome of a criminal, juvenile, or court matter. Students accused of misconduct shall receive due process and any other legally required protections before suspension, expulsion, alternative placement, or other disciplinary action is imposed.

When student conduct may require criminal-justice, juvenile-court, child-protective-services, threat-assessment, mental-health, or other agency involvement, the District shall respond in accordance with Board policy, District procedures, this Code, the District discipline matrix, and applicable law.

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 actions available 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 Placement and Valley View Education Center Referral Process

Valley View Education Center serves as the District's Alternative Education Program for students whose academic, behavioral, social-emotional, safety, or transition needs may not be effectively addressed in the traditional school setting. The purpose of alternative education is to provide a meaningful alternative to suspension and/or expulsion, remediate academic performance, improve behavior, provide an enhanced learning experience, and support successful transition back to the regular school assignment when possible or to postsecondary status.

Students may be referred for alternative placement based on conduct, academic progress, safety concerns, educational needs, or other reasons provided in this Code, Board policy, District procedures, or program standards adopted by the District. A district committee shall review referrals and determine whether the student should be placed in an alternative setting or remain at the student's current school of residence.

A parent/legal guardian, or a student who is eighteen (18) years of age or older, may request voluntary placement in the Alternative Education Program. Voluntary placement requests shall be reviewed in accordance with District procedures and program standards.

Referral Process

Except in extreme cases such as possession of weapons, drugs, alcohol, threats or acts of violence, safety concerns, or other behaviors warranting immediate referral, students should participate in appropriate school-level interventions prior to referral. Referrals and recommendations to Valley View Education Center are appropriate for students for whom intensive interventions have been implemented and adequate improvement has not been made, or when the student's conduct, safety concern, academic progress, or educational needs support consideration of alternative placement.

To be considered for placement at Valley View Education Center, the required Valley View referral process and documentation shall be completed. Additional information regarding placement may be brought before the committee by individuals with direct knowledge of the student and/or as approved by the Superintendent/designee.

Before a student is assigned to the Alternative Education Program, school administrators shall determine that applicable disciplinary policy, Board policy, District procedures, and program standards have been followed. Parents/guardians shall be notified of the assignment as required by District procedures, including the reason for the assignment and information related to the student's alternative education services.

Individual Learning Plan Addendum and Services

For long-term placements in grades six through twelve (6-12), an Individual Learning Plan Addendum shall be developed or revised in accordance with Board policy and District procedures. The plan shall address, as appropriate, academic needs, behavioral needs, criteria for re-entry into the traditional program, and review of student progress. Students participating in the Alternative Education Program shall continue to be able to access regular school work and other District resources and services as determined through the development of the Individual Learning Plan Addendum.

For students identified under the Individuals with Disabilities Education Act or Section 504, any change in placement or service delivery shall be made through the required ARC, IEP, or Section 504 process and in accordance with applicable legal requirements.

Transition

Transition meetings shall be held when appropriate for students entering Valley View Education Center and when students are referred back to the home school after receiving services at Valley View. Transition planning should include appropriate stakeholders and shall identify strategies to support successful placement, re-entry, follow-up monitoring, and student progress. If transition back to the regular school setting is not successful, reassignment to the Alternative Education Program may be considered in accordance with Board policy and District procedures.

A student assigned to the Alternative Education Program shall be expected to participate in the program until the student has met established requirements for transition back to the home school or to postsecondary opportunities, unless otherwise determined in accordance with Board policy, District procedures, applicable law, or the student's individualized plan.

Weapons

Students are never allowed to bring a weapon to school. The Board urges parents/guardians and other citizens to make sure that students do not have inappropriate access to weapons.

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing of any weapon or dangerous instrument, or any look-alike, including laser beam devices, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, bludgeon, booby trap device, brass knuckles or artificial knuckles of any kind, a knife having a blade of greater than three (3) inches, any knife on which the blades can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, or any other object that is carried for the purpose of inflicting injury or harm on another person.

When a student violates the prohibition on weapons, the Principal shall immediately report the violation to the Superintendent/designee, who shall determine whether charges for expulsion should be filed. When school officials have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of law or assault involving the use of a weapon.

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. However, the Board may modify such expulsions on a case-by-case basis in accordance with Board policy and applicable law. Any case-by-case modification of the one-year expulsion requirement shall be in writing.

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

Weapons Detection Screening

As part of the District's school safety and security procedures, Elizabethtown Independent Schools may use weapons detection screening at designated locations and events. Routine morning arrival screening may be used at T.K. Stone Middle School and Elizabethtown High School. Weapons detection screening may also be used at large gatherings, school-sponsored events, or other activities at any district school, facility, or event location during or outside the regular school day.

Weapons detection screening procedures shall be implemented under the direction of the Superintendent/designee and in accordance with Board policy, applicable law, and District safety procedures.

Educational Concerns and Grievance Procedure

Students and parents/guardians wishing to express an educational concern or grievance shall follow the order of appeal established by Board policy and District procedures:

14. Teacher;
15. Principal;
16. School council, where appropriate;
17. Superintendent; and
18. Board.

This order of appeal does not prevent a student or parent/guardian from conferring with the Superintendent or Board whenever they wish. However, the District may redirect the concern to the appropriate level for review and response under Board policy and District procedures.

Grievances are individual in nature and must be brought by the individual grievant. A student or parent/guardian must file a grievance within fifteen (15) school days following the alleged violation, unless an extension is permitted under District procedures. No reprisal shall be taken against a student because of the filing of a grievance.

Responses shall be provided within the timelines established by District procedures. If a grievance proceeds through the formal grievance process, responses at each level shall be presented within ten (10) school days of receipt of the grievance at that level, unless timelines are extended by mutual consent as permitted by District procedures.

Harassment/discrimination allegations, Title I complaints, and complaints alleging discrimination in the delivery of benefits or services in the District's school nutrition program shall be addressed through the specific complaint or grievance process applicable to that matter.

School No-Contact Directive

As part of the District's responsibility to maintain a safe, orderly, and respectful learning environment, the Principal/designee may issue a written directive instructing a student to avoid contact with another student when such direction is necessary to support safety, order, corrective action, or the educational environment.

A no-contact directive may include restrictions on in-person contact, written communication, electronic communication, messages through other students, phone calls, or other forms of contact. Students who violate

a no-contact directive may be subject to disciplinary action consistent with this Code, Board policy, and District procedures.

Restraint and Seclusion Policy

Elizabethtown Independent Schools has adopted Board policy and District procedures governing the use of physical restraint and seclusion. These requirements are designed to promote the safety of students, school personnel, and visitors. The policy and related procedures may be viewed on the District website or a printed copy may be requested from the school office.

School personnel shall be trained annually on the use of positive behavioral supports and interventions as required by law and District procedures. A core team of selected school personnel shall receive additional annual training to respond to dangerous behavior and to implement physical restraint when permitted. This does not prohibit a non-core team member from using physical restraint when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, core-trained school personnel shall be summoned as soon as possible.

Physical restraint and seclusion shall not be used as punishment or discipline, to force compliance or retaliate, as a substitute for appropriate educational or behavioral support, as a routine school safety measure, as a convenience for staff, or as a substitute for timeout.

Physical restraint or seclusion may be used only as permitted by Board policy, District procedures, and applicable law. During physical restraint or seclusion, students shall be monitored as required by law and District procedures.

Following each incident involving physical restraint or seclusion, the Principal/designee shall be notified as soon as possible, but no later than the end of the school day on which it occurs. The parent/guardian of a student who is not an emancipated youth shall be notified as soon as possible within twenty-four hours of the incident, either verbally or through electronic communication. If the parent/guardian cannot be reached within that time frame, written communication shall be mailed via U.S. mail.

Parents/guardians or emancipated youth may request a debriefing session following the use of physical restraint or seclusion. A requested debriefing session shall occur as soon as practicable, but no later than five school days following receipt of the request, unless delayed by written mutual agreement.

All incidents involving physical restraint or seclusion shall be documented as required by Board policy, District procedures, and applicable law. Parents/guardians may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures.

Prohibited Substance Policy

Prohibited substances include alcohol, controlled substances, prohibited drugs and substances, drug paraphernalia, substances that look like controlled substances, unauthorized prescription drugs, and other substances prohibited by Board policy or applicable law.

No student shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any alcoholic beverage, controlled substance, prohibited drug or substance, drug paraphernalia, or substance that looks like a controlled substance on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

Students shall not possess prescription drugs for the purpose of sale or distribution. Use of medication authorized by and administered in accordance with a prescription from a physician or dentist shall not be

considered a violation of this section when the medication is handled in accordance with Board policy, District medication procedures, and required authorization forms. Prescription and over-the-counter medication shall not be shared with another student. Students may not keep medication in their possession unless authorized under Board policy and District procedures.

Students shall not use or possess any tobacco product, alternative nicotine product, or vapor product on or in Board property at all times, including any vehicle owned, operated, leased, or contracted for use by the Board, or 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.

Violations of this section may result in disciplinary action consistent with Board policy, this Code, the District discipline matrix, and applicable law, including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities, when appropriate. Violations may also result in required reporting to law enforcement or other agencies as required by law.

Consequences for Violations of the Prohibited Substance Policy

Students who violate the District's Prohibited Substance Policy shall be subject to disciplinary action consistent with Board policy, this Code, the District discipline matrix, and applicable law.

For tobacco, alternative nicotine, or vapor product violations involving a student under the age of twenty-one, the District shall confiscate the product and apply the following consequences:

19. For the first incident, the school counselor or other school-based mental health services provider shall provide the parent/guardian and student evidence-based, age-appropriate nicotine cessation information, including but not limited to materials, programs, and referrals for treatment;
20. For a second incident, the school shall provide the information listed above and impose disciplinary action as determined by Board policy and this Code; and
21. For third and subsequent incidents, the student may receive in-school or out-of-school suspension. The school shall provide the opportunity for the student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

School Food Service Program

The Elizabethtown Independent Schools School Nutrition Program operates in accordance with applicable federal and state requirements, including the National School Lunch Program, the School Breakfast Program, United States Department of Agriculture requirements, and applicable health regulations. Breakfast and lunch are served daily in each school cafeteria. Meals served in school cafeterias shall meet or exceed applicable state and federal requirements. No student shall be denied the opportunity to eat breakfast or lunch in any school.

Product and nutritional information is maintained by the School Nutrition Program. Menus may be viewed through the District's approved menu system or other communication method designated by the District.

Community Eligibility Provision / Household Income Forms

Elizabethtown Independent Schools may participate in the Community Eligibility Provision or other school nutrition program options that allow eligible schools to provide breakfast and lunch at no charge to households. When meals are provided at no charge, families may still be asked to complete Household Income Forms or

other required forms. These forms help the District provide information required by state and federal programs and may support funding for district and school programs.

School Meal Charges and Meal Accounts

All students will be assigned a meal account. Parents/guardians shall be provided the written meal charge policy at the beginning of each school year or upon enrollment for students transferring into the District during the school year. Parents/guardians shall also be advised of available payment systems and meal prices, when applicable.

Students may purchase a la carte or extra items only if they have sufficient funds in their food service account or have money at the time of purchase. Students shall not be permitted to charge a la carte items.

Parents/guardians may contact the school cafeteria manager to obtain information about a student meal account or to request a meal history report.

Delinquent meal charges from prior school years remain the responsibility of the household and may be carried over from year to year while the student is enrolled in the District. Delinquent meal charges shall be handled in accordance with Board policy, District procedures, and applicable federal and state requirements.

Food Allergies and Special Dietary Needs

The School Nutrition Program shall provide modified menus or food preparation for students as required by an individual education plan, Section 504 plan, health plan, or other applicable legal requirement. Food substitutions or meal modifications shall be based on child-specific medical guidance and District procedures. Menus will not be modified based on personal preference.

Parents/guardians requesting dietary accommodations for a student should notify the school principal of any food allergy or special dietary need related to a disabling condition or medical necessity and provide written medical information from an authorized medical authority as required by District procedures. Parents/guardians should also provide updated medical information when requested, participate in meetings or discussions regarding the student's meal plan, and notify the school of any changes related to the food allergy or special dietary need.

Food allergy and special dietary needs forms are available from the school cafeteria manager and the School Nutrition Program.

Compulsory School Attendance

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

A child who is five (5) years old and not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may be withdrawn from the program upon written request of the parent/guardian at any time within the first two (2) school calendar months. At the end of that trial period, the child shall be considered enrolled in the primary school program for purposes of compulsory attendance.

Exemptions from Compulsory Attendance

The Board shall exempt the following from compulsory attendance as provided by Board policy and applicable law:

22. A graduate from an accredited or approved four-year high school;
23. A pupil who is enrolled in a private or parochial school;
24. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school;
25. A pupil whose physical or mental condition prevents or renders inadvisable attendance at school or application to study;
26. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children;
27. A pupil who is enrolled and in regular attendance in a state-supported program for exceptional children; or
28. A student enrolled in a District-operated alternative education program who attains a High School Equivalency Diploma.

Before granting an exemption, the Board shall require a signed statement as required by law unless a student's individual education plan specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.

Home/Hospital Instruction

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including physical, health, or mental conditions. An extended period means an absence of more than five (5) consecutive school days. For a student admitted to an inpatient facility, the student may receive home/hospital instruction effective on the date of admittance.

Determination of a student's eligibility and provision of services for home/hospital instruction shall be made in compliance with Board policy, District procedures, and applicable law. A parent/guardian or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present or is otherwise delivering instruction.

At any time based on changes in the student's condition, the home/hospital review committee may review the student's continued eligibility for home/hospital instruction. Eligibility for home/hospital instruction may cease if a student placed by the review committee works, plays sports, or participates in extracurricular activities, except that this does not apply to a student with a 504 plan when the participation is consistent with the student's 504 plan.

The Admissions and Release Committee shall determine placement in home/hospital instruction for a student with disabilities. For a student with a Section 504 plan, the 504 Team may facilitate submission of an application to the home/hospital review committee.

Applications for home/hospital instruction may be obtained from the Assistant Superintendent for Student Services/Central Office and shall be returned to that office, not to the student's regular school.

Absences and Excuses

Attendance is a student-parent/guardian responsibility. The progress of a student depends upon punctuality and regular attendance. Recording of absences and tardies shall be made in compliance with applicable attendance requirements.

When a student must be absent from school, it is the responsibility of the parent/guardian to contact the school on the day of the absence and report why the student is absent. The purpose of the call is to make the school aware that the parent/guardian knows the student is not in school. A telephone call alone does not mean the absence will be excused. In order for an absence to be considered excused, it must meet one of the valid-excuse criteria recognized by Board policy, District procedures, and applicable law.

The following absences shall be considered excused when properly documented as required by District procedures:

29. Student illness, including mental or behavioral health, or injury of the student;
30. Death or severe illness in the student's immediate family;
31. Religious holidays and practices;
32. Court appearances, including summonses and subpoenas;
33. Driver's license examination;
34. College day for seniors and juniors, when preapproved by the Counseling Office;
35. Prearranged absences approved by the Principal;
36. Documented military leave;
37. One (1) day prior to the departure of a parent/guardian called to active military duty;
38. One (1) day upon the return of a parent/guardian from active military duty;
39. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
40. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
41. Student participation in any of the page programs of the General Assembly; and
42. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Parents/guardians and students have a five (5) day window to provide proof of an excused absence upon the student's return to school from an absence. The day of return is considered Day 1. For a parent note to be excused, it should include the date(s) of absence, the reason for the absence, the parent/guardian signature, and the parent/guardian phone number.

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 solely for lack of class attendance or class participation due to the excused absence.

Unexcused Absences, Tardies, and Truancy

All cumulative absences and tardies that do not meet the requirements for an excused absence or tardy under Board policy, District procedures, and applicable law shall be considered unexcused.

A student who has attained the age of six (6), but has not reached the student's eighteenth (18th) birthday, and who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is truant. A student enrolled in a public school who has attained the age of eighteen (18), but has not reached the student's twenty-first (21st) birthday, and who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is also truant.

Any student who has been reported as truant two (2) or more times is a habitual truant. For purposes of establishing a student's status as truant, the student's attendance record is cumulative for the entire school year. When a student transfers from one Kentucky district to another, attendance information from the previous district shall become part of the student's official attendance record for that school year.

Examples of unexcused absences may include, but are not limited to, truancy, working, missed ride, missed or suspended from bus, oversleeping, out-of-town absence not otherwise excused, or any absence or tardy that does not meet the requirements for an excused absence under Board policy, District procedures, or applicable law.

The Principal/designee shall notify the parent/guardian when a student becomes truant. Attendance concerns may result in intervention by the school, the Director of Pupil Personnel, or other appropriate district personnel. Continued unexcused absences or tardies may result in home visits, referral to the Court Designated Worker, referral to the County Attorney, or other action permitted or required by Board policy, District procedures, and applicable law.

Attendance and Participation in Field Trips and Extra-Curricular Activities

At the discretion of the Principal/designee, a student who is truant or habitually truant as defined by Board policy and applicable law may be restricted from attending or participating in non-instructional field trips, extra-curricular activities, or special school events, including but not limited to senior trip, prom, club trips, or similar activities. Any restriction shall be applied in a fair and consistent manner and in accordance with Board policy, District procedures, and applicable law.

Early Checkout from School and Illness at School

Upon arrival on the school campus, students shall not leave campus during the school day without proper authorization from the Principal/designee. Students leaving school with permission must sign out through the school office and, upon returning, must also sign back in through the school office.

Students shall be released according to the written instructions provided by the custodial parent/guardian. Any change from the authorized release process must be approved by the Principal/designee before the student leaves school in another manner. It is the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised.

When a student is picked up early, the custodial parent/guardian or authorized designee must report to the school office, provide proof of identification when requested, and sign for the student's release. Schools shall maintain a daily entry and exit log for students signing in late or signing out early.

Students shall not be released to persons who are not authorized in the student's release information unless approved by the Principal/designee consistent with Board policy, District procedures, and applicable law. Students shall not leave school with other students without approval from school administration.

A student who leaves school grounds without proper authorization shall be subject to appropriate disciplinary action. Students will not be allowed to leave school to transact personal business unless an emergency or other bona fide reason is involved, as determined by the Principal/designee.

Parents/guardians are encouraged to schedule medical and dental appointments outside the school day whenever possible. A student's absence shall be excused only for the time supported by the doctor's statement, excuse, or approved documentation, including reasonable travel time. A parent note may be used when applicable under the District's attendance procedures.

If a student becomes ill at school, school staff shall contact the parent/guardian so the student may be picked up or receive appropriate support. Emergency release of a student for illness or other bona fide reason shall be determined by the Principal/designee.

Tardiness

Tardy to class means a student arrives at any class, including homeroom, after the tone or signal has sounded for class to begin. Students are expected to be in the classroom and ready to begin when class starts.

The Kentucky Department of Education requires schools to keep an accurate record of attendance for all students. Any student who arrives at school after the start of the school day must sign in at the school office before going to class. Students may be required to obtain an admit slip before entering class.

On rare occasions, a student may arrive with an admit slip from the office or a note from another teacher or staff member who has detained the student. The note should show the time the student left and the reason the student was detained. Forged notes or falsified attendance documentation may result in disciplinary action consistent with this Code, the District discipline matrix, Board policy, and District procedures.

Family Trips, Extended Time, and Educational Enhancement Opportunities

The school calendar is published in advance so that families can plan trips and vacations outside of the school calendar whenever possible. Parents/guardians are expected not to remove students from school during regular school days or school days preceding vacation periods unless necessary.

If a parent/guardian must request that a student be absent for a family trip, vacation, or extended period of time, a written request must be submitted to the Principal at least one (1) week prior to the requested absence. The absence shall be excused only if the written request is submitted in advance and approved by the Principal.

Students may be granted an excused absence for up to ten (10) school days per school year to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. The opportunity may include, but is not limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language, or the arts.

Educational enhancement opportunity requests must be submitted using the required request form and must be approved by the Principal prior to the absence. The request must show that the activity has an educational purpose, significant educational value, and a direct relationship to one of the core curriculum subjects.

Unless the Principal determines that extenuating circumstances exist, requests for absences during state or district testing periods shall not be granted. The Principal's decision may be appealed to the Superintendent/designee and then to the Board under the grievance policy and procedures.

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

Make-Up Work

Students receiving an excused absence shall have the opportunity to make up school work missed and shall not have their class grades adversely affected solely for lack of class attendance or class participation due to the excused absence. Students granted an approved educational enhancement opportunity absence shall be allowed to make up school work as required by Board policy and District procedures.

For unexcused absences, make-up work and credit shall be handled in accordance with Board policy, District procedures, school procedures, and teacher classroom expectations.

Students who are suspended may be provided the opportunity to complete make-up work as required by Board policy, District procedures, applicable law, and school procedures. Major projects, major tests, assignments made before the suspension, and assignments made during the suspension but not due until after the suspension ends may be made up.

Consequences of Excessive Absenteeism

Students with excessive unexcused absences or tardies may be subject to school or district intervention, including parent/guardian contact, attendance conferences, home visits, referral to the Director of Pupil Personnel, referral to the Court Designated Worker or County Attorney when appropriate, and other action permitted or required by Board policy, District procedures, and applicable law.

At the discretion of the Principal/designee, students with excessive unexcused absences or tardies may also be restricted from non-instructional school-sponsored activities, extracurricular activities, special events, or school parking privileges. Any such restriction shall be applied in a fair and consistent manner and in accordance with Board policy, District procedures, and applicable law.

A student and/or parent/guardian who has been notified of disciplinary action related to excessive absences may first request a meeting with the Principal/designee to review the attendance concern. When established at the school level, a school attendance committee may be used to hear student appeals related to attendance in accordance with District procedures. Additional review may be available through the Superintendent/designee or other applicable grievance procedures.

No Pass/No Drive

Kentucky law requires school compliance verification for eligible students seeking an instructional permit or driver's license. Students who are fifteen (15) years of age but less than eighteen (18) may be subject to driver's license, permit, or driving privilege denial or revocation if they become academically deficient, deficient in attendance, or drop out of school as defined by Board policy and applicable law.

For purposes of No Pass/No Drive, a student shall be deemed academically deficient if the student has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester. A student shall be deemed deficient in attendance when the student accumulates nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences for this purpose.

Students whose driving permits or privileges are revoked, but who later meet the standards for reinstatement, must apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency in accordance with Board policy, District procedures, and applicable law.

School Health Services

Elizabethtown Independent Schools recognizes the connection between student health, safety, attendance, and learning. The District shall provide school health services in accordance with Board policy, District procedures, the Kentucky Department of Education Health Services Reference Guide, and applicable law.

Medical Examinations and Entry Requirements

Students shall undergo preventive health care, dental, and vision examinations as required by Kentucky Administrative Regulation. Required examinations shall be reported on state forms or through an electronic medical record that includes the required information.

Each school shall initiate and maintain a cumulative health record for each student entering school. Health records shall be maintained throughout the student's attendance in accordance with Board policy, District procedures, and applicable confidentiality requirements.

The District shall maintain a program of continuous health supervision for students, including screening tests related to growth and development, vision, and hearing. Referral and appropriate follow-up of an abnormality noted by screening or teacher observation shall be recorded in the student's school health record.

Immunization certificates required by Kentucky regulation shall be on file within two (2) weeks of a student's enrollment in school and shall be kept current. Forms relating to exemptions from immunization requirements shall be available at each school.

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.

Emergency Care and 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.

Contagious Diseases, Communicable Diseases, and Illness at School

A parent/guardian or other person or agency responsible for a student shall notify the Principal if the student has a medical condition defined by the Cabinet for Health and Family Services as threatening the safety of the student or others in the school. Notification shall be provided as soon as the condition becomes known and upon each subsequent enrollment.

If a student is known or suspected to have, or be infected with, a communicable disease or condition for which a reasonable probability of transmission exists in a school setting, the Superintendent may order the student excluded from school. The period of exclusion shall be based on generally accepted medical standards obtained through consultation with the student's physician, the local health officer, or the Kentucky Department for Public Health.

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department, except for diseases considered confidential under applicable law or regulation. Medical information shall be shared only as permitted by law and on a need-to-know basis consistent with Board policy and District procedures.

If a student becomes ill at school and appears unable to remain in class, school personnel shall contact the parent/guardian or other authorized person listed in the student's emergency information. School personnel may describe apparent symptoms but shall not attempt to diagnose the student's condition. The student shall remain under appropriate school supervision until the parent/guardian, authorized designee, health care practitioner, or emergency medical personnel arrives, as appropriate.

A student shall not be released after illness or injury to anyone other than the parent/guardian or authorized designee, unless otherwise permitted by Board policy, District procedures, or applicable law.

Dispensing Medication / Student Medication

Medication shall be administered or self-administered at school only in accordance with Board policy, District procedures, required authorization forms, and applicable law. Non-licensed school personnel who administer medication, including emergency medication, must be trained as required by law and District procedures.

The school shall not provide internal medicine, including aspirin, for the purpose of administering it to students. Antiseptic and appropriate emergency medications shall be maintained in the first-aid kit.

Students may take medication brought from home only after a completed authorization form from the parent/guardian is on file. Prescription medication requires completion of required forms by the parent/guardian and health care provider before any person administers the medication to a student or before the student self-medicates. Authorization forms are valid only for one school year or until treatment changes.

Prescription medication shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medication must be sent to school in a pharmacy-labeled container that includes the student's name, date dispensed, medication, dosage, strength, expiration date, directions for use, prescriber's name, and pharmacy information. Labels that have been altered in any way will not be accepted.

Over-the-counter medication shall not be administered in a school setting without a medical practitioner's order and signed parent/guardian consent, unless administered under a standing order or protocol signed by a medical practitioner. Over-the-counter medication must be in the original container with directions for administration attached.

Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication sent to school with a student must be in the original container, placed in a sealed envelope with the student's name on the outside, and given to designated school personnel immediately upon arrival. Unless otherwise approved for self-administration, all medications shall be kept in a locked, secure place accessible only to authorized school personnel.

Student self-administration is allowed only in accordance with Board policy, District procedures, and required written authorization. Students under treatment for asthma, diabetes, or at risk of anaphylaxis shall be permitted to self-administer medication when the required authorization forms are completed and on file. Students with documented life-threatening allergies, serious allergies, or other serious health conditions may be permitted to carry or self-administer medication as provided in an individual health care plan, individual education plan, Section 504 plan, or other approved health plan.

Students shall not share prescription or over-the-counter medication with another student. Violations may result in disciplinary action, including but not limited to suspension or expulsion, consistent with Board policy, District procedures, this Code, and applicable law.

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 live head lice at school.

When students are observed/reported to have live 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 supports student health services in accordance with Board policy, District procedures, licensure requirements, parent/guardian authorization when required, and applicable law.

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

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

Each public school shall provide two (2) high-quality, evidence-based suicide prevention awareness lessons each school year to students in grades six through twelve (6-12), the first by September 15 and the second by January 15, with an opportunity for absent students to receive the lesson at a later time.

Each public school shall provide two (2) high-quality, evidence-based suicide prevention awareness lessons each school year to students in grades six through twelve (6-12), the first by September 15 and the second by January 15, with an opportunity for absent students to receive the lesson at a later time.

Hearing and 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.

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 may be found through the Kentucky Cabinet for Health and Family Services and applicable Kentucky immunization regulations. For entry into sixth grade, students 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 concerning student and school health issues, Elizabethtown Independent Schools is making families aware of a potentially fatal bacterial infection that strikes teenagers and college students at a higher rate than other groups. This information provides facts about the disease and helps families take precautions to prevent students 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.

Meningococcal meningitis is spread through the exchange of respiratory droplets, which may include sharing a drink or utensils, kissing, coughing, or sneezing. Lifestyle factors common among adolescents and young adults may be linked to meningococcal meningitis, such as crowded living situations, active or passive smoking, and sharing items that touch a person's mouth, such as lip balm, water bottles, and cups.

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 through the Centers for Disease Control and Prevention and the Kentucky Cabinet for Health and Family Services.

Severe Allergies and Serious Health Conditions

Students with severe allergies or other serious health conditions should obtain an 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 a student is new to Elizabethtown Independent Schools or if the health conditions of a student change, parents/guardians should complete and submit a new form immediately. The Principal, school nurse, or parent/guardian may request a meeting of all relevant parties to establish a response plan for students with severe allergies or other health conditions, such as seizures or asthma.

Emergency Care Forms

Prior to any administration of medications or basic first aid, parents/guardians are to sign and return an Emergency Care Form for each student. This form allows school nurses to provide emergency care to students. Without a signed consent, students may be returned to class or asked to call home, as appropriate.

Immunization Requirements

Students shall comply with Kentucky immunization requirements for enrollment and school attendance. The required immunization certificate shall be on file within two (2) weeks of a student's enrollment in school and shall be kept current. Forms relating to exemptions from immunization requirements shall be available at each school.

A current immunization certificate shall be provided at enrollment in day care, kindergarten, seventh grade, eleventh grade, new enrollment at any grade, upon legal name change, and at a school-required examination, as required by Kentucky regulation.

Required enrollment and health documentation shall not serve as a barrier to immediate enrollment of students designated as homeless or foster children. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

Students from military families shall have thirty (30) days from the date of enrollment to obtain required immunizations, or additional time as may be permitted by Interstate Compact rules.

The Kentucky immunization schedule may be included as an appendix or linked through the Kentucky Cabinet for Health and Family Services. Any detailed immunization schedule included in this Code should be reviewed annually to ensure it reflects current Kentucky requirements.

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. Parents/guardians have the right to request information regarding the professional qualifications of their child's teacher(s). If requested, the District will provide, in a timely manner, 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 the student is provided services by paraeducators, and if so, their qualifications.

To request this information, please contact the school Principal or counselor. Families may also contact the Elizabethtown Independent School District Central Office at 270-765-6146 and ask for the Personnel

Department. Please include the student's name, the school the student attends, the names of the student'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 academically and 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, interests, 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. Student services may 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 and individual projects that encourage students to become autonomous learners.

EDUCATION OF 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; and
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.

Athletics

A contestant who reaches his or her 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 / Student Records

The Family Educational Rights and Privacy Act protects the privacy of student education records.

Parents/guardians and eligible students have rights concerning student education records as provided by Board policy, District procedures, and applicable law. An eligible student is a student who is eighteen (18) years of age or older or who is attending a postsecondary institution.

Parents/guardians and eligible students have the right to inspect and review the student's education records within forty-five (45) calendar days of the District receiving a request for access. Requests should be submitted in writing to the school Principal/designee and should identify the record(s) to be inspected. Parents/guardians and eligible students also have the right to inspect and review logs documenting disclosures of the student's education records, except where law or regulation does not require the District to maintain or provide such a log.

Parents/guardians and eligible students may request amendment of education records they believe are inaccurate, misleading, or in violation of privacy or other rights. If the District decides not to amend the record as requested, the parent/guardian or eligible student shall be notified of the decision and advised of the right to a hearing as required by law and District procedures.

Parents/guardians and eligible students have the right to provide written consent before disclosure of personally identifiable information contained in education records, except when FERPA authorizes disclosure without consent. Disclosure without consent may include disclosure to school officials and service providers with legitimate educational interests, to officials of another school or postsecondary institution where the student seeks or intends to enroll or is already enrolled, to appropriate parties in connection with a health or safety emergency, and other disclosures authorized by law.

The District may release directory information as permitted by Board policy and applicable law. Directory information may include student names, school email address, participation in officially recognized activities and sports, photograph/picture, grade level, and weight and height of members of athletic teams. Information about the living situation of a student designated as homeless shall not be treated as directory information. Parents/guardians or eligible students who do not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

Unless the parent/guardian, eligible student, or secondary school student when applicable requests in writing that the District not release such information, the student's name, address, and telephone number, if listed, shall be released to Armed Forces recruiters and institutions of higher education upon request as required by law.

Parents/guardians and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with FERPA.

Infinite Campus Parent Portal

The Infinite Campus Parent Portal allows parents/guardians to access school-related information such as grades, attendance, schedules, assignments, notices, and announcements through a computer, tablet, or smartphone. First-time users may obtain an activation key from the student's school or through the District's designated Parent Portal support process.

Parent Portal users are responsible for using the portal in a responsible, legal, and ethical manner. Users shall keep passwords confidential and shall not allow others, including students, to access the user's account. Users shall not attempt to access another person's account or data, harm or alter data, use the portal for illegal activity or in violation of data privacy laws, or demonstrate security problems to others. Security concerns should be reported to the District's Central Office.

Access to the Parent Portal may be revoked for violation of the Parent Portal User Agreement, Board policy, District procedures, or applicable law.

Protection of Pupil Rights Amendment / PPRA Notice

Parents/guardians and eligible students shall receive annual notice of rights under the Protection of Pupil Rights Amendment regarding certain surveys, collection and use of information for marketing purposes, and certain non-emergency physical examinations or screenings, as required by District procedures and applicable law.

The District shall provide this notice annually through the Student Handbook, District Code of Acceptable Behavior and Discipline, or another avenue designated by the Superintendent/designee. Parents/guardians and eligible students may contact the school office or Central Office to review the full PPRA notice or to ask questions about survey, inspection, consent, or opt-out rights.

Child Abuse, Neglect, Dependency, Human Trafficking, and Female Genital Mutilation Reporting

Any District employee who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused, or neglected, or is a victim of human trafficking or female genital mutilation, shall immediately make an oral or written report to the proper authorities as required by Board policy, District procedures, and applicable law.

After making the required report, the employee shall notify the Principal of the suspected abuse, neglect, dependency, human trafficking, or female genital mutilation. If the Principal is suspected, the employee shall

notify the Superintendent/designee. The District shall not first investigate a claim of alleged child abuse before an employee makes the required report to the proper authorities.

Each school shall prominently display required hotline information, including the statewide child abuse hotline number, the National Human Trafficking Reporting Hotline number, and the Safe Haven Baby Boxes Crisis Line number, as required by District procedures.

Computer Technology and Internet Access

This section identifies expectations for student use of District technology, District-managed systems and accounts, electronic mail, Internet access, software, instructional devices, phones, interactive or non-interactive video, and other similar electronic resources or systems. District technology and access to electronic media are provided to support teaching, learning, communication, and school-related activities.

Access to Electronic Media / Acceptable and Responsible Use

Access to District technology and electronic media is a privilege, not a right. Users are responsible for appropriate behavior when using District technology, networks, systems, accounts, and electronic resources. Students shall use District technology and related resources for educational purposes and in a manner consistent with Board policy, District procedures, school rules, and applicable law.

Students shall comply with all applicable user agreements, acceptable/responsible use expectations, and directions from supervising staff. Parents/guardians and students shall acknowledge required permission/agreement materials as required by District procedures. A parent/guardian or eligible student who wishes to opt out of, modify, or rescind access to electronic media involving District technological resources must submit a written request in accordance with District procedures.

No Privacy Guarantee

District administrators may access information stored in user directories, on current user screens, in electronic mail, or on District-provided or District-sponsored technology services to maintain system integrity and ensure responsible use. Users should not expect files, communications, or information stored on District servers, District-managed systems, or District-provided/sponsored technology services to be private.

Internet Safety and Digital Citizenship

Internet safety measures shall apply to District-owned devices with Internet access, District-managed systems and accounts, and personal devices permitted to access the District network. These measures are intended to address access by minors to inappropriate material, safety and security of minors using electronic communications, unauthorized access and unlawful online activity, unauthorized disclosure or use of personal information, and access to materials harmful to minors.

Students shall receive instruction in appropriate online behavior, including interaction with others on social media and in chat rooms, cyberbullying awareness and response, and responsible digital citizenship. Students are expected to demonstrate respectful, responsible, safe, and ethical use of technology.

Prohibited Uses

Students shall not use District technology, networks, systems, accounts, or electronic resources to:

43. Violate state or federal legal requirements addressing privacy, including unauthorized disclosure, use, or dissemination of personal information;
44. Send, display, access, or distribute offensive, profane, obscene, harassing, intimidating, threatening, abusive, or discriminatory messages, pictures, or material;
45. Damage or attempt to damage computer systems, networks, instructional devices, school or District websites, software, data, or other technology resources;

46. Violate copyright laws, including illegal copying or use of protected material;
47. Use another user's password, share passwords, hack, gain unauthorized access, or attempt to gain unauthorized access to computers, systems, accounts, folders, work, or files;
48. Intentionally waste limited technology resources or use District technology for commercial purposes, financial gain, or illegal activity;
49. Access social media unless authorized by a teacher for an instructional purpose;
50. Use technology resources to bully, threaten, harass, intimidate, or attack a student, staff member, or other person;
51. Access, create, transmit, or possess sexually explicit, inappropriate, or harmful material;
52. Establish or use unauthorized email accounts, blogs, online journals, messaging systems, or other communication systems using District resources;
53. Bypass or attempt to bypass content filters, monitoring systems, security settings, or other technology protections; or
54. Use emerging technologies, including artificial intelligence or AI-enhanced tools, in a manner that violates Board policy, District procedures, school rules, academic integrity expectations, data privacy requirements, or applicable law.

Emerging Technologies and Artificial Intelligence

Students may use emerging technologies, including artificial intelligence or AI-enhanced tools, only when permitted by school rules, teacher direction, Board policy, District procedures, and applicable law. Such tools shall not be used for cheating, plagiarism, misrepresentation of student work, unauthorized disclosure of student information, or any other prohibited purpose.

Responsibility for Damages and Violations

Individuals shall reimburse the Board for repair or replacement of District property that is lost, stolen, damaged, or vandalized while under their care. Students who violate technology rules may be subject to loss or restriction of technology privileges, disciplinary action, legal action when appropriate, and other consequences consistent with Board policy, District procedures, this Code, and applicable law.

Transportation

This section identifies expectations related to student transportation, including travel to and from school, field trips, extracurricular activities, and other school-sponsored or school-related transportation. All rules and responsibilities in this Code, including the Required Standards, apply while students are waiting for the bus, boarding or exiting the bus, riding the bus, and participating in school-sponsored transportation. Students shall also comply with the District Transportation Services Policy, transportation safety procedures, bus driver directions, and school rules.

At the Bus Stop

Students shall:

55. Be at the assigned bus stop five (5) minutes before the bus is scheduled to arrive. The bus cannot wait beyond its regular schedule for students who are tardy. Buses shall not stop in the roadway to wait for students.
56. Wait at the assigned bus stop off the roadway and remain there until the driver has stopped the bus, opened the entrance door, and signaled students to enter.
57. Board the bus in an orderly manner and proceed directly to a seat.
58. Cross the roadway only when signaled to do so by the bus driver. When crossing is required, students shall cross in front of the bus at a safe distance so they can be seen by the driver.
59. Never run toward or across the street in front of a moving bus and never cross behind a stopped school bus.

While Riding the Bus

Students shall:

60. Obey the driver and follow directions the first time they are given.
61. Ride only the assigned bus unless written permission from the parent/guardian is approved by the Principal/designee.
62. Remain seated until the bus has come to a complete stop.
63. Not change seats while the bus is in motion unless given permission by the bus driver.
64. Keep arms, legs, heads, and objects inside the bus windows.
65. Avoid noise or behavior that distracts the driver or interferes with the driver's ability to hear emergency vehicles, trains, or other safety signals.
66. Report damage to the driver promptly. Parents/guardians may be held responsible for restitution of damages beyond normal usage caused by their child.

On the Trip Home

Students may leave the bus only at the regular designated stop unless a change is requested in writing by the parent/guardian and approved by the Principal/designee. If a student lives on the opposite side of the road from the bus stop, the student shall go to the front of the bus and wait until the driver gives the signal to cross. Students shall never cross behind a stopped school bus.

Responsibility of Parents/Guardians

Parents/guardians should:

67. Encourage students to follow all safety and conduct expectations established for the safe and efficient operation of school transportation;
68. Emphasize the need for extreme caution when approaching bus stops, moving buses, or stopped buses;
69. Ensure students are at the bus stop five (5) minutes before the bus is scheduled to arrive;
70. Report student misconduct on buses to the Principal/designee;
71. Report complaints or concerns involving drivers, students, or parents/guardians promptly to the Principal/designee or Director of Transportation; and
72. Report traffic hazards or concerns about bus operation to the Transportation Department.

Prohibited Behavior

Students shall not engage in any activity that may distract the driver, endanger passengers, interfere with safe operation of the bus, damage property, violate this Code, or violate Board policy, District procedures, school rules, or applicable law. Prohibited behavior includes, but is not limited to:

73. Disobeying or showing disrespect toward the driver;
74. Moving around while the bus is in motion;
75. Extending head, hands, arms, legs, or objects out of windows;
76. Throwing objects inside the bus or out of windows;
77. Loud, disruptive, or unsafe noise;
78. Tampering with the bus or its equipment;
79. Vaping, smoking, or using/possessing tobacco, alternative nicotine, or vapor products;
80. Scuffling, pushing, tripping, fighting, or threatening behavior;
81. Using obscene, profane, abusive, harassing, or discriminatory language;
82. Littering, eating, or drinking on the bus unless authorized;
83. Unnecessary conversation with the driver;
84. Bringing prohibited or unsafe items onto the bus, including items that block aisles or exits or otherwise impede exiting the bus;
85. Bringing firearms or weapons, fireworks or explosive materials, live animals except service animals, glass objects, or helium balloons onto the bus;

- 86. Obstructing the aisle or occupying more space than needed in a seat;
- 87. Vandalism or damage to the bus;
- 88. Improper conduct at a bus stop, while boarding, or while exiting;
- 89. Riding a bus other than the assigned bus or getting off at an unauthorized stop without required approval; or
- 90. Any behavior considered unsafe to the driver, passengers, or others.

Responses to Transportation Violations

Bus drivers shall promptly report violations of District policy or school rules to the Principal/designee. Drivers may file a written or electronic misconduct report, including a recommendation regarding transportation privileges.

Violations of transportation rules may result in disciplinary action consistent with this Code, the District discipline matrix, Board policy, District procedures, and applicable law. Possible responses include, but are not limited to, driver conference with the student, parent/guardian notification, misconduct report, assigned seat, restitution for damages, school disciplinary action, temporary suspension of bus-riding privileges, or withholding of transportation privileges.

The Principal/designee may withhold bus-riding privileges for habitual or serious conduct violations as permitted by Board policy and District procedures. The Superintendent/designee may withhold bus-riding privileges up to the remainder of the school year. Some offenses may be serious enough to warrant immediate suspension of bus-riding privileges without following a progressive sequence of responses.

Video cameras may be installed on District school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misconduct recorded on video may be used for disciplinary purposes consistent with Board policy and District procedures.

Students with disabilities or special needs who exhibit inappropriate conduct shall be managed in accordance with the student's individual education plan, Section 504 plan, behavior plan when applicable, Board policy, District procedures, and applicable legal requirements.

Title IX Notification

Elizabethtown Independent Schools does not discriminate on the basis of sex in its education programs or activities and is required by Title IX not to discriminate in such a manner. Questions regarding Title IX or reports of sex discrimination, including sexual harassment, may be referred to the District Title IX Coordinator, the Assistant Secretary for Civil Rights, or both.

Title IX Coordinator:

Travis Gay / Derisa Hindle

219 Helm Street

Elizabethtown, KY 42701

travis.gay@etown.kyschools.us

derisa.hindle@etown.kyschools.us

270-765-6146

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. A report may be made in person, by mail, by telephone, by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time, including during non-business hours, using the contact information listed above.

Upon receiving a report involving conduct that may constitute Title IX Sexual Harassment in an education program or activity, the Title IX Coordinator will contact the complainant to discuss the availability of supportive measures and explain the process for filing a formal complaint. Formal complaints of Title IX Sexual Harassment shall be addressed in accordance with Board policy, District procedures, and applicable law.

District Title IX policies, procedures, grievance procedures, reporting forms, and training materials are available on the District website or may be requested from the Title IX Coordinator.

Traceable Communications / Electronic Communication with Students

In accordance with Board policy and applicable law, the Board shall designate a traceable communication system as the exclusive means for District employees and volunteers to communicate electronically with students. Each school shall provide parents/guardians written or electronic notification within the first ten (10) days of the school year identifying each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents/guardians to access and review communications sent through each designated program.

District employees and volunteers shall not communicate electronically with a student outside of the designated traceable communication system or through an unauthorized electronic communication program or application unless authorized in accordance with Board policy, District procedures, and written parental consent. This restriction does not apply to electronic communications between a student and the student's family member who is a District employee or volunteer.

A parent/guardian may submit written consent to authorize a designated District employee or volunteer who is not a family member to communicate electronically with the student outside of the traceable communication system. A completed consent form must be filed in the administrative office of the student's school before any outside electronic communication occurs and may be revoked by the parent/guardian at any time.

Unauthorized electronic communication shall be reported and addressed in accordance with Board policy, District procedures, and applicable law.

Moment of Silence or Reflection

A moment of silence or reflection shall occur at the commencement of the first class of each school day in accordance with Board policy and applicable law.

The moment of silence or reflection shall be at least one (1) minute but shall not exceed two (2) minutes in duration. During this time, students shall remain seated and silent and shall make no distracting display. Each student may, in the exercise of individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract from, or impede another student's exercise of individual choice.

District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection. Parents/guardians are encouraged to review these guidelines and provide guidance to their student regarding the moment of silence or reflection.