



2026 – 2027

Estill County Public Schools

Student Discipline Code of Acceptable Behavior & Discipline

Estill County Public Schools
253 Main Street
Irvine, Kentucky 40336

www.Estill.kyschools.us

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STUDENT DISCIPLINE CODE

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The 2026-2027 Student Discipline Code was reviewed by the following committee members:

Charlie Brock, Superintendent - Central Office
Wes Cornett, Assistant Superintendent - Central Office
Donald Norton, Director of Pupil Personnel - Central Office
Amanda Bryant, Director of Special Education - Central Office
Josh Yost, Finance Director and Federal Programs Coordinator - Central Office
Kathy Flynn, School Psychologist - Central Office
Jeremy Simpson, Chief Information Officer - Central Office
Tasha Halcomb, Principal - Estill County Middle School
Tonya Miller, Principal - West Irvine Elementary
Brandi Caudill, School Counselor - Estill County Middle School
Sarah Beard, Assistant Principal - Estill Springs Elementary
Trent Singleton, Principal - Estill County High School
Laura Freeman, Transportation Manager - Transportation Center

The Student Discipline Code, (Code of Acceptable Behavior and Discipline), is reviewed with students at the beginning of the school year. The parent/guardian and student shall sign and return to school, a statement acknowledging receipt of the Student Code Discipline Code of Behavior and Conduct.

No provisions in this Student Discipline Code are intended to grant students or parents, throughout this district, (parents refers to guardians), more rights than are provided by the United States Constitution, federal statutes, the Kentucky Constitution, and/or Kentucky statutes, and are instead intended solely to reflect the Estill County Public Schools' understanding and intended application of those federal and state constitutional and statutory provision.

The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, or disability in employment, educational programs, or activities. Our Title IX Coordinator is Andrea Williams Donald Norton. Please call (606) 723-2181 with questions or concerns.

ANNUAL NOTICE OF NON-DISCRIMINATION

Recipients of federal funding must annually issue a public statement of non-discrimination for all programs including career and technical education programs.

This notification is to:

- Be made prior to the beginning of each school year.
- Advise students, parents and families, employees, and the general public of the policy of non-discrimination;
- Contain an assurance that the lack of English language skills will not be a barrier to admission and participation in career and technical education programs;
- Be disseminated to communities of national origin minority persons with limited English language proficiency skills in their native language;
- Provide a brief summary of program offerings and admission criteria, and;
- Provide the name or title, office address and telephone number of the person(s) designated to coordinate Title III, VI, VII, IX, and Section 504 compliance.

Estill County Board of Education Annual Public Notice of Non-Discrimination

Students, their families, district employees, and potential employees of the Estill County Public Schools are hereby notified that the Estill County Public Schools does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations.

Board Policies, administrative procedures (APs), school-based decision making (SBDM) policies, and classroom management practices shall be applied consistently to all students without regard to their race, color, national origin, age, religion, sex, genetic information or disability following federal and state statutes. Also, different treatment of students based on race is unqualifiedly prohibited by Title IV.

Any persons having inquiries concerning Estill County Public Schools' compliance with Title I, Title II, Title IV, Title V, IDEA, and/or Section 504 may contact:

Josh Yost (Federal Programs) Amanda Bryant (IDEA and Section 504)
amanda.bryant@estill.kyschools.us
josh.yost@estill.kyschools.us
Estill County Board of Education
253 Main Street
Irvine, KY 40336
(606)723-2181

To obtain this information in a language other than English, call (606)723-2181.

Policy Statement

The Estill County Board of Education requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the administrative procedures of the school district and the laws of the community and state.

It is the intent of the Estill County Board of Education to provide a positive school climate for all participants (students, teachers, parents/guardians) in the schooling process; therefore, the Board of Education believes that every student has the right to a relevant education without disruption and a corresponding responsibility not to deny this right to other students. It is also the intent of the Estill County Board of Education staff and schools to address discipline within the district with a policy that looks at behavior through a Trauma Informed lens and this policy has been designed to prevent creating additional trauma to students who have been exposed to trauma experiences.

Since students will spend their lives in contact with others, they must learn to control themselves and be effective in training themselves to be self-disciplined, socially responsible citizens. The Board believes it to be a reasonable expectation for students to exhibit self-disciplined behavior. Disciplinary methods used by personnel will be aimed at not only preserving an atmosphere conducive to learning, but also developing student codes of behavior that are consistent with society. The school district is responsible for the school placement of students. The district reserves the right to place students in a different school due to behavioral issues.

This Student Discipline Code provides for consistent treatment for all pupils, fairness as required by constitutional due process and an atmosphere of open communication with clearly understood rules. It encourages behavior that will enable the pupils to develop to their fullest potential. Students will be responsible for this code in school, at school sponsored or related activities and on school buses.

In accordance with KRS 158.148, the board shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees. The code shall establish standards of acceptable student behavior and discipline and may include district-wide standards of behavior for students who participate in extracurricular and co-curricular activities. The Student Discipline code also shall include a process addressing how students can report code violations to district personnel for appropriate action. Once reviewed and approved, the student discipline code shall be distributed to students and parents in the district, including those students who enroll during the school year. The board shall update the Student Discipline Code at least every two (2) years. As directed by the Kentucky Department of Education (KDE), the district shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident. Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

Related Policies: 09.2211, 09.3, 09.42, 09.421, 09.422, 09.426, 09.42811

School Authority

The Superintendent/Designee will take reasonable action and be responsible for overall implementation and supervision of the board's Student Discipline Code and each principal will take reasonable action for administration and implementation of the code within each school. The principal (refers to principal, assistant principal and designee when appropriate), shall apply the code uniformly and fairly to each student without partiality or discrimination. Each school council shall set school policy concerning the selection and implementation of appropriate discipline and classroom management necessary to carry out the code.

Each teacher and administrator shall hold students to a strict account for their conduct on school premises, on the way to and from school, and on school sponsored trips and activities. Any person who enters school property is under the authority of the school during such a time as he/she remains on school property, and he/she shall abide by all rules and regulations set by the State Board, or school officials. (*Legal Ref: KRS 161:180*), Each teacher is primarily responsible for monitoring the conduct of students assigned to his/her class, however, the teacher should also assume responsibility for correcting improper conduct on the part of students of any level in any situation around the school, if they are not under the direct supervision of another person at that time. The classroom teacher is expected to manage discipline problems as much as possible. If it becomes necessary, students in question should be referred to the principal's office. In addition to the superintendent, principals and assistant principals are empowered to suspend students, but shall report any such action in writing immediately to the superintendent/designee and to the parent or guardian.

The principal shall oversee the deportment of students who ride on the school bus and who walk to and from the school.

The discipline of students is the responsibility of the principal who will decide the appropriate level of discipline for each reported incident. Factors that the principal may consider are: the seriousness of the incident, the student's age, and educational factors. The principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The principal shall notify the parents in cases where bus-riding privileges have been withheld. The superintendent or the superintendent's designee may withhold bus-riding privileges up to the remainder of the school year. The board has given the bus driver the responsibility of safely transporting students to and from school. The bus driver also has the authority to manage student behavior on the bus to maximize safe transportation.

Student and Parent Expectations

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff, and visitors at all times. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, use of lewd, profane, or vulgar language or action, taunting, verbal, or physical abuse of others, and/or other threatening inappropriate behavior.

Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. (*Legal Ref: SCBE 09.422*)

Students are expected to follow the regulations in the Student Discipline Code. If students are aware of anything impacting the safety of others or anything which may be a violation of the Student Discipline Code, they should report the information to a teacher or administrator. Upon receiving notification, an administrator will investigate the claim and respond accordingly to district policy and state guidelines.

Student expectations

- to an appropriate public education which maintains high education standards and meets the needs of individual pupils.
- to notification of information pertaining to regulations and policies, which pertain to their public school experiences.
- to reasonable physical protection and safety of their personal property.
- to consult with teachers, counselors, administrators, and other school personnel.
- to free student elections for organizations within the school or their counterparts within the state and nation.
- to candidacy and to hold office in student organizations within the school or within state or national student organizations.
- examination of their own personal school records. Further, students under the age of eighteen (18) are required to obtain parental-guardian approval for this examination.
- to challenge data. Students eighteen (18) or older or parents of children younger than 18 have the right to challenge the content of school records if they believe the records are inaccurate, misleading, or in any way violate the students' rights.
- to involvement in the school activities without being subject to any form of discrimination.
- to participate in school activities which require competition on an equal basis.
- to receive respect from other students and school personnel.
- to present complaints and grievances to proper school authorities and to receive replies from school officials regarding the disposition of their complaints and grievances within a reasonable amount of time.

Parents/Guardians expectations

- to send their student to a school with a positive educational climate.
- to expect all disruptive behavior is dealt with fairly, firmly, and quickly.
- to enroll their student in regularly scheduled classes with minimal disruptions.
- to expect their school to maintain high academic standards.
- to examine their student's personal school record.
- to address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances.

Student and Parent Responsibilities

Students have the responsibility:

- to maintain acceptable conduct at all times and to show respect for school authority by avoiding all acts of

defiance.

- to display consideration for the rights and property of others. (see board policy 9.426)
- to dress in a manner that does not interfere with the educational process and to maintain proper hygiene at all times.
- to abstain from the possession and or use of illegal substances including alcohol and tobacco.
- to abstain from possession and or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
- to abstain from physically attacking any person on buses, school activities and/or school grounds.
- to refrain from persistent violation of school regulations and to represent the truth in all matters.
- to be in attendance at all scheduled classes.
- to abstain from gambling, extortion, theft, or any other unlawful activity.
- to complete all homework and classwork and to refrain from cheating on all academic and/or athletic activities.
- to avoid the use of verbal abuse with all persons.
- to refrain from the harassment of fellow students and/or school personnel.
- to exhibit respect for other opinions by refraining from rudeness or inappropriate language.
- to abstain from willful disobedience by open rebellion to school regulations and /or school personnel.
- to practice proper safety procedures while using the building facilities and to report any unsafe condition to school authorities.
- to demonstrate commitment to the educational process by taking advantage of every opportunity to further their education.
- to practice self-control in terms of voice and limbs and to abstain from any form of disruptive classroom behavior.
- to remain on school grounds while school is in session.
- to refrain from all acts of sexual harassment.
- to abstain from displays of affection at school.

Parents/Guardians have the responsibility:

- to support in their child the need for an education and to instill a sense of responsibility.
- to become familiar with educational policies, programs and disciplinary procedures of the Board of Education.
- to aid their child in understanding the disciplinary procedures of the school and for their child to follow all school policies.
- to see that their child is regular in attendance and to exhibit concern for the progress and grades of their child.
- to inform school officials of any illness affecting their child.
- to demonstrate respect for all school personnel at school and related activities.
- to inform school officials of concerns pertaining to disciplinary procedures.
- to support their child in the need for proper and appropriate student attire and hygiene.
- to report any unsafe condition to school authorities.

Harassment and Discrimination

Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex, sexual orientation or gender identity, or disability that is sufficiently severe, pervasive, or objectively offensive that adversely affects a student's education or creates a hostile or abusive educational environment. The Estill County Board of Education has adopted policies where students are not denied equal education opportunities and do not suffer harassment. The Estill County Board of Education hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504) and the Americans with Disabilities Act (ADA), as amended. In accordance with the mentioned acts, no programs, policies or practices of this agency will discriminate on the basis of a disability.

Examples of conduct and/or actions prohibited include but are not limited to the following:

1. Any nicknames, slurs, stories, jokes, written or electronic materials or pictures that are lewd, vulgar, demeaning, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct.

4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.
5. Seeking to involve students with disabilities in antisocial, dangerous, or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity.
6. Destroying or damaging an individual's property based on any of the protected categories.

When a student or parent believes the student has been harassed or discriminated against, a complaint may be filed using the following procedure:

1. The student or parent makes a written complaint to a counselor or principal (or to the superintendent's designee if the principal is an alleged party to the harassment or discrimination). The written complaint shall be forwarded to the principal or superintendent's designee.
2. The principal (or superintendent's designee) shall promptly investigate the allegation, may attempt to resolve the issues presented, shall keep the superintendent advised, and may take corrective measures if warranted.
3. District employees involved in the investigation of the complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violation.

The Estill County Board of Education intends that the program shall be in full compliance with the Title IX Federal provisions and with the provisions of all Disability Education Acts. *Related Policies: 03.162, 03.262, 09.13, 09.227, 09.422, 09.426, 09.42811*

Sexual Extortion

A person is guilty of sexual extortion when they communicate—by any means—a threat to:

(a) Injure the property or reputation of another person, or commit violence against another person, with the intent to coerce that person to:

1. Engage in sexual conduct; or
2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or semi-nudity.

(b) Distribute any matter depicting another person engaging in sexual conduct or in a state of nudity or semi-nudity, with the intent to coerce that person to:

1. Engage in sexual conduct;
2. Produce, provide, or distribute any matter depicting themselves in sexual conduct or nudity/semi-nudity;
3. Provide payment (money, property, services, or any other thing of value) to the perpetrator;

District Title IX Coordinator

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Care of School and Personal Property

Pupils shall be held responsible for damage and/or theft to school property. Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property. In addition, when 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 damage to school property, removal and/or theft. For

the purposes of determining when to make this report, damage to school property shall refer to instances involving the following: Intentional harm, and/or damage beyond minor loss or breakage, excluding normal wear and tear. Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school sponsored activities shall be subject to suspension or expulsion from school. Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action. Parents shall be liable for property damage caused by their minor children. *Related Policy: 09.438*

Tobacco, Alternative Nicotine, and Vapor Products

Students shall not be permitted to use or possess any tobacco product in any form, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity. Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property. School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

Student Medication

Prescription medication shall not be provided by the school for the purpose of administering to pupils. Pupils may take prescription medicine which is brought from home once a completed authorization form from the parent/ guardian is on file. Over the counter medications will be provided to students with a completed authorization form from parent/guardian. The over the counter medications provided will be administered under the orders and guidance of a licensed medical director. Antiseptic and appropriate other emergency supplies will be provided in a first aid kit.

Self-Administration

Under procedures developed by the superintendent, a student may be permitted to carry certain medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and physician files a completed authorization form each year as required by law, a student with asthma, diabetes, epilepsy(or any medical condition causing seizures) or who is at risk of having anaphylaxis shall be allowed to carry emergency medication.

Students shall not share any prescription or over-the-counter medication with another student. Within the first 30 student attendance days, the district shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion. *Related Policy: 09.2241*

Authorized Medication

Use of a drug authorized by and in accordance with a prescription/documentation from a physician, dentist, or other licensed healthcare professional shall not be considered in violation of this policy. However, it will be considered a violation of this policy if there is reason to believe a pupil has abused the drug prescription by its use in a manner inconsistent with the prescription.

Drugs/Controlled Substances

No pupil shall possess, use, sell, or distribute any of the following on or about school property, at any location of a school-sponsored activity, or in route to or from school or a school-sponsored activity:

- Alcoholic beverages, controlled drug substances, synthetics, drug paraphernalia and VAPES;
- Substances that “look like” a controlled substance. In instances involving “look-a-like” substances, there must be evidence of the student’s intent to portray the non-controlled or non-prescribed item as a controlled substance;
- Non-controlled substances that cause a rush or high from inhaling, including but not limited to paint, glue, white out, bath salts or stimulants in pill or powder form such as caffeine pills or powders;
- Prescription drugs for the purpose of sale or distribution.

Drugs Defined

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised

Statutes or any other substance which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A. Abuse of a prescribed medication shall be a violation of this policy.

Drug Penalty

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school sponsored activities. Students may be immediately suspended under this policy for up to ten (10) days and may result in expulsion.

First Offense for Drugs

For possession, use, distribution and/or sale, or being under the influence of alcoholic beverages, narcotics, drugs, synthetics, controlled substances or look-alike and/or possession of drug paraphernalia, the student will receive an immediate suspension up to five (5) days (all five (5) suspension days shall be served consecutively) with consideration for expulsion. Parents and appropriate law enforcement authorities will be immediately notified when violation of laws governing use, possession or sale of alcohol or other controlled substances has occurred. In addition, student must enroll in a district approved cessation course.

Second Offense

A second offense of the policy will result in immediate suspension and recommendation for expulsion. The recommendation for expulsion may be waived to up to a ten (10) day suspension, by the Superintendent/Designee, if:

1. The parent(s) or guardian(s) agree(s) to seek, at their expense, an evaluation of the student's alcohol or drug use from a qualified chemical dependency counselor, not at the expense of the Estill County Public Schools, and acceptable to the school district. Written proof of the evaluation must be provided to the Office of Student Services, School Principal, and Counselor prior to reinstatement from suspension.
2. The student complies with the recommendations of the qualified chemical dependency counselor, not an employee of the Estill County Public Schools. Written confirmation from a qualified chemical dependency counselor must be provided to the school administration.

If no treatment as such is recommended in the evaluation, the school principal may also require that the student either agree to meet with the school counselor a designated number of times to qualify for waiver of the recommendation for expulsion.

Sale or Transmission

For sale or transmission of alcoholic beverages, narcotics, drugs, controlled substances, synthetics, or look-alikes, the student will receive an immediate suspension and possible recommendation for expulsion.

Awareness Program

The superintendent/designee shall establish a drug free/alcohol-free awareness program for students, which shall include notice of the following:

- the dangers of drug/alcohol abuse in the schools/buses;
- the district's policies and related procedures on drug-free/alcohol-free schools;
- the requirements for mandatory compliance with the district's established standard of conduct;
- information about available rehabilitation/student assistance programs; and penalties that may be imposed upon students for drug/alcohol abuse violations. *Related Policy: 09.2241, 09.423*

Notification Requirements

Any school employee assigned to work directly with, or who comes in contact with, a student with a documented history of weapons violation and/or physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact. *Related Policy: 03.123, 03.223, 06.34.*

Threat/Risk Assessment Process

The Estill County Public Schools has developed a Threat/Risk Assessment Process. Any student who threatens to harm

himself/herself or others, either in writing, verbally, by their nonverbal actions, or by possession of a weapon or other means of inflicting harm, will be evaluated as soon as possible by a threat assessment team. An appropriate plan of action will be formulated that may include recommendations for treatment and possible disciplinary actions. The student may be prohibited from returning to school until the assessment process is complete, but will be provided educational services should this be the course of action. Students and parents are advised to contact the tip-line, their school counselor or principal, or other trusted school employee if they are privy to threatening or risky behavior or statements by other students or anyone that suggests they may compromise the safety of school staff or students within Estill County Schools.

Restraint and Seclusion

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff is appropriately trained to use seclusion. Use of physical restraint by trained personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. [704 KAR 7:160](#), [KRS 503.050](#), [KRS 503.070](#), [KRS 503.080](#), [KRS 503.110](#) *Related Policy: 09.2212*

Weapons

This policy applies to students, staff members, and visitors to the school.

Weapons Prohibited

Except where expressly and specifically permitted by Kentucky Revised Statutes, knowingly carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, personal vehicle or at any school sponsored activity is prohibited. Such weapons or dangerous instruments include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun, chains, slingshot, bludgeon, booby trap device, brass knuckles or artificial knuckles of any kind, knife which is readily capable of causing death or serious physical injury (including but not limited to pocket knives or hunting knives) or any other object that is carried for the purpose of or potential of inflicting injury on another. Weapons implicating the need to report to law enforcement are described in Board Policy 05.48. An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070. Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

Posting Regarding Weapons

The superintendent/designee shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state: UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.* The above criminal penalty prohibiting the unlawful possession of a weapon on school property shall not apply to those persons listed in KRS 527.070.

Reporting Weapons

Refer to Board Policy 05.48 for coverage of deadly weapons and reporting to law enforcement agencies. Employees of the district shall promptly make a report to local police, sheriff or state police, and the principal, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on school premises or within one thousand (1,000) feet of school premises, on a bus, or at a school sponsored or sanctioned event. KRS 158.155 (4) mandates the principal, based on reasonable belief, shall report the possession of a firearm to the appropriate law enforcement agency. Employees who receive information from a student or other person regarding conduct required to be reported, shall report the conduct in the same manner as stated above.

Enforcement of the Policy Regarding Weapons

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

Penalties Regarding Weapons

Violation of this policy by students shall require that proceedings for expulsion be proposed immediately by the Principal

through the Superintendent. *Related Policies: 05.48, 09.435, 09.436*

Search and Seizure

Reasonable Suspicion Regarding Search and Seizure

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 is reasonable suspicion to believe the search will reveal evidence that the pupil has violated or is violating either a school rule and/or state or federal law.

Authorized Personnel Regarding Search and Seizure

When an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, the school principal that is responsible for the students is authorized to conduct the search of a student or his/her personal effects.

Witness/Personal Searches Regarding Search and Seizure

When a pat-down search of a 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. No strip searches of students shall be permitted. Strip search will be defined as: requiring a student to remove any article of clothing, or requiring a student to lift or lower an article of clothing, thereby causing the exposure of undergarments to allow for a visual inspection. The required removal of shoes, socks or a hat or the removal or arrangement of outerwear does not constitute a strip search. Students, who fail to cooperate with school authorities when requested, shall be subject to disciplinary action.

Regular Inspection Regarding Search and Seizure

School property, such as lockers, desks, network systems, chromebook cases, 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.

Technology

Access to Electronic Media (Acceptable Use Policy)

The board supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon students, employees, and community members to utilize this privilege in an appropriate and responsible manner.

This policy outlines both the privileges and the responsibilities associated with the use of the Estill County Public Schools' network and its resources. It addresses ethical and educational uses of electronic media, including, but not limited to, the Internet, email, and other technological resources. It also addresses issues of privacy versus administrative review of electronic files and communications. The policy prohibits use of networks for illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

As a user of the Estill County School District's computer network, you hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. You further understand that violation of the regulations is unethical and may constitute a criminal offense. Should you commit any violation, your access privileges may be revoked and school disciplinary action and/or legal action may be taken.

Parental Agreement for Use of Electronic Media

As the parent or legal guardian of the student (under 18) signing the signature page of this document, you grant permission for your child to access networked computer services such as electronic mail and the Internet. You understand that this access is designed for educational purposes; however, you also recognize that some materials on the Internet may be objectionable, and you accept responsibility for guidance of Internet use by setting and conveying standards for your child to follow when selecting, sharing, researching, or exploring electronic information and media.

Consent for Use of Microsoft for Education and Microsoft related services

As part of our instructional technology program, the Estill County School District provides students with access to Microsoft 365 (formerly Office 365 for Education), a suite of cloud-based tools and services offered through the Kentucky Department of Education.

To ensure secure access, student accounts, credentials, and single sign-on logins for these services are provisioned and managed centrally by the District utilizing the RapidIdentity identity management platform.

By signing this consent form, you acknowledge and agree that:

- Your child will be provided with a Microsoft 365 account, which includes tools such as Outlook (email), OneDrive (cloud storage), Teams, Word, Excel, PowerPoint, and other productivity applications.
- These services are governed by District policy 08.2323 and accompanying procedures. All data stored or transmitted through Microsoft 365 and authenticated via RapidIdentity is subject to review, monitoring, and management by the District in accordance with local board policies, KDE guidelines, and applicable federal and state laws.
- Your child's use of Microsoft 365 is also subject to **Microsoft's standard terms of service**, which include the **Microsoft Online Services Terms**, **Microsoft Service Agreement**, and **Microsoft Privacy Statement**.
- In addition to the education-specific services provisioned by the District, your child's Microsoft account may allow access to other services such as online storage, collaboration tools, and messaging features. These services are governed by Microsoft's consumer-facing terms, and your child may be prompted to accept those terms prior to use.

Please be aware:

- The District manages all student accounts and can access, archive, or delete data if necessary, per policy and retention laws.
- While the District takes steps to ensure safe and secure use of online tools, **parents/guardians are encouraged to monitor student use at home** and to support digital safety practices.
- Your child may not access or use Microsoft 365 services until this consent form is signed and returned.

By signing below, you give permission for your child to use Microsoft 365 for Education services as outlined above.

Consent for Use of Google G-Suite for Education and Google related services

The Estill County School District provides students with access to Google Workspace for Education (formerly G Suite for Education), including services such as Gmail, Google Drive, Docs, Classroom, and related applications. These services are provisioned and managed by the District through the Kentucky Department of Education.

Student digital identities, authentication profiles, and account credentials required to access Google Workspace are securely provisioned and managed using the District's central RapidIdentity platform.

By signing this form, you acknowledge and agree that:

- Your child will be provided with a Google Workspace for Education account to support classroom instruction, collaboration, and communication.
- All services provided under this platform — including Gmail (email), Docs, Sheets, Slides, Classroom, and Drive — are governed by **District Policy 08.2323**, KDE guidelines, and applicable state and federal regulations, including **FERPA** and **COPPA**.
- The District maintains administrative control over the account via RapidIdentity and the data stored within, and may monitor or review content as necessary to ensure compliance with District policy.
- In addition to core educational tools, your child's Google account may allow access to additional services that include features such as cloud storage, chat, and third-party integrations. These may be governed by **Google's Terms of Service** and **Google Workspace for Education Privacy Notice**.
- Your child may be required to accept Google's terms of service before accessing certain features or tools.
- The District takes reasonable steps to restrict access to inappropriate content and to protect student privacy, but **parents/guardians are encouraged to monitor at-home use** and reinforce responsible technology use.

Consent for Use of District-Approved Cloud-Based Educational Platforms

As part of our instructional technology program, the Estill County School District provides students with access to various approved cloud-based tools and services to support instruction, collaboration, and learning. These services may include platforms for email, file storage, learning management, and productivity, and are often offered through the Kentucky Department of Education or other educational partners.

The District utilizes RapidIdentity as its primary Identity and Access Management (IAM) software. RapidIdentity is used to securely automate student account creation, manage user permissions, enforce password security rules, and provide single sign-on access across our digital learning platforms.

By signing this consent form, you acknowledge and agree that:

- Your child will be provided with an account on one or more District-Approved Educational Cloud Platforms (e.g., Microsoft 365, Google Workspace for Education, Canvas, etc.) as deemed necessary for their educational program.
- These integrated educational applications will be securely accessed and managed through the student's central RapidIdentity account profile.
- The use of all District-Approved Educational Cloud Platforms and associated identity services is governed by Estill County School District Policy 08.2323 and accompanying procedures. All data stored or transmitted through these platforms is subject to review, monitoring, and management by the District in accordance with local board policies, KDE guidelines, and applicable federal and state laws, including FERPA and COPPA.

- Your child's use of any specific platform is also subject to that specific cloud platform vendor's standard terms of service, which typically include their Terms of Service and Privacy Statement.
- In addition to the core education-specific services provisioned by the District, a student's cloud account may allow access to other related services (e.g., general online storage, messaging, chat, or third-party integrations). These additional features are governed by the Vendor Name's consumer-facing terms, and your child may be prompted to accept those terms prior to use.
- Please be aware:
 - The Estill County School District manages all student accounts on approved platforms using RapidIdentity lifecycle automation, and can access, archive, restrict, or delete data and access privileges if necessary, per policy and retention laws.
 - The District takes reasonable steps to restrict access to inappropriate content and to protect student privacy, but parents/guardians are encouraged to monitor at-home use and reinforce responsible technology use.
 - Your child may not access or use these District-Approved Cloud Platforms until this consent form is signed and returned.
 - By signing below, you give permission for your child to use all Estill County School District-Approved Educational Cloud Platforms as outlined above.

Artificial Intelligence (AI) and Academic Integrity

Artificial intelligence (AI) tools can support personalized learning, brainstorming, and critical thinking when used in safe, transparent, and responsible ways. This policy sets strict boundaries for student use of AI in Estill County Schools.

- **Authorized Use Only:** Students may ONLY use generative AI tools when explicitly directed by a teacher for a specific lesson or assignment. Unauthorized use of AI to complete schoolwork will be treated as plagiarism under the District Academic Dishonesty Policy.
- **Brainstorming vs. Final Product:** In alignment with Kentucky Academic Standards, AI should be used primarily in the early stages of learning (such as brainstorming, generating sample questions, or organizing research). AI must never be used to generate a student's final submitted product.
- **Mandatory Disclosure:** If a student uses an AI tool to assist in researching, drafting, or structural design, they must fully disclose and cite the tool used, noting what parts of the project were student-created versus AI-assisted.
- **Strict Data Privacy:** Students must never input Personally Identifiable Information (PII) or confidential data into publicly available AI tools. This includes names, addresses, phone numbers, student ID numbers, or private details about peers and staff.
- **AI Fluency and Human Oversight:** Students are expected to exercise critical thinking and "human-centered oversight" when evaluating AI outputs. Because AI models are prone to inherent bias and "hallucinations" (inventing false data), students must verify all AI-generated facts before using them.
- **Accountability:** Any misuse of AI platforms, bypassing of school internet filters, or utilizing AI to disrupt the educational environment will result in immediate disciplinary action and potential suspension of technology privileges.

For more information, refer to Estill County Board Policy 08.2323 (Access to Electronic Media) and applicable District policies regarding student conduct and academic integrity.

Staff-Student Communication Policy (Traceable Communications)

In compliance with Kentucky House Bill 67 (which amended Senate Bill 181) and Estill County Board Policy 08.2324, the District establishes the following requirements regarding electronic communication between District employees or volunteers and students:

Designated Traceable Communication Systems

The Board designates the following platforms as the exclusive traceable communication systems for electronic communication between District staff/volunteers and students:

- Apptegy Rooms
- Apptegy Thrillshare
- Google Workspace for Education applications (e.g., Gmail, Google Classroom, Google Meet)
- Microsoft Office 365 applications (e.g., Outlook, Teams, OneDrive)
- SportsYou (athletic teams only)
- The Band App (band program only)
- Class Dojo (Parental Communication only)

Unless a legally recognized statutory exception applies, all private digital communications between staff/volunteers and students must occur through these designated platforms to ensure traceability and parental access.

Parental Notification

Within the first ten (10) days of each school year, principals will provide parents or guardians written or electronic notification listing the designated traceable communication platforms used in their child's school. Notifications will include instructions on how parents can access and review communications sent through these platforms, as well as explicit information regarding the data retention period for each approved system.

Scope and Restrictions on Electronic Communication

District employees or qualified volunteers shall not engage in private electronic communication with students outside of the designated traceable communication systems unless authorized by prior written parental consent or an explicit legal exemption.

- Unauthorized electronic communication includes any private, 1-on-1 or restricted group digital conversation (via personal email, personal text messaging, personal social media accounts, or other non-designated platforms) that is only accessible to the participants.
- Permitted Public Communication: These restrictions do not apply to public social media posts, public broadcasts, or comments that are not private communications
- Permitted Multi-Party Communication: Communication is fully permitted if a parent of the student is actively included as a recipient, or if it occurs between two or more school employees/volunteers and one or more students directly relating to an academic, athletic, or extracurricular purpose.

Statutory Exemptions

Private electronic communication outside of the designated traceable platforms is legally permissible under the following specific conditions:

- The Family Exception: The student is a defined family member or household resident. A "family member" includes a parent, step-parent, foster parent, foreign exchange host parent, legal guardian, brother, sister, son, daughter, aunt, uncle, cousin, nephew, niece, or grandparent related by consanguinity, affinity, or adoption, or any adult residing in the same household.
- School Events & Academic Programs: The communication is in direct relation to a school-sanctioned field trip (where parental trip consent has been obtained), a work-based learning experience, or virtual instruction/academic feedback within an educational platform.
- Health & Safety Emergencies: The employee or volunteer reasonably believes an imminent risk to person or property exists. (Note: The staff member must promptly notify and disclose the emergency communication to their supervisor after the fact).
- Commercial/Government Disclosures: The staff member has filed an official written disclosure with the district regarding an outside commercial business or local government affiliation that involves the student (e.g., an outside job).

Written Parental Consent Procedures

Parents/guardians may provide written consent to authorize a designated District employee or volunteer to communicate electronically with their child outside of the traceable communication systems.

- Form Flexibility: Parents may provide written consent in any format they choose, provided it satisfies the legal requirements of KRS 160.145.
- Filing Requirements: The written consent must explicitly name each specific employee or volunteer authorized to communicate with the student, outline any limiting terms/expiration dates, and be filed in the administrative office of the student's school prior to any private communications occurring.
- Non-Transferable & Revocable: Consent cannot be transferred to another employee or volunteer. It may be revoked at any time by the parent who originally filed it.
- District Review: The district cannot reject or deny a parental consent form unless it fails to properly identify the applicable student, employee, or volunteer. A parental consent form cannot be made a requirement for a student to participate in any school activity.

Staff Reporting Requirements

If a school district employee or volunteer participates in an unauthorized electronic communication, or reasonably believes that another employee or volunteer has done so, they must immediately notify their supervisor. The duty to report arises strictly from a reasonable belief and does not require staff to speculate. Reports must be escalated as follows:

- Standard Staff/Volunteer: Report immediately to the supervising building principal or applicable supervisor.
- If the allegation involves a Principal or District-Wide Employee: Report directly to the Superintendent.
- If the allegation involves the Superintendent: Report directly to the Kentucky Commissioner of Education.

Certified or classified personnel who fail to make required reports when a reasonable belief exists may be subject to district disciplinary action or disciplinary review by the Education Professional Standards Board (EPSB).

Investigation Procedures and Mandatory Parent Notification

Upon receipt of a report alleging unauthorized electronic communication, the district will launch an objective investigation. In accordance with HB 67, the district enforces strict transparency protocols for involved families:

- Immediate Notice: The principal or superintendent shall immediately notify the parent of each student alleged to be a party to the communication.
- Phase Updates: The parent of each student involved shall be provided with updates at each material phase of the district's investigation.

- Final Summary: Upon completion, the parent shall receive a written summary of the results of the investigation and the final outcome of any disciplinary actions. (Note: The district will strictly ensure that no confidential student information protected by FERPA is shared between uninvolved parties).

Enforcement and Consequences

Appropriate disciplinary actions will be conducted in accordance with Kentucky Revised Statutes and district policies, including but not limited to KRS 156.132, 160.145, 161.011, 161.120, and 161.790.

Employees found to have engaged in unauthorized electronic communications are subject to district disciplinary action, and certified personnel may face credential review by the EPSB. Qualified school volunteers who violate this policy may be permanently prohibited from future school volunteer opportunities. Written parental consent never authorizes an employee or volunteer to engage in inappropriate or sexual communication with a student.

Educational Suitability of Electronic Media

School officials will evaluate electronic media and online resources using the same criteria applied to traditional instructional materials to determine their **educational suitability**. This includes ensuring that digital content:

- Supports the district's curriculum and learning objectives,
- Is age-appropriate and relevant to the student population,
- Aligns with educational standards and instructional goals,
- Meets accessibility and equity considerations, and
- Complies with applicable laws and district policies regarding content appropriateness and digital citizenship.

When questions or concerns arise about specific electronic databases, websites, or digital tools, school officials will conduct a review to determine whether continued access is appropriate for the educational setting.

Network Reliability of Electronic Media - Technology Use Disclaimer

Estill County Public Schools shall not be held responsible for any damages — including, but not limited to, loss of data — resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by system errors, user mistakes, or the District's own negligence.

Users assume full responsibility for their actions when using district technology resources. The District makes no guarantees regarding the reliability or availability of services and shall not be liable for any indirect or consequential damages arising from system use.

Safety of Electronic Media - Appropriate Use of Accounts and Online Conduct

Student accounts are provided to support educational activities and research aligned with the instructional goals of Estill County Public Schools. While accounts are intended primarily for school-related use, **limited reasonable personal use** may be permitted, provided it does not interfere with educational responsibilities or violate district policies.

Acceptable Use Guidelines

Examples of acceptable and responsible use include, but are not limited to:

- Protecting yourself and others by not disclosing personal information (such as full name, address, phone number, or place of employment) to strangers online.
- Using digital tools in a safe, respectful, and appropriate manner consistent with classroom instruction and digital citizenship expectations.
- Reporting policy violations, inappropriate content, or potential security concerns to a school administrator or School Technology Coordinator (STC). Reports may be made anonymously.

Digital Citizenship Instruction

All students will receive **ongoing instruction in appropriate online behavior**, including:

- Interacting responsibly and safely on social networking sites and in chat rooms
- Understanding and responding to cyberbullying
- Practicing ethical digital communication and information sharing

This instruction is integrated into the district's curriculum and follows guidance from the Kentucky Department of Education and national digital safety frameworks (e.g., Common Sense Education).

Unacceptable Use of Electronic Media

All users of Estill County Public Schools' technology resources are expected to use them in a safe, responsible, and lawful manner. **Unacceptable use** includes any behavior that disrupts learning, compromises security, damages resources, or violates district policies or the law.

Unacceptable use of technology includes, but is not limited to:

Account and Access Violations

- Sharing your password or using someone else's login credentials.
- Allowing unauthorized individuals to access your account or any part of the district network.
- Accessing or attempting to access systems, files, or devices for which you are not authorized.

Malicious Activities

- Creating, downloading, or sharing computer viruses or malicious software.
- Destroying or altering another person's data or files.
- Vandalizing network resources (defined as any intentional attempt to harm, disable, or destroy equipment, data, software, or systems belonging to the school district or others).

Network Misuse

- Running large programs or sending mass emails that interfere with network performance.
- Using system resources for non-educational purposes, such as online gaming or personal file sharing.
- Monopolizing bandwidth or network capacity in a way that disrupts learning or operations.

Inappropriate Content and Behavior

- Creating, accessing, or distributing obscene, abusive, harassing, discriminatory, or threatening material via any communication platform (email, video, messaging, etc.).
- Using vulgar, profane, or otherwise inappropriate language in digital communications.
- Sending harassing, annoying, or abusive emails or messages to others (e.g., spamming, chain letters, or prank messages).

Copyright and Legal Violations

- Downloading, sharing, or storing copyrighted material (e.g., movies, music, software) without proper authorization.
- Using the network for any personal financial gain or commercial activity.
- Participating in or promoting illegal activity via school technology (all such activity will be reported to law enforcement).

Security and Policy Breaches

- Discussing or demonstrating policy violations or security weaknesses with unauthorized individuals.
 - Attempting to bypass internet filters or security settings (e.g., using VPNs or proxy servers).
-

Notes:

- All users must immediately report any known or suspected security breaches to a school administrator or School Technology Coordinator.
- Violations may result in disciplinary action, suspension of technology privileges, and/or legal consequences, as outlined in the Student Code of Conduct and District Policy 08.2323.

Access Privileges to Electronic Materials

Students and staff may be granted varying levels of access to electronic information resources, ranging from limited, read-only use of educational software to full internet browsing and email capabilities, depending on their role, age, and instructional need.

To ensure safe, appropriate, and educational use of technology, **Estill County Public Schools reserves the right to restrict or manage access** to specific software, applications, online content, or services. These limitations may be enforced through technical controls (such as filters, permissions, and firewalls) or administrative oversight.

Access decisions are made in alignment with:

- District instructional goals
- Student safety and digital citizenship guidelines
- Kentucky Department of Education policies
- Compliance with laws such as CIPA, FERPA, and COPPA

All users are expected to use electronic resources responsibly and understand that access is a privilege—not a right—and may be modified or revoked at any time for policy violations or misuse.

Network Privileges for Students

Student access to network resources in Estill County Public Schools is granted based on grade level, instructional need, and appropriate supervision.

Grades K–5

- Students are provided with **user folders for saving files, supervised internet access, and district-managed class email or messaging tools** when appropriate.
- All access is closely monitored by teachers and staff to ensure safe and appropriate use in accordance with district policies.

Grades 6–12

- Students may be granted **independent internet access** and a **district-provided email account** for educational purposes.
- Students are expected to use these privileges responsibly and in compliance with the Acceptable Use Policy (AUP) and digital citizenship guidelines.

Access to network resources is a privilege and may be limited, suspended, or revoked based on misuse or violation of

school or district policy.

Chromebooks

Chromebooks are issued **free of charge** to all students by the Estill County Board of Education as part of the district's instructional technology program.

While there is no rental fee, **students and their parents/guardians are financially responsible** for the replacement or repair cost of any Chromebook that is lost, stolen, or damaged due to neglect, misuse, or abuse. In accordance with **KRS 157.140** and **KRS 157.990**, the district may impose fines or seek reimbursement for damages to state-funded property.

To help prevent damage:

- **Chromebooks must remain in their district-issued protective cases at all times**, without exception, if provided by the district.
- Students are expected to handle devices carefully and follow all care and usage guidelines provided by their school.

Failure to comply with care expectations may result in restricted device use or disciplinary action as outlined in the Student Code of Conduct.

Student Contracts

Prior to being granted access to the district's network, internet, and email services, each student must sign an **Acceptable Use Agreement (AUA)**. For students under the age of eighteen (18), a parent or guardian's signature is also required. This signature confirms permission and indicates the level of access authorized for the student.

The signed agreement is maintained as a **legal and binding document** by the building principal or School Technology Coordinator (STC) and remains in effect for the duration of the student's enrollment at the school serving their grade level (e.g., K–5, 6–8, 9–12), unless amended or revoked in writing by the parent or guardian.

By signing this agreement, students and parents/guardians acknowledge their understanding of, and agreement with, the district's:

- Acceptable Use Policy
- Rules for responsible online behavior,
- Network and technology access privileges

Logins and Passwords

Once a student's Acceptable Use Agreement has been signed and processed, the district will assign a unique login ID and password to the user. This login and password are **private and confidential**, and the user is fully responsible for all activities conducted under their credentials.

To maintain security and accountability:

- Passwords **must be kept confidential** and not shared with others.
- Access to the district network, email, and internet services is strictly restricted to users with a valid login and password.
- Only individuals with a signed and approved Acceptable Use Agreement will be granted login credentials and access.

Users should report any suspected unauthorized use or security breaches to a school administrator or School Technology Coordinator immediately.

Right to Privacy

Estill County Public Schools reserves the right to access and review any user's network folders, email accounts, and internet activity at any time to ensure compliance with district policies and applicable laws.

Users are advised:

- **Not to store confidential or sensitive information** in their user folders.
- **Never to use email for confidential or private communication**, as email messages are not guaranteed to be private.

All internet activity, including websites visited, will be logged and periodically reviewed to confirm appropriate use consistent with the district's Acceptable Use Policy (AUP) and state regulations.

Internet access is provided strictly for **educational and research purposes**, and any misuse may result in loss of privileges or disciplinary action.

Disregard of Rules

Individuals who refuse to sign the required Acceptable Use Agreement or who violate district policies governing the use of technology resources may face suspension, restriction, or complete loss of privileges to use district equipment, software, network services, and other technological resources.

Such consequences are designed to protect the integrity and security of the district's technology environment and to ensure a safe and productive learning experience for all users.

Responsibility for Damages

Parents or guardians are financially responsible for the repair or replacement of district property that is lost, stolen, damaged, or vandalized while assigned to or under the care of their child.

The Estill County Board of Education reserves the right to seek reimbursement for such damages in accordance with applicable state laws and district policies.

Disciplinary Action

Any user who violates the terms and conditions of this Acceptable Use policy will experience immediate degradation of services to "read only access." Loss of privileges may continue for a period of up to one (1) calendar year, and/or other disciplinary actions may be enforced as per the discipline policy.

The DTC, STC or Network Director, may convert an account to "read only access" at any time as required. The DTC, STC, or Network Director, in cooperation with the building administrator, must notify the user, and the user's parents in case of a minor, in writing within two weeks informing them of the reason for suspension or termination of an account.

Users whose accounts are denied, suspended, or revoked do have the following rights:

1. To request (in writing) from the District Technology Coordinator a written statement justifying the disciplinary actions.
2. To submit a written appeal to the superintendent and a committee he/she shall designate. Pending the decision of this committee, a user can make a final appeal to the Estill County Board of Education. The decision of the board of education is final.

Related Policies: 03.17/03.27, 08.1353, 08.2322, 09.14

Telecommunication Devices

Possession and Use

From **drop-off to pick-up**, students are **not permitted** to use cell phones at school.

Phones must be **off and stored** in:

- Backpacks
- Pockets
- Lockers

Attendance Policy

Absences and Excuses

Attendance Goal Statement

The Estill County Board of Education believes that there is a direct relationship between poor attendance and lack of achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much better adjusted to live in our society.

Students are expected to attend the school in which they are enrolled, regularly and punctually in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.

Truancy Defined

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Habitual truancy is defined as 6 (six) unexcused absences. At any point of truancy the court system can become involved.

Excused Absences

A student shall be permitted a total of six (6) excused absences per year upon presenting a parental note to the school Principal or designee. Death or severe illness in the pupil's family. The number of days excused for a death will be determined by the circumstances involved and will be kept to the minimum necessary as determined by the Principal or designee.

Parent notes are to be given three (3) per semester. A student is not permitted to carry over parent notes from first to second semester. Absolutely no notes will be taken after 30 days.

Doctor's excuses do not count toward the six (6) days of excused absences. Excuses from the doctor shall specify the date of the student's absence. Doctor's notes that indicate that the student was not seen by a physician/physician's assistant will not be accepted. After the tenth (10th) physician's note, the parent /guardian must have a Medical Excuse Form completed by the physician.

Any 18 year old student who has accumulated 10 or more unexcused absences can be removed from the school role pending Superintendent approval.

Students are not permitted to apply for Educational Enhancement Opportunities (EHO) if they are truant (3 or more unexcused absences as documented in Infinite Campus).

Enhanced Educational Opportunity

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Students/parents should complete the educational enhancement opportunity request form five (5) days prior to the absence.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within state or district testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then (be appealed to the Board under its grievance policy and procedures).

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

Notes to Excuse Absences

Notes shall include phone numbers to assist attendance personnel in verifying information. All notes of excuse shall be turned into the appropriate person within three (3) school days of the student's return to school. If a note is not received within three (30) days after returning to school, the absence or tardy will be considered unexcused. The Principal/designee shall determine whether the absence is excused. * **Absolutely no notes taken after 30 days.**

Make-up Work

Work missed due to absences may be made up by arrangement with the teacher. The student and/or the parent of the elementary student are responsible for making arrangements with the teacher for completing make-up work.

Suspensions

Students suspended are allowed to do the following:

1. Take major tests, such as final examinations or unit tests, upon returning from a suspension; and
2. Hand in major projects or term papers assigned before the period of suspension but due during the time the suspension occurred.

Driver's License Revocation (No Pass/No Drive)

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

Academic and attendance deficiencies for students age fifteen, sixteen, or seventeen years enrolled in regular, alternative, part-time, and special education programs shall be defined as:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in class/classes for the preceding trimester. Suspensions shall be considered unexcused absences.

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then have their standing confirmed. The director of pupil personnel shall make the required report to the appropriate agency.

Related Policies: 08.221, 09.123

Discipline Procedures and Processes

The authority of the district in matters of student behavior is not limited to school buildings and grounds or to times when

the pupil is on his/her way to or from school, but extends to any activity which is school-related or school-sponsored. All school sponsored student activities shall be under the direction of the Principal and faculty of the school, except that a non-faculty coach or non-faculty assistant may accompany a student on athletic trips as provided in statute. The Principal may suspend a student's eligibility to participate in extracurricular and co-curricular activities, pending investigation of any allegation that the student has violated either the district behavior standards or the school council's criteria for participation. Eligibility for a school sponsored activity not required for a course will be contingent on maintaining the academic grade requirement as established by the activity association to which the school belongs. While on suspension or expulsion, a student shall not be allowed to participate in any extra-curricular activity sponsored by the school. Student disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his/her peer group.

Unless an administrator or the board acts under authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source.

Disciplinary Procedures

The teacher has the responsibility to take reasonable action to stop behavior that interferes with the educational process, to preserve the rights of others, and to help students improve their self-discipline.

The teacher is responsible for utilizing the accepted school site-based discipline plan. Corporal punishment is prohibited and loss of physical activity periods shall not be used as a disciplinary consequence. However, the loss of choice of physical activity may be used as a disciplinary consequence. Serious offenses may require direct referral to the principal/designee. Use of physical restraint or seclusion by school personnel is subject to 704 KAR 7:160. Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training, may physically restrain students, but shall summon core trained school personnel as soon as possible. Parents will be notified of the restraint or seclusion within 24 hours of the event. Nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

If measures taken within the classroom do not succeed in correcting misbehavior or if the behavior requires further assistance, the student will be referred to a school administrator. When a student is referred, the steps of due process will be followed (see Due Process).

Right to Due Process

Before being punished at the school level with suspension for violation of school policy, a pupil shall have the right of the following due process procedures:

1. The pupil shall be given oral or written notice of the charge(s) against him/her.
2. If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/ her.
3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

In cases involving clear and present danger to the safety of persons and property, a student may be suspended before an informal hearing is held. In these cases an informal hearing shall be held as soon as possible, not to exceed three (3) days. At this time, a school based mental health professional, e.g. a school counselor will be called to confer with the administrator to determine if the student needs a threat assessment or other mental status examination before the suspension, in order to keep everyone named, and/or involved in the incident, safe. *Related Policies: 09.43, 09.433, 09.434*

Disciplinary Consequences

Students with Disabilities

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA and Section 504 eligible students who are expelled).

In cases involving sanctions other than suspension or expulsion, students receiving services are generally subject to discipline as any other student unless the individualized program devised for the child provides otherwise. The development or modification of a behavioral intervention plan (BIP) should be considered by the 504 or Admission and Release Committee (ARC). In cases of serious disciplinary action involving students with disabilities, suspension and expulsion may be disciplinary options insofar as consistent with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1400, et seq. or Section 504 of the Rehabilitation Act of 1973, and corresponding state law and regulations. See particularly KRS 158.150 and 20 U.S.C. section 1415. In addition, children identified with disabilities may be subject to placement in interim alternative educational settings in the case of disciplinary infractions involving weapons or drugs or having inflicted serious bodily injury upon another person while at school or school function insofar as consistent with the foregoing statutory provisions and corresponding regulations. *Related Policies: 09.43, 09.431, 09.435*

Behavior Contracts

Behavior problems in school may result in placement of a student on a behavior contract, the length and substance of which will be determined by the principal or assistant principal. Behavior expectations required by the school and consequences for failing to meet those expectations will be specified in the behavior contract.

These consequences may include, but are not limited to, the following: extended detention, suspension from school, suspension from participating in, or attending, extra-curricular activities, or an alternative placement. School counseling may be required as a component of a behavior contract. The behavior contract should be signed by the student, the parent/guardian, and the principal/assistant principal.

Suspension and Expulsion

The Kentucky State Law requires teachers and administrators to hold pupils to a strict account for their conduct during the entire school day. Section 161.180 of Kentucky Statutes reads as follows:

“Each teacher and administrator in the public schools shall, in accordance with the rules, regulations, and bylaws of the board of education, hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities”.

KRS 158.150 further states: “All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools; willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students on school property, off school property, or at school-sponsored activities constitutes cause for suspension or expulsion from school. Assault or battery or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school-sponsored activities constitutes cause for suspension or expulsion from school”.

Suspension

In matters of discipline resulting in suspension, the student who has allegedly committed a violation of the Student Discipline Code is entitled to due process. An informal hearing is required and will be conducted by the principal/assistant principal before a student is suspended for 1 - 10 days. School must be in session for that day to count toward the suspended days. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the superintendent/ designee. In the case of a pending expulsion hearing, the superintendent/designee may suspend the student until that hearing is held. The superintendent, principals, and assistant principals are empowered to suspend students. Principals and assistant principals shall report any such action in writing to the superintendent/designee and to the parent or guardian. The report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement. If possible, the parent or guardian should be contacted immediately.

If the superintendent/designee or principal believes that immediate removal is necessary to protect persons, property, or to avoid disruptions of the academic process, the student may be removed immediately. In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension, otherwise,

suspension shall be made according to the due process procedure.

Prior to readmission to school, a conference may be held between the official who meted out the suspension and the student and the parent(s) or guardian(s). A student placed on suspension is prohibited from entering the school grounds (except for a prearranged conference with an administrator), from attending any day or night school functions of the Estill County Public Schools, or from riding a school bus during the term of the suspension. Violations of the conditions of suspension shall cause further disciplinary action to be taken. At all stages of the suspension process, students shall be guaranteed informal due process rights as outlined in the Student Discipline Code.

Expulsion

KRS 158.150 (2), concerns expulsion. That section reads: "Each local board of education shall adopt a policy requiring the expulsion from school for a period of not less than one (1) year for a student who is determined by the board to have brought a weapon to a school under its jurisdiction." The board shall also adopt a policy requiring disciplinary actions, up to and including expulsion from school, for a student who is determined by the board to have possessed prescription drugs or controlled substances for the purpose of sale or distribution at a school under the board's jurisdiction, or to have physically assaulted, battered or abused educational personnel or other students at a school or school function under the board's jurisdiction.

The board may modify the expulsion requirement for students on a case-by-case basis. A board that has expelled a student from the student's regular school setting shall provide or assure that the educational services are provided to the student in an appropriate alternative program or setting, unless the board has made a determination, on the record, 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 into a state-funded agency program. Other intervention services as indicated for each student may be provided by the board or by agreement with the appropriate state or community agency. A state agency that provides the service shall be responsible for the cost. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of 'unlawful possession of a weapon on school property' stated in KRS 527.070".

Expulsion shall mean that the pupil is excluded from school from the date of the violation or for a specified period not to exceed one school year. In the case of a student bringing a weapon as described in KRS 158.150 (2) to school, expulsion means exclusion from school for a maximum of one calendar year, subject to reduction by the Board on a case by case basis. An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.

When charges are made against a student and expulsion is recommended, the superintendent may conduct a preliminary conference with the student. At this conference, the pupil will be given the opportunity to admit or deny the alleged misconduct. Regardless of the response, the student is entitled to a procedural due process hearing before the board. The full procedure shall include: The superintendent shall notify the student and the parents/guardians, with a written statement setting forth charges which, if proven, would justify expulsion under the law. This statement shall be presented adequately in advance of the hearing to allow the student to prepare a reasonable defense and in any event not less than five school days. The parent shall respond to the notification within the same five school day limit.

Administrators have the primary responsibility and particularized knowledge to investigate the incident(s) and to determine the reliability of the witnesses and the evidence. In certain cases when it is necessary to protect the safety and anonymity of witnesses, the school administrators may present the findings by presenting a summary of the investigation conducted.

During the hearing, the student and the parents/guardians shall be afforded the opportunity to present to the Board, by oral or written testimony, a defense to the charges. This defense may include the introduction of a reasonable number of witnesses on the student's own behalf.

Should the student and the parent/guardian desire, they may be accompanied and represented by legal counsel. If this is desired, they must notify the Superintendent of this intention so that the Board attorney may also be present.

The student is entitled to an expeditious handling of their case, careful reflection by the board, and a prompt decision.

Expulsion Procedures

The Board may expel any pupil from the regular school setting for misconduct as defined by law. 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 posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.¹

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

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.¹ The special education and disciplinary records of IDEA eligible students shall be part of the information during the expulsion hearing.

The Board's decision shall be final.¹

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)^{1&3}

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol, or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.²

Expelled/Convicted Students

If a student has been adjudicated guilty of an offense specified in this subsection or has been expelled from school for an offense specified in this subsection, prior to a student's admission to any school, the parent, guardian, principal, or other person or agency responsible for a student shall provide to the school a sworn statement or affirmation indicating on a form provided by the Kentucky Board of Education that the student has been adjudicated guilty or expelled from school attendance at a public or private school in this state or another state.

Transportation

The Estill County Board of Education is pleased to provide transportation for your child during the upcoming school year. Pupil transportation is a vital part of the educational process. Our goal is to provide your child safe transportation to and from school.

The rules and regulations outlined in this document are for your child's safety and protection. They also will assist bus drivers and assistants who work with your child. These will be strictly enforced and are put in place to assist everyone involved in the transportation process (students, drivers, and assistants). Bus drivers will report infractions to the school principal and bus riding privileges may be withdrawn if students do not abide by the established rules and regulations.

Riding a bus is a privilege. We maintain the same behavior expectations for students on the bus that we have for students in our schools. In order to operate transportation safely, all Student Discipline Code rules apply to students on buses and at bus stops.

Rules and Regulations for School Bus Riders

- 1. Observe the same conduct as in the classroom.**
- 2. Be courteous, use no profane language.**
- 3. Do not eat or drink on the bus.**
- 4. Keep the bus clean.**
- 5. Cooperate with the driver.**
- 6. Do not smoke.**

7. **Do not be destructive.**
8. **Stay in your seat.**
9. **Keep head, hands, and feet inside the bus.**
10. **Bus drivers are authorized to assign seats.**

Pupil's Responsibilities

Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations.

Pupils to Wait at Assigned Stop

Pupils shall wait at their assigned bus stop off the roadway prior to the bus arriving and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus. **Pupils should be looking for the bus 5 minutes prior to the scheduled time.**

Crossing on Driver's Signal

Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

Crossing in Driver's Vision

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

Seating

When pupils enter the bus, they shall proceed directly to a seat. Drivers and other school personnel may assign seats on buses.

Seated Until Complete Stop

Pupils shall remain seated until the bus has come to a complete stop.

Body Not to Protrude From Window

Pupils shall not extend their arms, legs, or heads out the bus windows.

Changing Seats

Pupils shall not change from one seat to another while the bus is in motion.

Pupil Noise

Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

Estill County Schools – Bus Expectations

- 1. BE SAFE**
- 2. BE RESPECTFUL**
- 3. BE RESPONSIBLE**
- 4. BE COOPERATIVE**

The following apply to all students who are transported on Estill County school buses:

1. When waiting at the bus stop, students must stand away from the road where vehicles travel.
2. While waiting for the bus, respect the property and persons who are residents of the area. Be at the stop five (5) minutes before the bus is scheduled to arrive.
3. Do not fight or engage in rough play while waiting on the bus, or while riding the bus.

4. Do not use profane language, threats, obscenities, disrespectful language, or gestures while waiting on the school bus, on the bus, or after disembarking from the bus.
5. The throwing of any object on or off the bus is prohibited.
6. Show consideration and respect for the bus driver, assistant, and your fellow students by refraining from noisy and boisterous conversation or other distracting acts.
7. Students must not deface or cause damage to a bus in any way. When damage is caused such as cutting, tearing, punching holes in seats, or writing on the bus, the cost of repair or clean-up must be paid by the student performing the act or his parent/guardian.
8. Tobacco products are not allowed on the bus. This included alternative smoking products as well.
9. Students cannot save seats for others and the driver shall assign seats to students as is deemed proper.
10. All principals have the authority when loading and unloading on school grounds.
11. Any equipment or object considered to be dangerous to the safety and welfare of those aboard, will be prohibited by the bus driver. There must be nothing placed in the aisle or at the front of the bus on the floor. All exits must be free from obstructions at all times. Band instruments and sports equipment will be permitted when they can be held in the student's lap or placed under the seat of the bus and not obstruct the driver's view on the boarding and unloading of the bus. Under bus storage may be used when the bus is equipped.
12. Food / Drink is prohibited on the bus.
13. No live animals, fuel, explosives, or incendiary devices such as matches, lighters, fireworks, gunpowder, or ammunition are allowed on any bus.
14. There will be no change in the location of the bus stop or the routing of buses without the approval of the Transportation Director. ONLY WHEN WRITTEN APPROVAL OF PARENT/GUARDIAN AND THE SCHOOL PRINCIPAL, WILL THE BUS DRIVER ALLOW A STUDENT TO DISEMBARK THE BUS OTHER THAN AT HIS/HER REGULAR BUS STOP.
15. Students must remain seated at all times and must remain seated until the bus comes to a complete stop.
16. Students must depart from the bus in an orderly manner, in single file and students are not allowed to check mailboxes when disembarking. When standing by the front of the bus, students must watch for the driver's visual direction to cross the roadway.
17. Students shall not have in their possession any type of unauthorized weapon or dangerous articles which might be used as a weapon or is commonly accepted as a weapon. Students shall not use any articles as a weapon, regardless of whether it is commonly accepted as such.
18. Students are not allowed to play with any pointed objects such as pens, pencils, compasses, etc. while on the bus.

***THESE RULES ARE POSTED ON EACH ESTILL COUNTY SCHOOL BUS AND ARE STRICTLY ENFORCED.**

Levels of Misconduct

Levels of misconduct are listed below followed by examples and suggested response options. Principals have the authority to proceed to response III through IV if the infraction is considered serious. When students are suspended from the bus, school attendance is still required and parents must provide transportation. You are urged to review this information with your child. Bus drivers and classroom teachers will also go over bus expectations with each child to make sure everyone is working together to provide the safest, most efficient mode of transportation available to students.

Level I Misconduct

Level I misconduct on the part of the student is defined as minor infractions, which impede bus procedures or interfere with the orderly operation of the bus. Level I misconduct can usually be handled by the bus driver, but sometimes may require the intervention of other school support personnel.

Examples of Level I misconduct:

1. Failure to obey driver's instructions
2. Foul language or inappropriate gestures
3. Failure to stay seated
4. Hanging hand, arms, and/or legs out windows
5. Eating or drinking on the bus
6. Throwing paper or other objects on the floor
7. Inappropriate display of affection
8. Use of telecommunication device (cell phone, tablet, etc.) unless approved by driver or school personnel

Suggested Response Options:

1. Verbal reprimand by driver
2. Assignment of seat by driver
3. Discipline referral to principal

Level II Misconduct

Level II misconduct is conduct whose frequency or seriousness tends to disrupt the bus and often result from the continuation of Level I misbehaviors. These types of misbehaviors are serious enough to require action by an administrator.

Examples of Level II misconduct:

1. Failure to ride assigned bus
2. Failure to sit in assigned seat
3. Throwing objects
4. Use of tobacco products/electronic cigarettes
5. Leaving the bus at an unscheduled stop without authorized permission

Suggested Response Options:

1. Discipline referral to principal
2. Use of any tobacco product/electronic cigarettes carries an automatic one day bus suspension by the principal
3. Principal may exercise any Level II response:
 - a. Notify parents
 - b. Teacher-principal conference
 - c. Parent conference (driver may be asked to attend)
 - d. One day in school suspension
 - e. Bus suspension by principal (1-3 days)
 - f. Counseling

Level III Misconduct

Level III misconduct refers to acts directed against another person or property by whose consequences do not seriously endanger the health or safety of others on the bus. These types of misbehaviors are serious enough to require action by an administrator.

Examples of Level III misconduct:

1. Fighting
2. Vandalism (under \$100)
3. Throwing objects at driver/assistant
4. Harassment of driver/assistant

Suggested Response Options:

1. Discipline referral to principal
2. Bus suspension by principal (4-10 days)
3. Principal may use any Level III response:
 - a. Notify parents and require restitution for damaged property
 - b. Confiscation of materials
 - c. Bus suspension
 - d. Alternate in-school suspension
 - e. Extended school day detention
 - f. Mandated counseling sessions
 - g. Placement change
 - h. Suspension from school (3-5 days)

Level IV Misconduct

Level IV misconduct is evidenced by acts that result in violence to self or other's property or presents a direct threat to the safety of self or others on the bus. A "threat" shall refer to a communication made by any means, including, but not limited to electronic and/or online methods. Threatening or violent behavior shall include but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others, or property.
2. Physical attack by students to intentionally inflict harm to themselves, others or property.

Examples of Level IV misconduct:

1. Possession or use of drugs, alcohol or other controlled substance on the bus
2. Possession of a dangerous instrument on a school bus or deadly weapon: ex. Knife with blade in excess of 3.5 inches
3. Throwing items out of the bus

Suggested Response Options:

1. Driver is to immediately call bus garage for specific instructions from law enforcement officials

2. Restitution
3. Loss of non-educational field trip(s)
4. Principal may use any Level IV response:
 - a. Immediate parent notification
 - b. Police involvement
 - c. Refer to social services
 - d. Suspension from school (5-10 days)
 - e. Loss of bus riding privileges for the remainder of the semester/year
 - f. Board action may result in expulsion for up to 12 months (for suspension and expulsion procedures involving students in special education , refer to the Estill County Procedures for Students with Disabilities

Level V Misconduct

Level V misconduct is evidenced by acts that result in violence to another's person or property or presents a direct threat to the safety of others. These acts are serious enough to be considered criminal and require immediate administrative action, which will entail an immediate removal, the intervention of law enforcement authorities, and action by the school board. Transportation director will notify the superintendent.

1. Second charge of possession or use of drugs, alcohol or any controlled substance on the bus

Mandatory Response:

1. Driver is to immediately call the bus garage for specific instructions from law enforcement officials.

Additional Transportation Information

A signed note from the parent/guardian is necessary for a student to obtain a bus pass from the principal/designee of the student's school to get off the bus at a stop other than his/her designated stop. A note from each student's parents is necessary when one student goes home with another. A student riding a bus with a pass, who is disciplined for an infraction, may have their bus riding privileges suspended and may not be allowed to continue riding the bus for which the pass was written.

If a student is suspended from one school bus, he is suspended from all other buses as well. A school bus suspension is not an excused absence from school. Students will be expected to be at school each day of their bus suspension.

No glass containers (not including thermos bottles), helium balloons, or live animals will be transported on the bus.

The principal will take reasonable steps to enforce Student Discipline Code and/or Site Base Council policy in addition to the Bus Rider Policy and Rules when a student commits a criminal offense. If a criminal offense occurs, all school employees shall, without unreasonable delay, cause an oral or written report to be made to the local police, sheriff, state police and principal of the school attended by the victim.

All Estill County Public School buses are equipped with video camera boxes. Videotapes contain audio. Tapes may be used to document events and responsibility for actions that occur on the buses. Evacuation drills will be conducted four (4) times each year. Two (2) evacuations shall be conducted each semester with the first being conducted within the first full week following the beginning of the semester. The drills consist of an orderly use of the available exits on the bus, and are designed to familiarize students with the proper safety procedures to be followed in case of an emergency.

Students are permitted to leave the bus only at their designated bus stop. Students who live on the opposite side of the road from the bus stop should, when exiting from the bus, go to a point approximately ten (10) feet ahead of the bus and wait until the driver signals to cross the road. Students should never cross at the rear of a stopped school bus. In the event of an accident, the bus driver is not allowed to release students from the scene. The student will be transported, by the

school district, to his/her bus stop upon release from police or other authorities.

Estill County Middle School students are not permitted to board buses at Estill County High School without a boarding pass issued from the principal. Middle school students are not permitted to walk to the high school, the county park or along US Highway 25.

School buses stopped for the purpose of loading and unloading students will have the side “Stop Arm” activated. Any time the “Stop-Arm” is out and lights are flashing, all traffic must stop. It is not permissible, even on school property, to pass a school bus while it is loading or unloading students. An exception is when the bus is on a multi-lane highway (4 or more traffic lanes); traffic going in the opposite direction does not have to stop.

Violations of the Code of Student Conduct

The Principal or designee shall exercise his/her professional judgment in determining what consequence(s) to impose for a violation of the Code of Student Conduct. In making this determination, the definitions provided in the Definition of Terms section are to be used as a guide for appropriately classifying student misconduct.

The Principal or designee shall make a good faith effort to notify parents/guardians, by sending a copy of the referral home or by making telephone contact, each time a referral is received for processing a disciplinary action.

Matrix of Infractions & Consequences

Students are expected to come to school prepared to learn and to participate in all learning activities. Any conduct, which interferes with the orderly operation of a school and/or interferes with any student's ability to learn is considered inappropriate and may subject the student to disciplinary action.

The Code of Student Conduct specifically identifies prohibited student conduct and lists the range of consequences, which may be imposed for each infraction. When assigning consequences for misconduct, the Principal or designee shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, the student's attitude, the student's age and grade level, and the severity of the problem as it exists in that particular school. The degree and severity of the problem may justify classifying the offense at a higher level than is indicated by the example.

The Matrix of Infractions and Consequences is included in this publication of The Code of Student Conduct as a quick reference for students, parents and guardians in order that they may refer to general examples of student misconduct.

To identify appropriate sanctions in the Matrix of Infractions and Consequences, locate the cells found at the intersection of the infraction (ROWS) and the column numbers. The column numbers correspond with the consequences listed in the box to the right of the matrix.

Mandatory Consequences are indicated by (M). Optional Consequences are indicated by (O). Potential Consequences are indicated by (P).

Code Violation Levels:

- Level I: Minor Code Violation (Possible Detention)
- Level II: Moderate Code Violation (Possible Detention or Suspension)
- Level III: Serious Code Violation (Possible Suspension)
- Level IV: Most Serious Code Violation (Possible Law Enforcement Involvement and Expulsion)

INFRACTIONS	Codes	LEVELS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	CONSEQUENCES
Arson	ARS*	L4												M										M	M	M	1 - Report to Parent
Assault (Simple)/Battery (Minor) (4 th Degree)	SAS MBT	L3	0	0	0	0	0			0		0			0	0				0	0	0	0				2 - Verbal Reprimand
Assault (3 rd Degree)	AST	L4																					M	P	P	P	3 - Written Assignment or Special Assignment Related to Offense
Assault (Aggravated) (2 nd Degree)	AAS	L4																						M	M	P	4 - Parent/Teacher/Student Conference
Battery (1 st Degree)	BAT*	L4																						M	M	M	5 - Behavior Contract
Bomb Threat	BOM	L4												M										M	M	M	6 - Correct Inappropriate Dress
Breaking & Entering*/Burglary	BRK* BRG	L4												M										P	O	M	7 - Opportunity to Secure Supplies
Cellular/Comm Device	CPP	L3									M					0				0	0	0	0	0	0	0	8 - Time Out Area
Academic Cheating/Plagiarism	CHT DIS	L1	0	0	0	0	0			0	M	0	0		0	0				0	0	0	0				9 - Confiscation of Inappropriate Item
Class Disruption/Disorderly Conduct	CLT	L1	0	0	0	0	0			0		0			0	0		0		0	0	0					10 - Strictly Supervised Study Area
Classroom/School Rules	CLR	L1	0	0	0	0	0			0		0			0	0				0	0	0	0				11 - Loss of Credit for Work (Dishonesty)
Computer/Acceptable Use Policy Violation	DNP	L3									0					0				0	0	0	0	0	0	0	12 - Financial Restitution
Defiance of Authority/Willful Disobedience	DEF	L3														0				0	0	0	0	0	0		13 - Teacher Detention
Disruption on Campus-Major*	DOC*	L4									M			0										M	M	M	14 - Counseling/Referral
Disruption on Bus	BUS	L2	0	0	0	0	0									0				0	0	0	0				15 - Revoke School Privilege (Athletics, Clubs, Field Trips, School Trips, School Activities)
Disruptive Behavior/Insolent Attitude	DRP	L2	0	0	0	0	0	0		0		0			0	0		0		0	0	0	0				16 - Teacher/Student Schedule Change
Dress Code Violation	DCV	L1	M	M	0	0	0	M							0	0				0	0	0	0				17 - Tobacco Cessation Class or Tobacco Citation Written
Drugs Use/Possession* (excluding alcohol)	DRU*	L4									M					0								M	M	O	18 - Work Detail
Drug Sale/Distribution* (excluding alcohol)	DRD*	L4									M					0								M	M	M	19 - Administrative Detention/Saturday Detention
Drug Paraphernalia	DPA	L3									M					0						0	0	0	0	0	20 - In-School Suspension
Excessive Absences to School-Class/Tardies to School-Class	EAS ETS	L2	0	0	0	0	0					0			0	0				0	0	0					21 - Short-Term Out-of-School Suspension 1-5 days
Explosives	EXP	L4									M			0										M	M	M	22 - Long-Term Out-of-School Suspension 6-10 days
Failure to Follow Staff Instruction	FFD	L1	0	0	0	0	0					0			0	0				0	0	0					23 - Recommendation for Expulsion/Civil Citation
Failure to Serve Teacher Detention	FST	L2														0				0	M	0	0				24 - Refer to Law Enforcement/Civil Citation

INFRACTIONS	Codes	LEVELS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	CONSEQUENCES	
Failure to Serve In-School Detention/Saturday Det/Admin Det	FSI FSS FSA	L3														0				0	0	0	0	0			1 - Report to Parent	
False Accusations against Classmate(s)	FAC	L3														0					0	0	0	0	0		2 - Verbal Reprimand	
False Accusations against Staff Member	FAT	L4														0							M	0	0	0	3 - Written Assignment or Special Assignment Related to Offense	
False Fire Alarm	FFA	L3												0		0							0	0	0		4 - Parent/Teacher/Student Conference	
False Summoning of Emergency Services	FSE	L4												0		0								M	P	P	5 - Behavior Contract	
Fighting Fighting*	FIL FIT*	L3																			0 --	0 --	0 M	-- O	-- O		6 - Correct Inappropriate Dress	
																											7 - Opportunity to Secure Supplies	
Fireworks	FIW	L4									M			0									0	P	0	0	8 - Time Out Area	
Forgery	FOR	L3	0	0	0	0	0				M				0	0				0	0	0	0	0			9 - Confiscation of Inappropriate Item	
Gambling	GAM	L3									M					0				0	0	0	0	0	0		10 - Strictly Supervised Study Area	
Gang-Related Activity/Apparel/Appearance	GRA	L3						M								0				0	0	0	0	0	0	0	11 - Loss of Credit for Work (Dishonesty)	
Hall Pass	HAL	L2	0	0	0	0	0			0		0			0	0				0	0	0	0				12 - Financial Restitution	
Harassment*/Unsubstantiated Harassment**	HAR* UHR**	L3 --	M --	0 --	0 --	0 --	0 --									0 0		0 0		0 --	0 --	0 --	0 --	0 --		0 0		13 - Teacher Detention
Bullying (local) Bullying*/Unsubstantiated Bullying**	HRB BUL* UBL**	L3 --					0 --									0 0		0 0					M --	0 --	0 --	0 0		14 - Counseling/Referral
Harassment (Cyberbullying)	HRC	L3	0	0	0	0	0	0			0					0		0		0	0	0	0	0	0	0	15 – Revoke School Privilege (Athletics, Clubs, Field Trips, School Trips, School Activities)	
Horseplay	HRP	L1	0	0	0	0	0			0		0			0	0				0	0	0					16 - Teacher/Student Schedule Change	
Illegal Organization	ILO	L2	0	0	0	0	0				M					0				0	0	0	0				17 - Tobacco Cessation Class or Tobacco Citation Written	
Inappropriate Printed Materials or Behavior	IPM IOA	L3	0	0	0	0	0			0	M	0			0	0				0	0	0	0				18 - Work Detail	
Insubordination	INU	L3														0				0	0	0	0	0			19 - Administrative Detention/Saturday Detention	
Leaving School Grounds	LEA	L2	0	0	0	0	0					0			0	0				0	0	0	0				20 - In-School Suspension	
Lunch Room Violation	LUN	L2	0	0	0	0	0			0		0			0	0				0	0	0	0				21 - Short-Term Out-of-School Suspension 1-5 days	
Lying/Misrepresentation	LMR	L3														0				0	0	0	0	0			22 - Long-Term Out-of-School Suspension 6-10 days	
Other Offense	OTH	L3	0	0	0	0	0			0		0			0	0		0		0	0	0	0	0	0		23 - Recommendation for Expulsion	
Other Major Offense*	OMC*	L3														0							0	P	P	M	24 - Refer to Law Enforcement/Civil Citation	
Over-the-Counter or Prescription Medication Use/Possession	OMU	L3	0								M					0							0	0	0			
Over-the-Counter or Prescription Medication Sale/Distribution	OMD	L4	0								M					0						0	P	0	0	0		

INFRACTIONS	Codes	LEVELS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	CONSEQUENCES
Over-the-Counter/Prescription Meds <u>Unauthorized</u> Use/Possession	UPM	L3	0								M					0				0	0	0	0				1 - Report to Parent
Parking	PAR	L1	0	0	0	0	0									0	0			0	0						2 - Verbal Reprimand
Possession of Dangerous or Disruptive Item	PDI	L3									M					0				0	0	0	0	0	0		3 - Written Assignment or Special Assignment Related to Offense
Possession of Handcuffs	POH	L4									M					0								P	0	0	4 - Parent/Teacher/Student Conference
Possession of Stolen Property	PSP	L3									M			M		0				0	0	0	0	0	0	0	5 - Behavior Contract
Profanity/Abusive Language	PRO	L1	0	0	0	0	0								0	0				0	0	0	0				6 - Correct Inappropriate Dress
Profanity/Abusive Language to Staff	PRS	L3														0				0	0	0	0	0	0		7 - Opportunity to Secure Supplies
Public Display of Affection	PDA	L1	0	0	0	0	0								0	0				0	0	0	0	0	0		8 - Time Out Area
Robbery*	ROB*	L4												0		0							0	P	0	M	9 - Confiscation of Inappropriate Item
Sexual Assault*	SXA*	L4														0								M	M	M	10 - Strictly Supervised Study Area
Sexual Battery*	SXB*	L4																						M	M	M	11 - Loss of Credit for Work (Dishonesty)
Sexual Harassment*	SXH*	L4														0								M	0	0	12 - Financial Restitution
Sexual Offenses	SXL	L3														0		0			0	0	0	0	0		13 - Teacher Detention
Sexual Offenses*	SXO*	L3														0							M	0	P	M	14 - Counseling/Referral
Skipping Class/Skipping School	SKC SKS	L1	0	0	0	0	0			0		0			0	0				0	0	0	0				15 - Revoke School Privilege (Athletics, Clubs, Field Trips, School Trips, School Activities)
Stealing/Larceny/Theft less than \$500	SLT	L3												M		0				0	0	0	0	0			16 - Teacher/Student Schedule Change
Stealing/Larceny/Theft \$500 or more*	STL*	L3												M		0							M	P	0	M	17 - Tobacco Cessation Class or Tobacco Citation Written
Tardy to Class/Tardy to School	TAC TAS	L1	0	0	0	0	0					0			0	0				0	0	0					18 - Work Detail
Threat/Intimidation*	TRE*	L3														M		0					0	P	P	M	19 - Administrative Detention/Saturday Detention
Threat or Threatening Behavior to Staff	TTS	L4														M							0	P	P	0	20 - In-School Suspension
Throwing Objects Non-Injury to Persons or Property	THR	L1	0	0	0	0	0			0	M	0			0	0					0	0	0				21 - Short-Term Out-of-School Suspension 1-5 days
Tobacco/Vaping	TBC*	L3									M					0			M	0	0	0	0	0	0		22 - Long-Term Out-of-School Suspension 6-10 days
Trespassing*	TRS*	L3																					0	0	0	M	23 - Recommendation for Expulsion/Civil Citation
Unauthorized Area	UNA	L1	0	0	0	0	0			0		0			0	0				0	0	0	0				24 - Refer to Law Enforcement/Civil Citation
Unauthorized Assembly	UAA	L1														0				0	0	0	0				

INFRACTIONS	Codes	LEVELS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	CONSEQUENCES
Unauthorized Buying/Selling of Merchandise	UBS	L1	0	0	0	0	0				M					0				0	0	0	0				1 - Report to Parent
Unsafe Act	USA	L3	0	0	0	0	0			0		0			0	0		0		0	0	0	0	0	0		2 - Verbal Reprimand
Vandalism less than \$1000	VAL	L3												M		0				0	0	0	0	0			3 - Written Assignment or Special Assignment Related to Offense
Vandalism \$1000 or more*	VAN*	L3												M		0							M	P	P	M	4 - Parent/Teacher/Student Conference
Dangerous Instrument Possession	WPL	L3									M					M				0	0	0	0	P	M		5 - Behavior Contract
Weapons*	WPO*	L4									M					M								M	M	M	6 - Correct Inappropriate Dress
																											7 - Opportunity to Secure Supplies
																											8 - Time Out Area
																											9 - Confiscation of Inappropriate Item
																											10 - Strictly Supervised Study Area
																											11 - Loss of Credit for Work (Dishonesty)
																											12 - Financial Restitution
																											13 - Teacher Detention
																											14 - Counseling/Referral
																											15 - Revoke School Privilege (Athletics, Clubs, Field Trips, School Trips, School Activities)
																											16 - Teacher/Student Schedule Change
																											17 - Tobacco Cessation Class or Tobacco Citation Written
																											18 - Work Detail
																											19 - Administrative Detention/Saturday Detention
																											20 - In-School Suspension
																											21 - Short-Term Out-of-School Suspension 1-5 days
																											22 - Long-Term Out-of-School Suspension 6-10 days
																											23 - Recommendation for Expulsion
																											24 - Refer to Law Enforcement/ <u>Civil Citation</u>

DEFINITIONS OF TERMS

Definitions of terms and/or student conduct which are considered to be violations of the Code of Student Conduct are described in this section of the handbook. The use of words, such as battery and arson, are not meant to be considered equivalent to or to carry the same standards and consequences as the same words, which are defined in the criminal context in the Kentucky Statutes. Estill County Schools retains the flexibility and right to attach definitions found in school policy to such words without attaching any criminal standards set by the courts or legislature. When a student has committed an infraction, the misbehavior is to be classified according to the definition which best describes it.

Alcohol ALC - The act of possessing, selling, purchasing, or using alcoholic beverages or substances represented to be an alcoholic product. *L4*

Arson ARS - The act of damaging or causing damage by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. *L4*

Assault AST - The act of making an intentional, unlawful threat, by word or act, to do violence to another person coupled with an apparent ability to do so, and then doing some act that creates a well- founded fear in that person that violence is imminent. *L4*

Assault (Aggravated) AAS - The act of verbally assaulting another person by implying harm with a deadly weapon without the intent to kill the other person; or with intent to commit an act which would constitute a felony as set forth in Kentucky Statutes. *L4*

Assault (Simple) SAS/Battery (Minor) MBT (Student to Student Only) - The act of threatening or attempting to strike another person where physical contact is made by one individual, but where no injury is sustained. *(If this action is a repeated violation a referral for harassment (bullying) may need to be considered, see page 21.) L3*

Battery BAT - The act of physical force or use of violence by an individual against a school system employee, volunteer, or student with or without provocation. The actual reckless or intentional touching, striking, or hitting and/or attempt to recklessly or intentionally touch, strike, or hit a school system employee, volunteer, or student with any portion of the actor's person or with any object against the will or without the permission of the victim. A finding of battery must be serious enough to warrant consulting law enforcement and result in serious bodily harm. (To distinguish from Fighting (FIT), report an incident as Battery (BAT) only when the force or violence is carried out against a person who is not fighting back.) *L4*

Bomb Threat BOM - The act of intentionally making a report to any person, including school personnel, concerning the placement of, creation of, or discussion of any bomb, dynamite, explosive or arson causing devices. *L4*

Breaking and Entering/Burglary BRG - The act of unlawfully entering with force or unauthorized presence in a building or other structure, or conveyance (vehicle) with evidence, of the intent to damage or remove property or harm a person(s). *L4*

Bullying BUL - The act of systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment: cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation; and may involve but is not limited to teasing,

social exclusion, threat, intimidation, cyber-bullying, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation; or destruction of property. *L4*

Unsubstantiated Bullying UBL - After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under definition of bullying as listed in KRS 158.148.

Cellular/Communication Device CPP - The act of utilizing any personal communication/electronic device such as, but not limited to alarm devices, pagers/beepers, cellular phones/camera phones, or other one-way/two-way communication devices without proper authorization on school grounds or in any building owned or operated during school hours, or used causing disruption/interference with the orderly educational process, or disrupts or interferes with the safety- to-life issue for students being transported on a district school bus, such as, but not limited to playing loud music, passing devices amongst students and other distracting behaviors. Misuse of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.

The following lists general conduct

- The device may only be used by a student before (providing the conversation is terminated before the commencement of school) and after regular school hours.
- Lunch time is considered as school hours.
- The principal may require the device to be registered with the school prior to allowing students to use them in the manner described above.
- The school district shall not be responsible for lost or stolen communication devices.
- The inappropriate, harmful or malicious use of cellular telephone, electronic communication devices (ECDs), and other electronic devices on school property and/or school sponsored events is prohibited. Such violation is considered a serious breach of acceptable conduct and school administrators are required to take appropriate disciplinary and/or legal action. Such examples may include, but are not limited to recordings, video/audio, photos, social media activity, etc. *L1*

Cheating CHT/Dishonesty DIS – The act of inappropriately and deliberately distributing or using information, notes, materials, or work of another person in the completion of an academic exam, test, or assignment. Not telling the truth. *L1*

Class Disruption CLT - The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor's ability to teach, or interferes with another students' opportunity to learn. *L1*

Classroom/School Rules CLR – The act of failing to follow classroom or school rules in the school setting. Behavior that violates this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic. *L1*

Data Network Acceptable Use Policy DNP – The act of inappropriately using a computer or other communication device including, but not limited to, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, entering or distributing or printing unauthorized files, visiting inappropriate websites, (i.e. pornography), or downloading inappropriate materials. *L3*

Defiance of Authority/Willful Disobedience DEF - The act of flagrantly or hostility challenging the authority of a school staff member, bus driver, or any other adult in authority. *L2*

Disruption on Campus-Major DOC - The act of displaying disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. This type of violation significantly disrupts all or portions of the campus activities, school sponsored events and school bus transportation. Examples: Bomb threat in which emergency services respond, inciting a riot, initiating false fire alarm, (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, minor fights or classroom disruptions.) *L4*

Disruption on School Sponsored Bus BUS - The act of engaging in conduct or behavior, which interferes with the orderly, safe, and timely transportation of students. *L3*

Disruptive Behavior DRP – Behavior that materially or substantially disrupts the educational process, whether on school property or at a school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include.

1. Conduct which threatens the health, safety, or welfare of others.
2. Conduct which may damage public or private property, including the property of students or staff.
3. Illegal activity.
4. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
5. Conduct that materially or substantially disrupts the delivery of instruction services or interferes with the orderly administration of the school and school-related activities or school operations. (to include communicating (oral or written) and/or body language, including but not limited to, facial expressions or gestures which are intended to communicate disrespect, insult, contempt, impertinence, or rudeness toward person(s) in authority. *L3*

Dress Code DCV - The act of failing to comply with the established dress code policy, including face masks/coverings. The dress code can be found on page 41 of the Handbook for Students and Parents. *L1*

Drug Use/Possession DRU (excluding alcohol) - The act of using or possessing any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance, including, but not limited to, marijuana, hallucinogens, inhalants, or any substance represented to be

an illegal substance, such as “designer drugs,” or caffeine pills, tablets, or caplets, or any substance which is represented to be any such substances or any substance when used for chemical intoxication. *L4*

Drug Sale/Distribution DRD (excluding alcohol) – The act of manufacturing, cultivating, selling, or distributing any drug, narcotic, controlled substance or substance represented to be a drug. *L4*

Drug Paraphernalia DPA - The act of possessing, using, selling, storing, or distributing any equipment, device, or equipment used for the purpose of preparing or taking drugs, and items which may be determined to be drug paraphernalia. *L3*

Excessive Absences to School or Class EAS/Excessive Tardies to School or Class ETS – The act of failing to attend class and having no acceptable excuse for the absence or tardy. *L2*

Explosives EXP – The act of possessing, using, selling, storing, distributing, constructing, or detonating any combustible substance or destructive device, such as a bomb, letter bomb, pipe bomb, grenade, rocket, or similar device designed to explode. *L4*

Failure to Follow Directions FFD – The act of failing to follow the directions of a teacher, administrator, staff, or volunteer in the school setting. Behavior that violates this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic. *L1*

Failure to Serve Teacher Detention FST– The act of not attending a teacher detention or teacher assigned discipline. *L1*

Failure to Serve In-School Detention FSI – The act of not attending In-School Suspension/Saturday School or other administratively assigned discipline. *L3*

False Accusations Against Classmate(s) FAC - The act of intentionally publicizing (oral or written) of untrue, injurious allegations against another classmate or knowingly bringing false charges against a classmate. If accusations against a classmate are found to be false, the student lodging the false accusation may receive the same punishment as would have been received by the wrongly accused individual. The Principal may adjust the consequence as he/she considers the circumstances of misdirected staff time and damage to the wrongly accused individual and his/her family. *L3*

False Accusations Against Staff Member(s) FAT - The act of intentionally publicizing (oral or written) of untrue, injurious allegations against a staff member or school volunteer, or knowingly bringing false charges against a staff member or school volunteer. *L3*

False Fire Alarm FFA - The act of activating a fire alarm system or equipment (i.e. fire extinguisher, hoses, or sprinklers) or the willful and/or malicious reporting of a false fire. *L2*

False Summoning of Emergency Services FSE - The act of intentionally or willfully notifying or reporting a false emergency in which any community agency or provider of emergency services is notified. *L4*

Fighting FIL - The act of participating in an altercation involving physical violence in which individuals may or may not sustain personal injury. *L3*

Fighting FIT - The act of two or more persons mutually participating in use of force or physical violence that requires physical restraint or results in injury. *L3*

Fireworks FIW - The act of possessing or igniting of firecrackers, bottle rockets, smoke bombs, or other similar devices. *L4*

Forgery FOR - The act of making a false or misleading written communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member, or producing, possessing, or distributing any false document, item, or record represented to be an authentic school document, item, or record. *L2*

Gambling GAM - The act of participating in games or activities of chance for the exchange of money or items of value. *L2*

Gang-Related Activity/Apparel/Appearance GRA - The act of engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors. Wearing or displaying any clothing, jewelry, accessories, makeup, tattoo, or any other appearance or apparel which may be considered gang-related in any manner which is associated with being a member of or participating in a gang or gang-related activity. *L3*

Hall Pass HAL - The act of failing to follow school or classroom rules in the hallway. Behavior that violated this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic. *L2*

Harassment (Bullying) HRB - The act of inflicting physical hurt and/or offensive, abusive, intimidating or other insulting behavior on the part of one or more students towards a student(s) that may or may not be repeated over time. *L3*

Harassment HAR - The act of threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that 1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school. *L3*

Unsubstantiated Harassment UHR - After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited under KRS 158.148.

Harassment (Cyberbullying) HRC - The act of using information and communication technologies such as, but not limited to e-mail, cell phone, pager text messages, instant messaging (IM), defamatory personal web sites and defamatory personal pooling web sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others or which substantially disrupts or interferes with the operation of a school or an individual's academic performance. If such behavior is considered a serious breach of acceptable conduct the school administrators are required to take appropriate disciplinary and/or legal action. *L3*

Harassment (Sexual) SXH - See Sexual Harassment.

Horseplay HRP - The act of engaging in rowdy, rough behavior that interferes with the safe or purposeful order of the school. *L1*

Illegal Organization ILO - The act of establishing or participating in a secret society or prohibited organization on school owned property, at a school function or at an extracurricular activity. The Board of Regents does not support or sponsor the establishment or operation of any secret or socially exclusive societies, fraternities, or sororities under School auspices. School groups' affiliation with state and national organizations must be approved by the Superintendent. All school-sponsored student organizations shall be under the direction of a faculty advisor. *L2*

Inappropriate Printed Materials or Behaviors IOA - The act of using oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable, or not suitable for an educational setting. *L3*

Insubordination INU - The act of deliberately refusing or failing to follow a direction or an order from a school staff member, bus driver, or any other adult in authority. *L3*

Leaving School Grounds LEA – The act of leaving school grounds without proper administrative authorization. *L2*

Lunch Room Violation LUN - The act of failing to follow school or classroom rules in the lunch room. Behavior that violated this rule would be considered minor and would not rise to the level of defiance of authority or insubordination and would not necessarily require a referral to an administrator unless the behavior becomes chronic. *L2*

Lying/Misrepresentation LMR - The act of intentionally providing false or misleading information to, or withholding valid information from, a school staff member. *L3*

Other Offense OTH - The act of any serious, harmful incident resulting in the need for additional staff and administrators' intervention not previously classified. *L3*

Other Major Offense OMC - The act of any serious, harmful incident resulting in the need for law enforcement intervention not previously classified. *L3*

Over-the-Counter or Prescription Medication Use/Possession OMU – The act of using or possessing any substance which requires a physician’s prescription or is an over-the-counter medication. *L3*

Over-the-Counter or Prescription Medication Sale/Distribution OMD – The act of selling or distributing any substance which requires a physician’s prescription or is an over-the-counter medication. *L4*

Over-the-Counter or Prescription Medication Unauthorized Use/Possession UPM – The act of using or possessing any over-the-counter or prescription medication prescribed for the individual student without signing in such medication at the school health room in accordance with School Rules, Policies, and Procedures. *L3*

Parking PAR - The act of failing to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus. *L1*

Possession of Dangerous or Disruptive Item PDI - The act of possessing any item, although not specifically designed to do harm to another person, which is used to cause or attempt to cause injury, or is used to put someone in reasonable fear of injury, or the item is considered disruptive on a school campus including, but not limited to lighter/matches, poppers, belts, pencils, pens, compasses, combs, hair brushes, sharp objects, and laser pens. *L3*

Possession of Handcuffs POH – The act of possessing, carrying, and/or transporting handcuffs. *L4*

Possession of Stolen Property PSP - The act possessing stolen property shall receive appropriate disciplinary consequences. Students should refrain from receiving, taking, or “holding onto for a friend” any item(s) or materials for which they are not the legitimate owner. *L3*

Profanity/Abusive Language PRO - The act of using any profane, vulgar, or unnecessary crude utterance or gesture, whether directed toward a classmate, or merely done overtly. *L1*

Profanity/Abusive Language to Staff PRS - The act of using any profane, vulgar, or unnecessary crude utterance or gesture, directed toward a staff member, teacher, administrator, and volunteer. *L3*

Public Display of Affection PDA – The act of failing to refrain from public displays of affection in school. The practice of embracing and kissing in school is considered in poor taste and disruptive to the educational environment. *L1*

Robbery ROB - The act of taking or attempting to take anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear. *L4*

Sexual Assault SXA - The act of a threat of rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual assault. The threat must include all of the following elements: 1) intent; 2) fear; and 3) capability. *L3*

Sexual Harassment SXH - The act of unwanted and repeated verbal or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence. *L4*

Sexual Offenses SXL - The act of making unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature toward student(s) and/or staff, volunteer when such conduct substantially interferes with academic performance, or creates an intimidating, hostile, or offensive school environment. *L3*

Sexual Offenses SXO - The act of other sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd, sexual gestures, comments, sexual activity, or exposing private body parts in lewd manner. *L3*

Sexual Extortion - Occurs when someone threatens property damage, reputational harm, violence, or distribution of intimate content—with the specific intent of coercing another person into sexual activity, producing explicit content, giving money or favors, or acting against their will. *L4*
See SXH within matrix.

Skippping Class SKC/Skippping School SKS - The act of not reporting to class or leaving class or school without receiving proper prior approval and/or following the established procedures for checking out of school. *L2*

Stealing/Larceny/Theft less than \$300 SLT - The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm. *L3*

Stealing/Larceny/Theft \$300 or more STL - The act of unauthorized taking, carrying, riding away, or concealing the property of another person, including motor vehicles, without threat, violence or bodily harm. *L3*

Tardy to Class TAC/Tardy to School TAS - The act of arriving late to a class or to school on a repeated basis. *L1*

Threat/Intimidation TRE - The act of threatening or causing physical harm to another person with or without the use of a weapon that includes all of the following elements:

- (1) intent—an intention that the threat is heard or seen by the person who is the object of the threat;
- (2) fear—a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and
- (3) capability—the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

Threat or Threatening Behavior to Staff TTS - The act of declaring the student's intent by word or act to do violence toward a staff member, teacher, administrator and volunteer or to his/her property. *L4*

Throwing Objects Non-Injury to Persons or Property THR – The act of throwing any object intentionally or unintentionally that does not cause injury to persons or property. Objects may include, but are not limited to pen caps, clips, paper wads, or spitballs. *L1*

Tobacco TBL - The act of possessing, using, distributing, or selling tobacco products or substance represented to be a tobacco product or device associated with tobacco, including but not limited to electronic cigarettes (including vaping products), smokeless tobacco or any matter on school grounds, at school-sponsored events, or on school transportation. *L3*

Trespassing TRS - The act of entering or remaining on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry. *L3*

Unauthorized Area UNA - The act of being present in buildings, rooms, hallways, or other areas of a school campus restricted to student access during all or a portion of a day. *L1*

Unauthorized Assembly UAA - The act of being present at unapproved student gatherings, meetings, demonstrations, or protests which interfere with the orderly process of the school environment, or which interrupts a school function or an extracurricular activity. *L1*

Unauthorized Buying/Selling of Merchandise UBS - The act of buying or selling any merchandise while at school or on any property without the permission of the Principal. *L1*

Unsafe Act USA - The act of engaging in any behavior which compromises the health, safety of an individual including, but not limited to, such acts as climbing, hitting, kicking, pinching, or slapping. *L3*

Vandalism less than \$1000 VAL - The act of intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it. *L3*

Vandalism \$1000 or more VAN - The act of intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it. *L3*

Dangerous Instrument Possession WPL - The act of possessing, storing, distributing, selling, or purchasing any instrument or object that can inflict serious harm on another person, or that can place another person in reasonable fear or apprehension of serious harm or be used to intimidate another person including, but not limited to fixed blade knives (household), folding knives, switchblade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, chains, pipes, nunchakus, brass knuckles, Chinese stars, cap guns, BB or pellet guns,

propellants, paintball guns, “look-alike” weapons, or any object or substance directly represented to be or falsely represented to be a weapon of mass destruction (i.e. an anthrax hoax). *L3*

Weapons WPO - The act of possessing, storing, distributing, selling, or purchasing any instrument or object that can inflict serious harm on another person, or that can place another person in reasonable fear or apprehension of serious harm or be used to intimidate another person including, but not limited to a stun gun, dirk, metallic knuckles, sling/slung shot, billie club, tear gas gun, chemical weapon or device, or other deadly weapon, explosive, bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing an explosive, incendiary, or poison gas and includes any frangible container filled with an explosive, incendiary, explosive gas, or expanding gas which is designed or so constructed as to explode by such filler and is capable of causing bodily harm or property damage and does not include a common pocket knife, plastic knife, or blunt bladed table knife. *L4*

Suicide Prevention Notification

The administration of the Estill County High School and Estill County Middle School disseminate the following information related to suicide prevention. The Estill County Public School System 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. By September 1 of each year, suicide prevention information will be disseminated to middle and high school students. Principals, counselors, and teachers will complete suicide prevention professional development each year.

References SB 65, KRS 158.070, KRS 161.011, HB 51, KRS 156.095

Grievance Policy

The Estill County Board of Education has adopted policies that provide students with the opportunity to appeal issues regarding equal educational opportunities and educational concerns or practices. When a student or parent has an educational concern, a complaint must be filed using the following procedure:

General

The desire of the District that concerns be addressed in a collaborative manner before the grievance process is initiated. Any student who wishes to express an educational concern or grievance shall observe the following order of appeal;

1. Teacher;
2. Principal;
3. Superintendent Designee;

4. Superintendent.

Grievance Procedures

Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of grievance, and a process for the orderly review and appeal of each individual grievance. *(See Board Procedure 09.4281 AP.2)*

Exceptions

Harassment/Discrimination allegations shall be governed by Policy 09.42811. Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District's school nutrition program. *Related Policies: 07.1, 08.13451, 09.42811, 10.2*