

NEWPORT

INDEPENDENT SCHOOLS

STUDENT CODE OF CONDUCT

GUIDANCE



2026-2027

RESPECT • RESPONSIBILITY • RELATIONSHIPS

Moving Forward Together

Newport Independent Board of Education

Ramona Malone
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VISION

We envision a day when every student in Newport Independent Schools engages and thrives in educational excellence.

- *Educational excellence imparts a perpetual thirst for learning.*
- *Excellence is defined as the condition of being superior and outstanding*

MISSION

The Newport Independent School District will partner with families and the community to nurture, educate, and instill core values in all students to ensure they reach their fullest potential.

Non-Discrimination Notice

The Newport Independent School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, gender, disability or genetic information in the employment, educational programs, or activities as set forth in compliance with federal and state statutes and regulations. The lack of English skills is not a barrier to admission and participation in programs and activities including career and technical education. Any persons having inquiries concerning compliance or if you believe you have been discriminated against in any of these areas, contact:

Mr. Matt Atkins, Superintendent
Newport Independent Schools
30 W 8th Street
Newport, KY 41071
(859) 292-3001

Office of Civil Rights
400 Maryland Avenue, SW
Washington, DC 20202-1100

PURPOSE

The purpose of this handbook is to provide a concise outline of rights and responsibilities of students in the Newport Independent Schools and of those people, including parents/guardians and school personnel directly involved in the educational process. All Board of Education policies and procedures, this Code of Conduct, and each school's Student Handbook should be used in providing the students of Newport Independent Schools with access to a high-quality education and a safe and inviting environment that nurtures and challenges each student to reach their full potential.

POLICY STATEMENT

The Newport Board of Education's primary concern is all students who wish to learn can do so in an environment conducive to learning and that disciplinary means be employed on behalf of those who would destroy or deny such an environment. In an attempt to promote this environment, a Code of Conduct has been developed.

This Code of Conduct provides for the consistent treatment of all pupils, fairness as required by constitutional due process and an atmosphere of open communication and clearly understood rules. The Code of Conduct encourages behavior that will enable the pupils to develop to their fullest potential. Students will be responsible for this code during the school day, at school sponsored or related activities, on school buses, and walking to and from school. It is expected that sound, fair, and equitable judgment should be considered by pupils, teachers, principals, parents/guardians, and others in applying the principles of the Code of Conduct. This policy applies to all students enrolled in the Newport Independent Schools. The Code of Conduct is the result of expressed concerns on the part of the community and provides for an annual review by the school community and the Newport Board of Education to ensure an effective document which meets the needs of the total educational community.

Each principal will meet with all their students and staff during the first week of each school year to review the District Code of Conduct and School Handbook.

Supervision of Pupils' Conduct (KRS 161.180):

- (1) Each teacher and administrator in the public schools will, in accordance with policies and procedures of the Board of Education made and adopted for the conduct of pupils, 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
- (2) The various boards of education of the Commonwealth of Kentucky, and the principals of the public schools, may use teacher aides in supervisory capacities, such as playground supervision, hallway supervision, lunchroom and cafeteria supervision, and other like duties, including but not limited to, recreational activities and athletic events, relating to the supervision and control of the conduct of pupils; and while so engaged, such teacher aides will have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties.

Questions concerning the Code of Conduct should be directed to:

Jennifer Stewart
Director of Pupil Personnel
Newport Independent Schools
30 W. 8th Street
Newport, KY 41071
(859) 292-3001
Jennifer.Stewart@Newport.kyschools.us

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

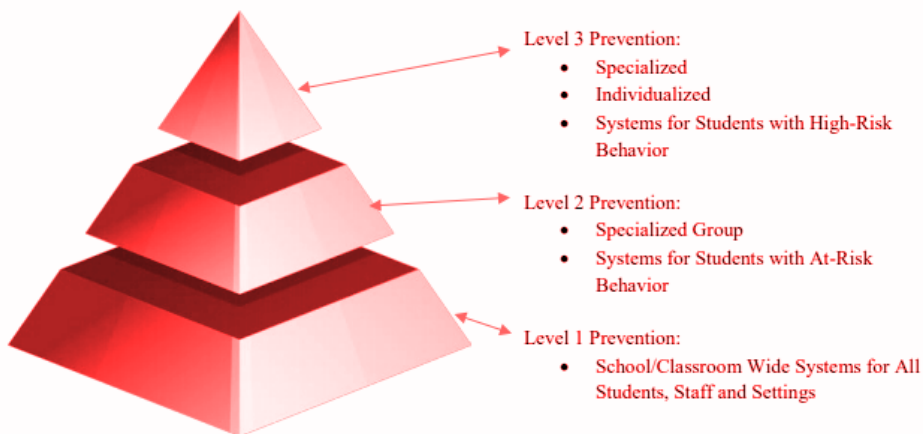
Newport Independent Public Schools facilitates the Positive Behavior Intervention and Supports (PBIS) framework which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-level system of support to enhance student learning. Students often need encouragement and new skills to improve behaviors and assistance in learning to do so. School staff recognizes that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions. (Center for Positive Behavior Intervention Supports, University of Oregon)

Newport Independent Public Schools has embraced PBIS, as the primary tool to address student misbehavior and to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing school-wide behavior referrals to make decisions and solve problems based on their individual school needs.

Parents and student(s) will notice PBIS in our schools when they see and hear each school's clearly defined expectations for all school settings and by the rewards student(s) can obtain by meeting these expectations and the range of interventions and supports student(s) will receive.

Successful PBIS implementation will help us:

- Have more engaging, responsive, preventative, and productive learning environments.
- Improve classroom management and address disciplinary issues through interventions designed and implemented based on continuous data analysis.
- Improve supports for students whose behaviors require more specialized assistance.
- Maximize academic engagement and achievement for all students



PBIS schools organize their evidence-based behavior practices and systems into an integrated collection or continuum in which students experience support based on their behavior responsiveness to intervention. A three-level prevention logic requires that all students receive support at the universal or primary level. If the behavior of some students is not responsive, more intensive behavioral supports are provided, in the form of a group contingency (selected or secondary level) or a highly individualized plan (intensive or level).

Center for Positive behavior Interventions Supports, University of Oregon- For more information about PBIS, visit www.pbis.org

TRAUMA-INFORMED CARE IN SCHOOLS

All public schools in the Commonwealth of Kentucky are required as part of KRS 158.4416

to adopt a trauma informed approach to education in order to better recognize, understand, and address the learning needs of students impacted by trauma and to foster a learning environment where all students, including those who have been traumatized, can be safe, successful, and known well by at least one (1) adult in the school setting.

Newport Independent School District utilizes the four key assumptions often referred to as the Four Rs from the Substance Abuse Mental Health Services Administration (SAMHSA) to establish the outline providing a trauma informed approach. They are as follows:

Realize the widespread impact of trauma and understand potential paths to recovery.

Recognize the signs and symptoms of trauma in students, families, staff, and others involved in the system.

Respond by fully integrating knowledge about trauma into policies, procedures, and practices.

Resist Re-traumatization of all participants and stakeholders including those being served and the staff providing services.

Additionally, it is important to note that a trauma informed-approach requires a holistic approach to supporting students, teaching, and learning; however, it can also be applied to many different settings. The Center for Disease Control (CDC) Office of Readiness and Response (ORR), in collaboration with SAMHSA's National Center for Trauma-Informed Care (NCTIC), have identified six key principles of being trauma-informed, which are also utilized by Newport Independent School District.

Key Principles	Concept
Safety	The physical setting is safe and interpersonal interactions promote a sense of safety defined by those served for both students and adults.
Trustworthiness & Transparency	Organizational operations and decisions are made with the goal of building and maintaining trust with students, caregivers, and staff.
Peer Support	Peer support and mutual self-help are key in establishing safety, building trust, enhancing collaboration, and utilizing their experiences to promote healing.
Collaboration	Everyone has a role to play in a trauma-informed approach.
Empowerment	Individual's strengths and experiences are recognized and built upon. We foster a belief in the ability of individuals, organizations, and communities to heal and promote recovery from trauma.
Cultural, Historical, & Gender Issues	We recognize and eliminate any potential cultural, racial, gender or other biases in order to offer culturally responsive services and leverage the healing value of traditional cultural connections.

Adopting a trauma-informed care approach is not accomplished through one set method. A continuum of trauma-informed practices are utilized in order to assess, implement, and improve upon methods in order to assist students in overcoming barriers to reach their fullest potential. It is embedded in everyday practices and requires ongoing attention, caring awareness, and engagement with students, families, staff, and community stakeholders.

SOCIAL EMOTIONAL LEARNING & SUPPORTS

Social and emotional learning offers opportunities to enhance support of students in a holistic manner. Social and emotional learning supports students in learning behavioral expectations, solving complex problems, working with peers, and viewing situations from different perspectives. Built within the Multi-Tiered System of Supports (MTSS), social and emotional learning is one prevention focused framework for addressing behavioral needs within a larger context

Newport Independent Schools has invested in PBIS systems that address the behavioral side of the MTSS framework. PBIS focuses on increasing positive behavior. School wide SEL focuses on helping students build competencies that help students navigate more effectively. SEL helps students build the knowledge, skills, and attitudes to carry out schoolwide expectations and achieve academic success.

Collaborative for Academic, Social, and Emotional Learning (CASEL)- For more information about CASEL, visit casel.org

Multi-Tiered System of Supports (MTSS)

Newport Independent School District believes that all children can learn and achieve high standards when provided with effective teaching, research-based instruction, and access to a standards-based curriculum. Therefore, a comprehensive, multi-tiered system of interventions is available to address student academic and behavioral needs. This system, often called MTSS, is an ongoing system of identifying children who are at-risk for poor learning outcomes and providing them with evidence-based interventions. Staff monitor student intervention services to determine who needs more intensive services. Through this process, federal and state requirements for the identification of students with disabilities can be met. If you have any questions regarding the intervention process or would like to know if your child needs intervention services please contact your child's teacher or principal.

PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES

The protection and safeguards of the United States Constitution and, more particularly, of the Bill of Rights apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his/her rights unless he also exercises the self-discipline and care to afford all others the same rights and does not allow his/her own actions to infringe upon the rights of others. In a social situation, such as the public schools, all participants, students, parents/guardians, teachers, administrators, and others in the educational process, have the right and responsibility to know the basic standards of conduct and behavior which are expected. The school environment is a community of individuals who live and interact in ways that are based upon commonly shared rules, rights, responsibilities, expectations, and common sense.

STUDENTS

Students have the right to the opportunity for:

- ☐ Learn in a safe, supportive, and high-quality educational environment that values individual needs and growth.
- ☐ Receive clear and timely communication about school expectations, policies, and procedures.
- ☐ Feel physically and emotionally safe while respecting personal property and school spaces.
- ☐ Seek guidance and support from teachers, counselors, administrators, and other school staff.
- ☐ Participate in student organizations, leadership opportunities, and school activities in an inclusive and equitable environment.
- ☐ Access and review their educational records with parents/guardians or authorized representatives.
- ☐ Be treated with dignity, fairness, and respect by peers and school personnel.
- ☐ Share concerns, questions, or grievances and receive timely responses from school staff.

Each student will:

- ☐ Take responsibility for personal choices, behavior, and respect for others and property.
- ☐ Maintain appropriate personal hygiene and attire that supports a positive learning environment.
- ☐ Contribute to a safe, respectful, and disruption-free school community by avoiding harmful, threatening, or unsafe behaviors.
- ☐ Support a positive learning environment through regular attendance, punctuality, self-control, and respectful behavior.
- ☐ Engage fully in learning opportunities and complete assigned work to the best of their ability.

TEACHERS

Teachers have the right for the opportunity to:

- ☐ The support of co-workers and administrators.
- ☐ Work in an educational environment with a minimum number of disruptions.
- ☐ Expect all assignments, including homework, to be completed and turned in as assigned.
- ☐ Remove any student whose behavior significantly disrupts learning for up to one class period to a designated area.
- ☐ Be safe from physical harm and freedom from verbal abuse.
- ☐ Assist in the formulation of policies that relate to their relationships with students and school personnel.
- ☐ Take action necessary in emergencies to protect their own person/property or persons/property of those in their care.

Teachers have the responsibility to:

- ☐ Provide engaging instruction, meaningful learning experiences, and appropriate instructional materials.
- ☐ Maintain high academic expectations while supporting the diverse needs of all learners.
- ☐ Communicate student progress, successes, and concerns with students and families in a timely manner.
- ☐ Apply the Code of Conduct fairly, consistently, and without discrimination.
- ☐ Provide timely feedback on assignments and assessments.
- ☐ Foster a respectful, positive, and inclusive classroom environment.

- ☐ Model professionalism through respectful communication, behavior, and appearance.
- ☐ Recognize and encourage positive student behavior, effort, and achievement.
- ☐ Make informed and fair decisions based on facts and student needs.
- ☐ Follow Board of Education policies and school procedures.

PARENTS AND GUARDIANS

Parents/Guardians have the opportunity to:

- ☐ Partner with schools in a safe, respectful, and academically focused learning environment.
- ☐ Expect fair, timely, and consistent responses to behavioral or academic concerns.
- ☐ Access information regarding their child's academic progress, attendance, and educational records.
- ☐ Share concerns, ask questions, and receive timely communication from school staff.
- ☐ Be treated with courtesy, dignity, and respect by students and school personnel.

Parents/Guardians have the responsibility to:

- ☐ Encourage the value of education, responsibility, respect, and positive behavior.
- ☐ Support regular attendance, punctuality, and completion of academic requirements.
- ☐ Become familiar with school expectations, procedures, and the Code of Conduct.
- ☐ Partner with school staff to support student learning, behavior, and success.
- ☐ Communicate respectfully with students, staff, families, and community members during all school-related activities.
- ☐ Participate in conferences, meetings, and school communications related to their child's progress.
- ☐ Maintain updated emergency contact information with the school.
- ☐ Support appropriate personal hygiene, attire, and readiness for learning.

PRINCIPALS

Principals have the right to:

- ☐ Expect all students, teachers, and other personnel to comply with school expectations, procedures, and policies.
- ☐ The support and respect of students, parents, and staff in implementing procedures and policies of the Board of Education.
- ☐ Take reasonable and necessary action to protect their own person or property or the persons or property of those in their care.
- ☐ Take appropriate action with respect to any person whose conduct disrupts the educational process.
- ☐ Provide input into expectations, procedures, policies, and regulations that relate to the school.
- ☐ Be safe from physical harm and verbal abuse.

Principals have the responsibility to:

- ☐ Foster a culture of respect, inclusion, collaboration, and high expectations.
- ☐ Apply discipline fairly, consistently, and in alignment with the Code of Conduct.
- ☐ Support instructional and behavioral interventions that promote student success.
- ☐ Clearly communicate school expectations, policies, and procedures to the school community.
- ☐ Respond to student, staff, and family concerns in a timely and respectful manner.
- ☐ Model professionalism, respectful communication, and ethical leadership.
- ☐ Ensure compliance with federal, state, local, and district regulations.
- ☐ Treat all students, staff, families, and community members fairly and equitably.

EXPECTED BEHAVIORS

At Newport Independent we believe every student deserves a safe, supportive, equitable, accessible, and orderly learning environment. We believe that appropriate behaviors begin by having a structure for success, teaching expectations, observing learners developing their skills, interacting with learners in a positive manner, and in correcting fluently. We recognize that individual student culture and experiences are an integral part of who we are.

Show Respect for Myself By:

- Attending school regularly, being on time, and staying engaged in learning.
- Following school expectations and directions from adults.
- Doing my best on schoolwork, homework, and classroom activities.
- Making positive choices and taking responsibility for my actions.
- Dressing appropriately for a safe and positive learning environment.
- Helping keep school safe by not bringing prohibited or harmful items to school.

Show Respect for Others By:

- Treating others with kindness, honesty, and compassion.
- Using respectful words, tone, and body language.
- Listening when others are speaking.
- Working cooperatively with peers and adults.
- Keeping my hands, feet, and objects to myself.
- Helping create a school environment free from bullying, threats, and harassment.

Show Respect for Learning By:

- Coming to school prepared and ready to learn.
- Staying focused and participating in class activities and discussions.
- Completing my own work with honesty and integrity.
- Following school rules and classroom expectations.

Show Respect for Property By:

- Taking care of school property, personal belongings, and the property of others.
- Using materials, technology, and equipment safely and responsibly.
- Following safety rules at school, on the playground, and on the bus.
- Keeping personal electronic devices put away or turned into staff unless permitted by staff.



Student Support Services

STUDENT HEALTH

Health Clinic

Newport Independent offers a school-based health clinic at our Welcome Center location and in each school by appointment. This clinic is open to all students from 8:00 to 3:00 on published days August through May yearly. The School Based-Health Clinic offers physicals, immunizations, and sick visits. Please contact the clinic or your child's school nurse for an appointment at (859) 292-1910. The entrance is on 8th Street through the Welcome Center Courtyard.

Basic Health Requirements

- All students are required to have a physical examination upon Kindergarten enrollment.
- All students entering the sixth grade are required to have a physical completed no more than one year before entering the sixth grade.
- All students are required to have a valid Kentucky Immunization Certificate on file at all times.
- All students under the age of 7 are required to have a vision examination by January 1 of the first year of enrollment.
- All 5- or 6-year-old students are required to have a dental screening or exam by January 1 of the first year of enrollment.

Dental Health

Dental services are provided yearly to all Newport Independent students through a third-party vendor. These services occur during the instructional day and require parental consent for treatment. Services may include exams, x-rays, cleaning, and fillings. For more information, please contact your child's school nurse. Those families in need of dental health referrals may contact their child's Family Resource & Youth Services Coordinators.

Vision & Hearing Health

Student vision and hearing is screened in grades 1- 8 by your school nurses, medical aides, and outside providers. These services occur during the instructional day and results of these screenings are communicated to families. Those families in need of eye or ear health referrals may contact their child's Family Resource & Youth Services Coordinators.

EXPECTATIONS RELATED TO MEDICATION

The use of medication at school by students must conform to all state and federal laws as well as local school board policies and procedures.

Prescription Medications

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. Authorization forms are only valid for one school year or until treatment changes. A new authorization for medication administration must be completed if there is a change in medication, dosage, time and/or frequency, and a new prescription bottle (or medication label, if applicable) from the pharmacy indicating the prescription change should be provided.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. If there is a discrepancy between the information on the parent/guardian authorization form and the prescription label, then, either, a new authorization form must be completed by the parent/guardian, or a new prescription bottle or label issued by the dispensing pharmacy. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by

the Principal or designee. Prescription medications shall not be given beyond the date specified on the authorization form or beyond the expiration date on the label. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been prescribed, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

Nonprescription Medications

Over the counter (OTC) medications should not be administered in a school setting without a medical practitioner's order as well as signed parental consent. OTC medications are permitted to be administered when part of standing order or protocols signed by a medical practitioner.

SELF-ADMINISTRATION

Student self-administration is allowed in certain situations with a written health care provider's authorization which permits a student to responsibly carry self-administered medication. The authorization form must be completed by the parent/guardian and health care provider and be on file in the student's school. The authorization must be renewed each school year and the health care provider shall include the following information:

- The student is capable of administering the prescribed medication;
- The name and purpose of the medication;
- The prescribed dosage of the medication;
- The times in which, or circumstances under which, the medication may be given; and
- The period of time for which the medication is prescribed.

The parent/guardian shall be notified if the student uses the medication inappropriately or more often than prescribed.

Provided the parent/guardian and health care practitioner files a completed authorization forms each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.

Students with a documented life-threatening allergy or designated staff shall be permitted to carry an injectable epinephrine device in all school environments. The injectable epinephrine device shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the counter medication with another student. Each year, 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.

Mental Health

Each school is staffed with a school counselor. This professional provides services throughout the school including classroom instruction, small groups, and one on one services. The school counselor acts as the liaison between families and more in-depth layers of services. The school counselor is available to students daily. Should you be interested in counseling or mental health services, please contact your child's school and ask to speak with a school counselor.

Newport Independent Schools have also partnered with outside agencies to provide additional mental health services. External counseling services are a parent/guardian choice and families interested in counseling services may contact their child's school counselor to learn more.

Given the unexpected demands on our students, many are feeling anxious, fearful, worried, overwhelmed, and sad. Your child's school counselor serves as the primary contact for referral of mental health services.

Newport Primary	(859) 292-3011	Newport School of Innovation	(859) 292-3001
Newport Intermediate	(859) 292-3021	Newport Regional School	(859) 292-6371
Newport High School	(859) 292-3023		

If you feel that your child could benefit from services or if you would like to learn more, please contact your child's school counselor. These services are at low cost to no cost to you.

Hotlines

For emergencies, always call 911

Child Abuse Hotline- Cabinet for Health and Family Services: 1-877-597-2331

Safe Haven Baby Boxes Crisis Line- 1-866-99BABY1

National Human Trafficking Hotline: 1-888-373-7888 or text "HELP" or "INFO" to 2337363

National Suicide Prevention Lifeline 1-800-273-8255 or call/text 988

STOP Tip Line- Located on our school websites/call/ text
1-866-EYE- on KY or 866.393.6659

Report bullying, violence, risky behavior, threats, concerns, or anything else you have seen or heard. You can make an anonymous report.

*You may also
scan the QR code
to make a report*



ATTENDANCE

Compulsory Attendance

Under Kentucky state law, KRS 159.010, all children must be enrolled in and attend school between the ages of 6 and 18 years of age. A child who is 6 years old or who turns 6 by October 1, must attend school. A child who has reached 5 years of age by August 1st may enroll in Kindergarten. Guardians of children aged 5 may petition for Early Entrance to school.

Residents of Newport have many options for enrollment of their children.

- Newport Primary serves students in grades Preschool through Second grade.
- Newport Intermediate serves students in Third grade through Sixth grade.
- Newport High School offers families enrollment in its middle school program for Seventh and Eighth grades, as well as secondary education in grades Nine through Twelve. Newport High offers alternative programming through its New Pathways program.
- Newport School of Innovation provides enrollment in an online platform to grades Six through Twelve and includes a homeschool platform for those choosing alternate options. Newport School of Innovation also offers alternative programming for students needing additional routes to academic and behavioral success.

Chronic Absenteeism

Chronic absenteeism is defined as missing at least 10% of a school year for both excused and unexcused events. For students, this means as many as 17 days of school, almost an entire instructional month. Absent events add up quickly, many times accumulating quicker than most parents are aware of. Illness such as flu and common viruses in conjunction with medical and dental appointments often catch parents unaware of the growing number of absent days.

Studies have shown that missing 10 percent or more of school is a direct predictor of lower academic proficiency in reading and mathematics by grade three, increased failure in the middle grades, higher rates of in and out of school suspension, increased high school non-completion through exiting to home school and drop out, and decreased college completion. The importance of good attendance begins early and sets the foundational stage for all other endeavors. Our student's proficiency, persistence, and behavioral expectations are heavily weighted in attendance and engagement in school every day.

Truancy

Kentucky defines a truant as 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) days or more, or tardy without valid excuse on three (3) days or more.

Kentucky further defines truancy as any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) 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.

Any student who has been reported as a truant two (2) or more times is a habitual truant. Habitual truancy will result in charges with the Campbell County Family Court, CDW's office or to the Cabinet for Health and Family Services for neglect. **With the 2024 amendment to KRS 159.140, Newport Independent SHALL report any student/parent/guardian with 15 unexcused absences to the County Attorney to determine appropriate court intervention.**

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year. **In Kentucky, Out of School Suspensions are unexcused absences and count toward a student's overall truancy.**

REPORTING YOUR CHILD'S ABSENCE FROM SCHOOL

Call your child's school each day to report that he/she is unable to attend school that day.

School Location	Contact Number	Start and End Time
Newport Primary	859-292-3011	7:50 AM– 2:45 PM
Newport Intermediate	859-292-3021	7:45 AM– 2:40 PM
Newport High	859-292-3023	8:15 AM— 3:15 PM

When your child returns to school, send a note stating the reason your child was absent. Sign, date and return the note with the student to school on the day he or she returns to school. The note must be turned into the school office no later than 5 school days after the event. Notes after 5 days of school will not be accepted.

If your child will be late for school because of a medical or other appointment, a written note is required. The note may be written by the parent/guardian or the doctor or other professional providing a service to the student. If your child will need to leave school early for a medical or other appointment, the school will not release them without a written note from you or the medical professional.

AN EXCUSE NOTE IS REQUIRED FOR EACH ABSENT DAY AND EACH TARDY TO SCHOOL WITH A TOTAL OF 5 PARENT NOTES FOR THE ACADEMIC YEAR.

Newport Independent Schools accepts five parent notes to be used at a parent's/guardian's discretion in order to excuse any absence or tardy event. When your child has missed one or more unexcused attendance events and parent notes, or other valid excuses are not received by the school within five school days, your parent notes will be automatically applied to the unexcused event and will apply up to five excused absences.

An additional two (2) excused office notes may be granted during the school year for any absence or tardy event by the building principal or his/ her designee if, in their judgment, an excused absence is warranted.

All other excused absence events must be accompanied by appropriate documentation, i.e., dentist / doctor's note, a note from the court clerk or court designated worker (CDW), an obituary notice, funeral home memorial card or funeral mass card regarding the death of a family member.

Serious Chronic Medical Conditions may be excused with Newport Independent School's Medical Excuse Form signed by their physician for any absence over ten (10) days due to a chronic illness or medical need. The Medical Excuse Form is designed for chronic medical conditions only. Forms are located in each school office.

STUDENT IS RESPONSIBLE TO MAKE-UP MISSED CLASS WORK AFTER ABSENCES

Students having excused or pre-arranged absences (acceptably documented) will be allowed to make up work. It is the student's and parent's/guardian's responsibility to contact the teacher concerning make-up work. If a student has been given a date or deadline by which assignments or projects are due to be turned in or for when a test will be administered, and the student is absent on that date, the student will be expected to turn in the assignment or project and/or to take the test on his/her first day back to school.

EXCUSED ABSENCES:

Regular school attendance is essential to student learning, achievement, and overall success. The Newport Independent School District encourages students to attend school consistently, arrive on time, and remain engaged throughout the school day. In accordance with Kentucky law and district policy, absences will be classified as either excused or unexcused based on the reason provided and required documentation. The following guidelines are intended to help families and students understand attendance expectations and procedures.

Parents must provide proper documentation for the following absences:

Illness of pupil with a parent note- Not to exceed 5 days	Illness of pupil- with a medical excuse including mental/behavioral health
Medical appointment of student	Death or severe illness in pupil's immediate family
1 Day Kentucky State Fair	Reporting to court
Religious holiday and practices	Pearranged absences
Driver's test (½ day- 2 times)	
Other circumstances as approved by principal	

Any student absent or tardy from school unexcused will not participate in extracurricular activities the day of the absence. Any student, who is absent or tardy from school excused, may participate in extracurricular activities on the day of the absence or tardy only with the approval of the principal or designee.

UNEXCUSED ABSENCES

The following will count toward the truancy:

Indifference of parent/guardian	Out of town	Juvenile detention-jail
Working at home or business	Providing Child care	Transportation
Out of School suspension	Distance from school	Truancy
Oversleeping	Skipping school (including unknown by parent)	Illness (more than 5 unexcused with note from parent without medical excuse)

TARDY TO SCHOOL & TARDY TO CLASS

Should a student be tardy, he/she must report to the attendance clerk for proper admittance to school. The attendance clerk will issue tardy slips. If a student arrives tardy to school, a parent, legal guardian, or authorized adult supervising the student must enter the school and sign the student in for the day. For student safety and attendance verification, students may not be signed in or dismissed by phone call.

PREARRANGED ABSENCES:

Pupils are not reported as absent when participating in school activities which are authorized by the Board of Education and are a definite part of the instructional program of the school. Pupils are not reported as absent when participating in activities which are provided in KRS 158.240 and 159.035 including moral instruction. Pupils may not be excused when they are absent as spectators at school activities. Participation in 4-H activities are to be considered in attendance (KRS 159.035). Anything in the statutes of the Commonwealth to the contrary notwithstanding, all pupils in the schools of the state who are enrolled in properly organized 4-H club will be considered present at school for all purposes when participating in regularly scheduled 4-H club educational activities, provided the student is accompanied by or under the supervision of a county extension agent or the designated 4-H club leader for the 4-H club educational

activity in which the student participates. Attendance at Kentucky State Fair (KRS 158.070

(2) This section states: a board of education “will use one day of valid absences for attendance at the State Fair for students applying for valid absence for this purpose.” Absences because of death in the immediate family will require a written statement and a phone call to the principal/designee. Students will understand that absences should be used for personal illness or injury, professional appointments (doctors, dentists, etc.).

Educational Enhancement Opportunities (EHO) shall be granted as an excused absence for up to ten (10) school days as determined by the Principal when opportunities are determined 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. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted (See Policy 09.123) *The decision for approving the prearranged absences will be based upon:* overall attendance record, overall academic record and the nature or circumstances of the request. Requests must be submitted in writing by the guardian and approved prior to the date of the event(s) for EHO.

Home Hospital Instruction seeks to offer an academic program that can realistically balance grade level demand to student medical need until the student can return to an appropriate school environment. Home/Hospital instruction is designed as short-term instruction provided in a home or other designated site for a student who is temporarily unable to attend school upon recommendation by a medical provider and approved by a school-based home hospital team. **When a student is expected to be absent from school for at least five consecutive days because of a documented medical or psychological condition, Home/Hospital instruction should be considered.** Students participating in home hospital instruction receive attendance credit. They receive a home hospital attendance reason and are not counted as absent from school. Please contact your medical provider or the Director of Pupil Personnel at (859)292-3001 for additional information.

DRIVER'S LICENSE REVOCATION (KRS 159.051) NO PASS/NO DRIVE

Any fifteen (15), sixteen (16) or seventeen (17) year old student applying for the first time for a Learners Instruction Permit will be required to have a School Compliance Verification Form, issued and completed by the school. This form verifies that the student is compliant with the components of the statute. If the student is not compliant, the form should not be issued. The form requires the stamp from an embossed seal (with raised characters) to be accepted by local court clerks.

The "No Pass/No Drive" statute results in the denial of the school compliance verification form or the revocation of a student's driver's license due to academic deficiency, dropping out of school, or by deficient attendance by semester. Any absences due to suspension shall be unexcused absences. Students shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

Academic and Attendance Deficiencies

Academic and attendance deficiencies for students fifteen (15) years of age but less than eighteen (18) years of age enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

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 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 a class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

Reinstatement of Driving Privilege

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

Within fifteen (15) days of receiving notice that the student's license has been revoked or suspended, parents/guardians may request the reinstatement of the driver's license if they can prove one of the following:

1. The license is needed to meet family obligations or family economic considerations which, if unsatisfied, would create an undue hardship; or
2. The student is the only licensed driver in the household; or
3. The student is not considered academically deficient pursuant to this section

CHILD ABUSE

KRS 620.030 and 620.050 are child protective laws for persons under eighteen (18) years old. They apply to any child whose health or welfare is harmed or threatened when any parent, guardian, or other person inflicts physical or mental injury, commits sexual abuse, abandons or exploits or does not provide the child with adequate care and supervision, such as food, clothing, shelter, education, and medical care necessary for the child's well-being. A child who becomes emotionally disturbed because of constant friction in the home or exposure to unwholesome and demoralizing circumstances is also considered abused.

Any school employee who has reasonable cause to believe any of the above has occurred must, by law, make an oral or written report to a local law enforcement agency or Kentucky State Police; the Cabinet or its designated representative; the Commonwealth's attorney or county attorney by telephone or otherwise.

STUDENT IDENTIFICATION NUMBERING SYSTEM

A statewide numbering system has been established which encourages consistent use of student identification numbers throughout the state. Local school Districts are to use the state student identification number as the student identification number. The student's social security number is still used in many of the state reports and awarding of Kentucky Educational Excellence Scholarships.



JURISDICTION & APPLICATION OF THE CODE OF CONDUCT

The consequences set forth in the Newport Independent Board Policies and Code of Conduct apply to students at all times while they are on school property or attending a school event. Newport Independent property includes any school or other school facility, including grounds owned or operated by Newport Independent, NISD buses, and other NISD vehicles, and the facility and grounds of any NISD-sponsored activity involving students. Any student who is present when another student(s) is actively engaging in behavior that violates the Board Policies and Code of Conduct and the act is a law violation, may also be subject to consequences if the behavior constitutes active participation.

Student conduct occurring outside of school hours or away from school property may be subject to consequences if the school administration reasonably believes or possesses evidence that the conduct threatens the health or safety of students or staff, or if the conduct causes or is reasonably expected to cause substantial disruption or material interference with school activities.

Consequences listed provide a frame of reference and will be made at the discretion of the School Administration: School Principal or Assistant Principals. The School Administration has the discretion to request a risk of self-harm or threat assessment to be completed by the school threat assessment team or outside provider as appropriate.

DISCIPLINE, INTERVENTIONS, & CONSEQUENCES- RESOLUTION TYPES

Students exhibiting behavioral difficulties may need instructional and/or behavioral interventions put in place and these interventions should continue for as long as they are needed to support the student. Interventions may occur within the classroom, while other interventions may include additional staff and locations. Intervention plans are made at the determination of the student support teams.

ALTERNATIVE CONSEQUENCE STRATEGIES

Students may be provided with consequences that are instructional, reflective, and/or restorative in nature in lieu of or in addition to punitive measures. Instructional practices focus on learning and application of alternate appropriate behaviors while reflective practices engage students in consideration of actions and impact on others. Restorative practices focus on resolving conflict, repairing harm, and healing relationships.

PRINCIPAL CONFERENCE

Students may be provided with the consequence of a principal conference with a member of the school administrative team to address the behavioral issue the student is exhibiting in the classroom at the discretion of the administrator. Peer conflict mediation may occur through Principal Conferencing. School administration may discuss expectations, gather information, or coach a student regarding their behavior.

RESTITUTION

Students who damage/destroy property, vandalizes property, litters, or creates an unnecessary mess may be provided the opportunity to restore, repair, or improve the situation/equipment/property/campus. The restitution should be related to or relevant to the inappropriate behavior of the student.

DETENTION

Students may be placed in detention before school, during lunch, or after school. Parents are to be notified and are responsible for transportation. Students placed in In-School Detention (I.S.D.) must make up any class work or tests or receive zeroes for the work.

PROBATION

A probation period may be established for students when a school principal determines that it would better benefit the student to remain in the classroom than to incur an out-of-school suspension. A conference will be held with the student, the student's parent/guardian, a counselor, and the teacher involved with the student in order to develop a behavioral contract which will enable the student to remain in class. The contract becomes effective when signed by the student, parent/guardian, and the principal (or his/her designee). Alternatives which allow the student to remain in the school setting will be given first priority. A contract form will be drafted in terms readily understood by the student. The contract will state the name and title of the persons entering into the contract; the expected or required behavior of the student; and the consequences of violation of the required behavior. A breach of contract may result in an alternative to the contract, such as referral to in-school detention, at-home suspension, or the recommendation to the superintendent for presentation to the Board of Education for expulsion.

LOSS OF TECHNOLOGY PRIVILEGES

MacBooks, iPads and all school devices are district owned and the contents on the device shall be educational in nature and may be viewed at any time by district/school staff. Personal devices are not allowed as an instructional device. Loss of privileges may include verbal reprimand, after school detention, loss of device, deactivation of certain features. See device user agreement.

Loss of Telecommunication Device:

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices and other related electronic devices. Students are prohibited from using a personal telecommunication device during the instructional day, except during an emergency, if directed to do so by a teacher for

an instructional purpose, or if authorized by a teacher. Students shall be subject to disciplinary action, including the loss of the privilege of bringing the device onto school property, potential report to law enforcement, and confiscation of the device that shall only be returned to the student's parent/guardian.

REPRIMAND

Students may be provided with a verbal reprimand as a directive addressing behavior including the description of the rule violated, corrective actions needed, and consequences if the student does not comply.

REFERRAL TO COUNSELOR

Students, school administration, and guardians may request to see a school counselor who will work with other school staff, students, and families to facilitate resources needed to assist the student with improved behavior and choice making.

BEHAVIOR INTERVENTION - IN SCHOOL REMOVAL

Students are provided with in-school services in a location separate from the regular classroom for a portion of the school day to focus on academic content occurring within the regular classroom and to address repeated behavioral issues in a short-term time frame.

BEHAVIOR INTERVENTION - LEARNING STRATEGIES

Students are provided with on the spot behavior intervention through the use of alternatives to punitive discipline for repetitive behaviors that are deemed by school administration to be beyond the scope of the regular classroom for short periods of time. Focus is on the provision of behavior intervention and remediation of behavioral skills. School Administration or ARC assignment of location.

CLASSROOM & TEACHER BASED SUPPORTS

Students will be provided with a proactive system of support to achieve social, emotional, behavioral, and academic success within an individual classroom. Teacher determination of reason for inappropriate behavior and classroom-based action to reduce or eliminate the behavior. Classroom and teacher-based supports include positive classroom management techniques in a culturally responsive model. Classroom and teacher-based supports include communication and collaboration with the parent or guardian.

PERSONAL PARENT CONFERENCE-

Conference with a school administrator prior to the student returning to school and required upon return from an out of school suspension. Failure of a guardian to meet with an administrator prior to the student returning to school from a suspension will require the student to be provided services in a behavior intervention or alternative setting until the parent attends the return to school conference.

SUSPENSION

Suspension will mean a denial of attendance at any single subject or class, or any full schedule of subjects or classes or at any other type of activity conducted by or on behalf of the particular school for the stated period of time. In accordance with **KRS 158.150**, the Principal or Assistant Principal may suspend a pupil up to a maximum of five (5) days per incident. The Superintendent may approve a suspension up to a maximum of ten (10) days per incident. Suspensions may be provided in school or out of school. ***In Kentucky, Out of School Suspensions are unexcused absences and count toward a student's overall truancy.*** *Out of school suspensions require a guardian conference with a school administrator prior to the student returning to school. Failure of a guardian to meet with an administrator prior to the student returning to school from a suspension will require the student to be provided services in a behavior intervention or alternative setting until the parent attends the return to school conference.*

A student who is serving an out-of-school suspension is prohibited from being on any Newport Independent Schools property and from attending or participating in any school-sponsored or school-related activity, event, or function, whether held on or off school district property, for the duration of the suspension. This includes athletic events, extracurricular activities, field trips, dances, ceremonies,

and any event in which Newport Independent Schools is participating or sponsoring. A student who violates this provision will be subject to additional disciplinary action and may be referred to law enforcement for trespassing when applicable.

Suspension of primary school students will be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee. **(Newport Board Policy 09.434)** Students placed on home suspension may be allowed to make up any class work or tests for the duration of the suspension including, through virtual means, at the discretion of the Principal or Admissions and Release Committee.

A student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive", and may be suspended from school and no other basis for suspension shall be deemed necessary (Newport Board Policy 09.434)

ADMINISTRATIVE HEARING

Students with Level 4 offenses, chronic disruptive behavior, or disruption of the educational environment that may warrant more than a 10-day suspension may have a District Administrative Hearing. Outcomes of this hearing could include any/all disciplinary action outline in the Code of Conduct Guidance and or agreed upon by school and student/guardian. An Administrative Hearing may also result in the hearing officer recommending an expulsion hearing with the Board of Education. An Administrative Hearing may also result in the hearing officer determination for an alternative placement and/or alternative education program; both voluntary and involuntary.

ALTERNATIVE PLACEMENT

A student may be assigned to the alternative education setting/program by the Principal or his/her designee to meet the needs of a student that cannot be addressed in a traditional classroom and may include conduct that disrupts the educational process and for chronically disruptive students up to nine (9) days. The duration of assignment will be fixed by the Principal or his/her designee. Opportunities will be provided for the student to continue regular school work under the supervision of the school staff. **(Newport Board Policy 09.4341)**. Alternative placement may also be utilized as intervention in temporary/short term student need.

ALTERNATIVE EDUCATION PROGRAM

Alternative education program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. In lieu of expulsion or upon expiration of expulsion the Superintendent may place a student into an alternative program if the Superintendent determines placement in the student's regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or staff. Placement may be provided virtually and is subject to compulsory attendance. Placement in an alternative education program may be voluntary or involuntary. A school Principal may recommend a student for an alternative education program through referral to an Administrative Hearing. An Administrative Hearing officer determination may also result in an alternative placement and/or alternative education program; both voluntary and involuntary as well as virtual or in-person.

EXPULSION

Expulsion will mean denial of attendance to Newport Independent Schools. An expulsion will include a denial of admission to or entry upon real or personal property owned, leased, rented, or controlled by Newport Board of Education. **(Newport Board Policy 09.435)**

Note: The difference between suspension and expulsion is primarily the length of time. Typically, a student will be suspended for up to 10 school days for a single offense. The Superintendent may extend any suspension. Only the Board of Education may expel a student. The Board may expel a student for longer than twelve (12) months and may extend the expulsion of any student. The Superintendent may place a student into an alternative program or setting if the Superintendent determines placement

of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

Senate Bill 101 (2026) Teacher Safety: Amends KY Revised Statute to require a local board of education to expel a student for at least 12 months if the student intentionally causes physical injury to school personnel at school or a school function.

USE OF PHYSICAL RESTRAINT AND SECLUSION 704 (KAR 7:160)

This administrative regulation establishes the requirements for the use of physical restraint and seclusion in school districts. It also establishes notification and data reporting requirements for the use of physical restraint and seclusion within those districts. It does not prohibit the lawful exercise of law enforcement duties by sworn law enforcement officers. Specific board policy and procedure can be found on the Newport Independent School District website www.newportwildcats.org, click District Board and then click Board Policies. You will be directed to our board policy and procedure site. Chapter 9, policy 09.2212 (Use of Physical Restraint and Seclusion) and procedure 09.2212 AP.21 (Physical Restraint and Seclusion Forms) provide reference information. The process for registering any complaints regarding this regulation is contained in Chapter 10, policy 10.2 (Citizen Suggestions and Complaints) and procedure 10.2 AP2 (Citizen Complaint to the Board).

STUDENT HEARING PROCEDURE AND DUE PROCESS

Students in violation of the rules of the school will receive verbal notice of the charges against them and will have an opportunity to state their response to the charges before any disciplinary action is taken. All disciplinary actions may be appealed according to Board of Education policy. Except where an emergency warrants a student's immediate removal from the school, students will receive the right to an informal hearing prior to their suspension. At this meeting the student will receive notice of the charges against him/her and have an opportunity to state his/her rebuttal. **(Newport Board Policy 09.4281)**

DISCIPLINE GRIEVANCE PROCEDURES

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

1. Classroom Teacher,
2. Principal or Principal's Designee
3. School council, where appropriate
4. Superintendent or Superintendent Designee
5. Board of Education
6. Please phone, e-mail, or make an appointment with the appropriate person. **(Board Policy 09.4281)**

SUSPENSION: In the event the discipline of a student is to deny attendance from a single class, or any portion of a school day or for one or more days, not exceeding 10 days, a conference with the school principal will first be conducted with students as follows:

- The student shall be given oral or written notice of the charges against him or her;
- If the student denies the charge(s), the student shall be given an explanation of the evidence of the charge(s) against him or her; and
- The student shall be given the opportunity to present his or her own version of the facts relating to the charge(s).
- The guardian will be provided with a written report including the reasons for suspension, the length of time of the suspension, and the conditions for reinstatement.
- Suspended students may not

EXPULSION:

In cases where expulsion has been recommended, the same procedure outlined above must be adhered to.
In addition:

- A hearing must be held before the Board of Education and must precede the expulsion.
- Notice of a hearing should be given at least five days before it is held.
- The student may be represented at the hearing by any person of his/her choice or his/her parent/guardian choice.
- A student will be provided educational services in an appropriate alternative program or setting, unless the board has made a determination, based upon clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff.

EXPULSION EXTENSION:

Within thirty (30) days prior to the end of a student's expulsion, the Board of Education shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the educational process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance.

ALTERNATIVE EDUCATION

A student's parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program. The Director of Pupil Personnel or other designated administrator shall notify parents by letter of their child's approval for assignment to the Alternative Education Program. The letter shall include the length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

ALTERNATIVE EDUCATION IN LIEU OF EXPULSION

Action to expel, or to extend the expulsion, or place in an alternative education program in lieu of expulsion shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board of Education. Following the initial alternative placement of a student in lieu of expulsion, the Board shall review the alternative program or setting at least once per year and determine if the placement should be continued.

Note: Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

REMOVAL- DISRUPTING THE EDUCATIONAL PROCESS

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

SEARCH & SEIZURE

School authorities have a legitimate concern as to whether or not they may conduct search and seizure activities within the school. While school officials should be concerned with safeguarding the rights of students, they must also be concerned with the rights of the school, teachers, and administrators.

No pupil's outer clothing, pockets, or his/her personal effects (e.g., handbags, backpacks, etc.) will be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person will be conducted only with the express authority of the Principal /designee.

Searches of a pupil's person or his or her personal effects will only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

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

These restrictions do not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety. (Newport Board Policy 09.436)

CHILDREN & YOUTH WITH DISABILITIES

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

LEVELS OF DISCIPLINE & RESPONSE

The information below outlines the range of options available to school personnel when addressing student behavior. The levels are provided to address both initial and repeat violations. Newport Independent school staff have discretion to consider the totality of the circumstances as they make discipline decisions and take into consideration mitigating circumstances such as age, developmental levels, disability, and other pertinent factors which may be relevant in addition to aggravating factors around the incident. An intervention-based resolution should be considered before responses which remove a student from an instructional setting. If a student is removed from an instructional setting, the removal should be combined with an intervention to prevent repeated behaviors.

Level 1 Code of Conduct offenses are minor disruptions to the classroom environment. Typically, these are not referred to an administrator until the classroom level interventions are not correcting the behavior. With Level 1 behaviors, the goal is to correct the behavior while limiting time missed from class. Some examples of an administrator response, in addition to an intervention-based approach resolution, are, but not limited to: Verbal reprimand, student conference, parent/student contact and/or conference, reteaching expectations, community service, withdrawal of privileges, alternate supervision. Repeated misbehavior requires a parent/teacher conference, a conference with the counselor and/or a conference with an administrator. Staff should use responses in a graduated fashion.

Level 2 Code of Conduct offenses are acts of misbehavior, whose frequency or seriousness disrupt the learning environment of the school. These violations always result in the involvement of school administration. With Level 2 behaviors, the goal is to correct the behavior by stressing the seriousness of the offense while keeping the student in school. Some examples of administrator response, in addition to an intervention-based approach resolution, may include but are not limited to: Parent Conference, loss of school privileges, community service, restitution, social probation, reteaching expectations, in-school suspension program, Friday/Saturday Detention, after school detention, short term loss of bus privileges. Staff should use responses in a graduated fashion

Level 3 Code of Conduct offenses are acts against a person(s) or property which indirectly endanger the health or safety of others in the school. These offenses may result in the short-term removal of the student from the school environment because of the severe nature of the offense. Response options may include combinations of interventions, resolutions, and discipline. Some examples of response options may include but are not limited to: in school suspension, out of school suspension, and/or denial of bus privileges combined with intervention. Staff should use responses in a graduated fashion. Out of school suspensions should include a conference with parent and student the morning the student returns to school at the end of the suspension.

Level 4 Code of Conduct offenses are acts against a person(s) or property which may directly or indirectly endanger the health or safety of others. These offenses always result in administrative action, possible notification of appropriate law enforcement authorities, and immediate removal of the student from school. The school will make a recommendation to the district hearing officer for an administrative hearing to determine next steps. In the case of Level IV violations, response options at the school level are limited due to the seriousness of the violation and the direct or indirect endangerment to the health and safety of others. Level IV behaviors may be recommended for an expulsion hearing before the Board of Education.

DISCIPLINARY INFRACTIONS

Infraction	Definition of the Infraction	Level 1	Level 2	Level 3	Level 4
Abuse of a staff member *	Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public-school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. Includes the intentional verbal, mental or physical abuse of a teacher or administrator			●	●
Academic Cheating Plagiarism	Includes, but is not limited to, deceiving, tricking, defrauding, and/or otherwise taking unfair or unethical advantage of a situation to benefit someone's grade, academic standing, or status. Includes the use of AI for academic and assessment.	●	●	●	
Aggressive behavior toward any school employee/ <u>menacing</u>.*	Physical contact or threat of physical contact whether verbal, through body language or posture (including clenched fist, proximity to staff, etc.), toward school employees, their families or property, with the intention of doing imminent physical or bodily harm.			●	●
Arson (or attempted arson)*	Use of any incendiary device to start/ attempt to start a fire or cause an explosion within the school, on school grounds, within district owned property, or on a school bus. Legal proceedings filed by the Newport Fire Marshall.				●
Assault*	Person or persons initiating physical attack: 1st Degree intentionally causes serious physical injury (KRS 500.080) to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person; 2nd Degree intentionally causes serious physical injury to another person; or intentionally causes physical injury to another person by means of a deadly weapon or a dangerous instrument; or				● ●

	wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person; (KRS 508.020) 3rd Degree recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers (KRS 508.025) 4th Degree intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument (KRS 508.030) Reference KRS 500.080 for complete definition of serious physical injury and in regards to students ages 12 years and under.				 
Bomb threat*	A threat of a bomb or other explosive device made verbally, in writing, or via social media to a staff, student, or community member.				
Bullying*	KRS 158.148 “Bullying” means any unwanted verbal, physical, or social behavior among students <u>that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:</u> 1) That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; 2) That disrupts the education process This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. It specifically means the following as listed in KRS 525.070: 1. A person is guilty of bullying when, with intent to intimidate, harass, annoy, or alarm another person, he or she: (a) Strikes, shoves, kicks, or otherwise subjects him / her to physical contact; (b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; (c) In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; (d) Follows a person in or about a public place or places;				

	(e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or (f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event: 2. Damages or commits a theft of the property of another student; 3. Substantially disrupts the operation of the school; or 4. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.				
Chronic Disruptive Behavior	KRS 150.158 Disruptive behavior causing a classroom removal from the same classroom three times within a 30-day period.		●	●	●
Defiance	Willful refusal by a student to respond to any reasonable request of authorized school personnel. This includes failure to identify oneself when requested and not stopping when directed to stop.	●	●		
Derogatory/inflammatory/profane/vulgar remarks, directed toward staff member or student	Using words, phrases, or gestures that are inappropriate in general conversation or directed toward school personnel. Some words while profane or vulgar may be deemed for grounds of other classification according to the code of conduct. The school principal makes the final decision on what constitutes word(s) as profanity/vulgar or other violation.	●	●		
Disorderly conduct*	In Kentucky, a person is guilty of disorderly conduct, when in a public place and his/her intentional action causes public inconvenience, annoyance or alarm, or creates an imminent risk. KRS 525.055 KRS 525.060 *Example(s): Refusing to obey a staff member during an emergency situation such as a fire or fire drill etc. Fighting and refusing to stop. Conduct creating an imminent risk of fighting or other violence.			●	●

Disruptive behavior	Includes during the course of a class or activity, to and from classes, or on school grounds, despite the corrective efforts of school personnel that disrupts the orderly educational procedure of school. Includes: continuation of talking at inappropriate times, communicating in inappropriate ways, distracting other students while they are working, engaging in continued off task disruptions despite corrective efforts of school personnel. Behavior includes engaging in sustained loud talk, yelling, screaming, making noises or sounds with materials, mimicking, engaging in sustained out of seat behavior or calling out to others without permission. Includes behavior which jeopardizes the safety of students or drivers of the safe operation of the bus.	●	●	●	
Emergency equipment tampering (fire alarm/fire extinguisher)	Falsely alerting the school or fire department to a non-existent fire and/or emergency by tampering with the emergency equipment.				●
Failure to serve morning, after school detention, or Friday School	Failure to follow through, for any reason, an assigned time for detention. Students are given at least one (1) day notice of the assignment. Failure to serve detention or Friday School will result in additional detentions or temporary change of placement	●			
Fighting Student to Student*	The use of physical violence between two students or the use of violence by a student on another person (excludes verbal confrontations, threats, intimidation, and other encounters). Students who engage in physical contact for the purpose of inflicting harm on the other person, or who choose to retaliate after physical contact has occurred. School administration may use professional judgment in cases where the investigation yields a clear aggressor/initiator and may differentiate consequences accordingly		●	●	
Food/drink in building	Instances where students have food or drinks (other than water) in containers such as thermal cups, bottles, or other type containers away from the designated area; the cafeteria without prior approval of the school administration	●			
Forgery	The act of falsely using the name of another person, or falsifying documents or correspondence from, to, or used by the school with the intent to deceive. The person whose name is forged shall be notified. This includes altering notes in any manner. This includes any parking permits.	●	●		
Gambling	Participating in games of chance (i.e., rolling dice, tossing coins, cards) for the express purpose of exchanging money or property.	●	●		
Harassment/	Harassment KRS 525.070				

Harassing Communications*	(1) A person is guilty of harassment when, with intent to intimidate, harass, annoy, or alarm another person, they: (a) Strike, shove, kick, or otherwise subject the person to physical contact; (b) Attempt or threaten to strike, shove, kick, or otherwise subject the person to physical contact; (c) In a public place, make an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; (d) Follow a person in or about a public place or places; (e) Engage in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or (f) Being enrolled as a student in a local school district, and while on school premises, on school- sponsored transportation, or at a school-sponsored event: 1. Damage or commit a theft of the property of another student; 2. Substantially disrupt the operation of the school; or 3. Create a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment. Harassing Communications KRS 525.080 (1) A person is guilty of harassing communications when, with intent to intimidate, harass, annoy, or alarm another person, they: (a) Communicate with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; (b) Make a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or (c) Communicate, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a				
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	reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.				
Hazing*	KRS 508.150 “Hazing” means a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce, or force a minor or a student to: (a) Violate federal or state criminal law; (b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of physical injury; (c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements. (d) Endure brutality of a sexual nature; or (e) Endure any other activity that creates a reasonable likelihood of physical injury to the minor or students.				●
Horseplay	Student(s) is/are engaged in roughhousing, pushing, running, excessive play, etc., that are not appropriate or safe in the school environment.	●			
Inappropriate use of district technology	Any violation of the NISD Acceptable Use Policy.	●	●	●	●
Inciting Student Disorder	Intentional promotion or advocacy by word or deed to incite student misconduct by any student for any purpose.		●	●	●
Non-school items in school	Items whose use is unrelated to school activities such as laser pens/pointers, skateboards, roller blades, water guns, and other like items are not to be brought to school.	●	●		

Profanity/ Vulgarity Toward student/staff Racial slur/Hate speech	Swearing, cursing, or making obscene gestures specifically targeting school students or personnel. Making racial slurs or using hate speech specifically targeting school students or personnel.		●	●	●
Possession of Drugs Possession of Alcohol Use Sale Distribution Under Influence Paraphernalia *	The possession, distribution, use of alcoholic beverages, narcotics, drugs, counterfeit drugs, synthetic drugs, look-alike drugs, prescription medicine, edibles, THC liquids, or other intoxicating substances as defined in KRS Chapter 218A. Drugs may also refer to any intoxicating substance, including synthetic drugs or other substances however taken or used, including inhaling, ingesting, and/or injecting and to any prohibited volatile substance as defined in KRS 217.900 used or intended for an abusive or intoxicating purpose. This includes alcoholic beverages, Drug/Alcohol Distribution This is the sale of, transfer of, or the intent to sell or transfer alcoholic beverages, narcotics, drugs, counterfeit drugs, look alike drugs, or other intoxicating substances Drugs defined as prescription must be taken in accordance with school policy requiring a written pre-approved medical form completed by a physician. Some examples of drug paraphernalia may be pipes, roach clips, hemostats, rolling papers, e-cigarettes, vapes, Jules, etc. This list is not exhaustive. Possession of alcohol/drugs or being under the influence of alcohol/drugs is prohibited on school property or at a school-sponsored function. Possession includes items found on school property or at a school sponsored function. (To include, but not limited to the locker assigned to the student, vehicles driven by the student, any other place deposited by the student including purse, backpack, garbage container, etc.).		●	●	●

Possession, Use, Sale, Distribution of Tobacco Alternative Nicotine or Vapor Products	KRS 438.050 Possession, consumption, distribution, or selling of any tobacco products, alternative nicotine devices, vapor products, or tobacco-related devices at any time on school property or at off- campus, school-sponsored events. The term tobacco product means any cigarette, cigar, snuff, smokeless tobacco product, smoking tobacco, chewing tobacco, and any kind or form of tobacco prepared in a manner suitable for chewing or smoking, or both, or any kind or form of tobacco that is suitable to be placed in a person’s mouth. The term also includes little cigars, dissolvable, hookah, and blunt wraps. The term alternative nicotine product means a noncombustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means. The term vapor product means any noncombustible product that employs a heating element, battery, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size and including the component parts and accessories thereto, that can be used to deliver vaporized nicotine or other substances to users inhaling from the device. Vapor product includes, but is not limited to, any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and every variation thereof, regardless of whether marketed as such, and any vapor cartridge or other container of a liquid solution or other material that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar product or device. The term tobacco-related devices mean ashtrays, cigarette papers, or pipes for smoking or any components, parts, or accessories of alternative nicotine devices or vapor products. Discipline Consequences outlined in Board Policy 09.4232 See also: Tobacco, Alternative Nicotine, or Vapor Products	●	●	●	●
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Possession of weapons or dangerous instruments/look alike *	The possession, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, intending to use or using any instrument described in KRS 500.080 (4) or elsewhere in KY statute: of any instrument that can be perceived as a weapon, including but not limited to fireworks, explosives, knives, clubs, guns (including BB/pellet guns), chains (including chains attached to wallets or pants), razor blades, and the like that can be used to inflict bodily injury to another person. Includes look-alike, toy, or facsimile of a deadly weapon. <i>Violation by students shall require the Principal immediately make a report to the Superintendent who shall determine if charges for expulsion from the District schools should be filed. 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 student possession of a weapon in violation of the law.</i> <i>The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis.</i>		●	●	●
Preventing an outside door from locking	Students found using any instrument to disengage the locking mechanism of an outside door.			●	●
Public display of affection	Showing physical affection toward another student, drawing unnecessary attention (i.e., kissing, hugging, etc.) which may embarrass or make others feel uncomfortable.	●	●		
Sexual Assault*	Actions, sexual in nature, intending to cause or causing physical injury to another person including by means of a deadly weapon or dangerous instrument, or intentionally causing extreme distress to another person.				●

Sexual harassment/ misconduct*/ extortion	Unwelcome sexual advances, requests for sexual favors, other verbal and or physical behaviors of a sexual nature, including through any means, a threat. Includes the use of symbols to create a climate that adversely affects the school environment. Subjecting another person(s) to sexual contact by forcible compulsion; or participant(s) subjecting another person to sexual contact who is incapable of consent because he/she: is physically helpless; less than sixteen (16) years old; or is mentally incapacitated including willing participant(s). This includes any type of Sexual Activity, Misconduct, Exposure or Extortion at school, on the school bus or at any school sponsored event <u>for any age</u> student including but not limited to self-stimulation, and sexting (the act of sending sexually explicit messages or photos, videos, audio or visual files electronically, primarily between cell phones or other electronic media). Conversations, comments, jokes, gestures, or other verbal communications of a sexual nature that are explicit, vulgar, unwelcome, directed toward another person, or that create a disruptive, intimidating, hostile, or offensive educational environment may constitute sexual misconduct regardless of age.				●
Skippping school/class/out of area	Failure to attend any regularly scheduled class or assigned school activity without a valid excuse including failure to sign in and out of school. Tardiness of 10 minutes or more shall be considered skipping.	●			
Stalking*	Intent to stalk another person or make explicit or implicit threat to place a person on reasonable fear of sexual contact, physical injury, or death (complete definitions found in KRS 510.140 and KRS 508.150). Examples include sending unwanted text messages or emails, posting or threatening to post explicit pictures of an ex-partner online, repeated and unwanted communications through phone calls, following the victim to work, schools, home, or other places that they frequently visit, etc.				●
Striking Student	Intentional physical contact with a student that does not cause physical injury. If a physical injury occurs, review the Assault codes above. If two students are striking each other, that would be considered "Fighting."	●	●	●	

Telecommunication Device Board Policy 09.4261	A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device or a cellular telephone. Students are prohibited from using a personal telecommunication device during the instruction day, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher.	●	●	●	●
Terroristic threatening in the first degree*	KRS 508.075 (1) A person is guilty of terroristic threatening in the first degree when they: (a) Intentionally make false statements that they or another person have placed a weapon of mass destruction on: 1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of postsecondary education; 2. A school bus or other vehicle owned, operated, or leased by a school; 3. The real property or any building public or private that is the site of an official school-sanctioned function; or 4. The real property or any building owned or leased by a government agency; or (b) Intentionally and without lawful authority, place a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection. (3) A person is not guilty of commission of an offense under this section if they, innocently and believing the information to be true, communicate a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identify the person from whom the threat was communicated, if known.				●
Terroristic threatening in the second degree*	KRS 528.078 (1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, they intentionally: (a) With respect to a school function, threaten to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur.				●

	(b) Make false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur, for the purpose of: 1. Causing evacuation of a school building, school property, or school-sanctioned activity; 2. Causing cancellation of school classes or school-sanctioned activity; or 3. Creating fear of death or serious physical injury among students, parents, or school personnel. (c) Make false statements that they have placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or (d) Without lawful authority place a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075. (3) A person is not guilty of commission of an offense under this section if they, innocently and believing the information to be true, communicate a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identify the person from whom the threat was communicated, if known.				
Terroristic threatening in the third degree*	KRS 508.080 (1) Except as provided in KRS 508.075 or 508.078, a person is guilty of terroristic threatening in the third degree when: (a) He threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or (b) He intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.				●
Theft	The taking of property of others (students, teachers, visitors, school system, etc.) without their consent; the possession of stolen property; the sale of stolen property.	●	●	●	

Threatening another student*	Any statement, communication, conduct or gesture, including those in written form, directed toward another student that causes reasonable apprehension of physical harm to person or property but does not rise to the level of harassment or to the level of terroristic threatening. Includes verbal or written threats, engaging in conduct that conveys intent to use force, power or physical attack or arouses a reasonable fear by the victim, gesturing to create fear	●	●	●	
Unexcused tardiness to school, classroom, or homeroom	Arrival to class after the designated start time without prior approval from an administrator, teacher, or school staff member. Signing in after school has begun or leaving early constitutes a tardy attendance event. Six (6) unexcused tardy events to school constitutes habitual truancy.	●			
Vandalism (Criminal Mischief)/ Destruction of Property	Destruction, mutilation, or defacement of school buildings, grounds, or property located in or outside of the school, property of school personnel, students, or others.		●	●	●
Violating conditions of suspension	Not abiding by the guidelines of suspension such as being on school property, school buses, or attending school activities while suspended. A student who is serving an out-of-school suspension is prohibited from being on any Newport Independent Schools property and from attending or participating in any school-sponsored or school-related activity, event, or function, whether held on or off school district property, for the duration of the suspension. This includes athletic events, extracurricular activities, field trips, dances, ceremonies, and any event in which Newport Independent Schools is participating or sponsoring. A student who violates this provision may be subject to additional disciplinary action and may be referred to law enforcement for trespassing when applicable.			●	●
Peer Conflict	Escalated disagreement among peers that disrupts the educational process or good order of the school.	●	●		
Violation of dress code	Violation of dress code provisions See Student Dress- Appropriate and Inappropriate	●			

SCHOOL BUS SAFETY RULES AND REGULATIONS

Newport Board of Education Policies 09.226, 06.2, 06.34

The District has authority in all matters of student behavior, including when a student is on his/her way to or from school, or any school-related or school-sponsored activity. As such, students are subject to the same code of conduct as presented in this handbook on any school-provided transportation. Responsible student behavior is extremely important on the school bus to ensure the safety of the passengers and driver. The privilege of riding a school bus will depend upon a student obeying and following rules and procedures at the bus stop, on the bus, and on school grounds.

- The bus driver is in charge of the bus. Students must treat the bus driver with the same courtesy and respect given to teachers.
- A bus monitor may be assigned to assist on certain buses; students must obey and respect the bus monitor.
- Students must board the bus quickly and take a seat immediately without disturbing other passengers. No running or shoving!
- Do not try to get on or off the bus while it is moving.
- Students may not occupy more space in a seat than is required. Students may be asked to ride three (3) to a seat. Students must hold all of their personal items on their lap. Personal items may not be placed in the aisle, another seat or in the front or rear of the bus.
- Students must remain seated until the school bus comes to a complete stop. Students may not trade or move seats during the bus ride or when the bus is moving unless directed or given permission to do so. The driver/monitor may assign seats or move a student to another seat at any time. If all seats are taken, students must stand in the rear of the bus.
- Students may not open or close windows without permission. Doors/Exits may not be opened except in an emergency.
- Students may only ride the bus to which they are assigned. Once a student gets on the bus they are not permitted to get off until they reach their destination or transfer point. No student will be permitted to board a bus other than at their designated stop. All bus changes must be requested through the transportation office.
- Students must be on time for the bus. Arrive at the bus stop at least 5 minutes early. The bus will not wait for students running late or because a parent requests they wait. The bus will not stop at unscheduled stops.
- Students may not stand in the road or street while waiting for the bus. No fighting, pushing, or rough housing at the bus stop.
- Students may not engage in any activity which might distract the driver's attention from driving including:
 - A. Loud talking, laughing, shouting, or singing.
 - B. Unnecessary conversation with the driver.
 - C. Extending any body part or object out the bus
- Students must keep the bus clean and refrain from damaging it. No littering and no activity which might damage or cause excessive wear to the bus or other property will be allowed. No tampering with equipment on the bus. Parents/guardians may be held responsible for restitution of any damages, beyond normal usage, caused by their child.
- When it is necessary to cross the road, students must cross only in front of the bus and at a safe distance in order to be seen by the driver. Cross only on the driver's signal.
- Students must behave on the bus. Unacceptable behavior includes noncompliance, disrespect, disobedience, vulgar, foul and profane language, fighting, harassing, pushing, and shoving other students and other offensive acts.

- No food or drinks may be consumed on the bus. No radios, recorders, cell phones, etc., may be used on the bus except by permission of the bus driver or monitor.
- Use of drugs, alcohol, and tobacco is prohibited on the bus at all times. Students will be reported to the appropriate law enforcement agency for violations.
- No person is permitted to transport or have in their possession firearms or other dangerous weapons (real or pretend) while on the school bus. Students will be reported to the appropriate law enforcement agency for violations.
- In an emergency situation student should: Remain calm, listen for the driver's instructions and exit the bus promptly.
- Transportation changes cannot be made after 1:30 pm.

Bus drivers shall promptly report any violation of Newport Independent policy or school rules to the Principal. Drivers may file a written or electronic complaint or report of student misconduct including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the transportation of the student.

DISCIPLINE CONSEQUENCES - Any student who does not follow the above regulations and/or who refuses to promptly comply with directives regarding his/her behavior while on or waiting for the school bus will be documented in writing by the bus driver or bus monitor. This behavior report will be sent to the principal or designee of the school where the child attends, the Director of Transportation and/or the Director of Special Education. 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. Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

Drivers may, upon filing a written report to the Superintendent/designee, refuse future transportation to students in violation of the Code of Acceptable Behavior and Discipline until an interim or final determination of disciplinary action has been made. Discharge of Pupils from Bus

In the event of a life-threatening situation for the driver or passengers, the driver may use a cellular phone to dial 911 and call the Director of Transportation. If calls for assistance are unsuccessful in the event of a violent or threatening student, the bus driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above in compliance with Policy 09.2261.

EMERGENCY PROCEDURES - The Director of Transportation has a school bus transportation safety program as required by applicable law and administrative regulation. Appropriate safety information is disseminated annually in writing to employees, parents, and pupils of the school District. A series of four (4) bus evacuation drills are conducted during each school year. All enrolled students participate in these drills, unless absent on the day the drills are scheduled.

DUE PROCESS PROCEDURES - Parents and guardians may file complaints regarding bus drivers, bus monitors, students, or parents whose behavior interferes with the safe operation of the school bus with the Director of Transportation.

STUDENT DRESS CODE

The purpose of the student dress code is to support a safe, respectful, and inclusive learning environment while allowing students to express individuality. Student attire should promote a focus on learning.

General Expectations

Students are expected to wear clothing that:

- Covers areas traditionally considered private, including buttocks, chest, and groin areas.
- Is appropriate for school activities and weather conditions.
- Allows participation in all educational activities safely.
- Does not create a substantial disruption to the learning environment.
- **Students are expected to remove hats, hoods, caps, bandanas, and other head coverings while inside school buildings during the school day.** Exceptions for medical, religious, cultural, educational, or other special circumstances may be granted with prior written approval from the school administration.
- Meets health and safety standards.

Acceptable Clothing Examples

Students may wear:

- Shirts, t-shirts, sweatshirts, sweaters
- Pants, jeans, shorts, joggers
- Dresses and skirts
- Leggings, athletic wear
- Hoodies (hoods must remain down during the school day for student safety), bonnets, hats, and head coverings
- School spirit wear
- Appropriate footwear

Clothing Requirements

1. Tops must provide adequate coverage of the chest and torso.
2. Bottoms must fully cover undergarments and private body areas.
3. Footwear must be worn at all times.
4. Clothing must allow students to sit, stand, bend, and participate in school activities appropriately while maintain staff ability to identify students.

Prohibited Attire

Students may not wear clothing or accessories that:

- Display profanity, vulgar language, or obscene images
- Promote alcohol, tobacco, nicotine products, illegal drugs, or drug paraphernalia
- Promote violence, weapons, gang affiliation, or criminal activity
- Contain hate speech, discriminatory language, or symbols targeting protected groups
- Display sexually explicit content
- Create safety concerns (chains, spikes, unsafe accessories, etc.)
- Conceal identity during instructional time unless approved for medical, cultural, or religious reasons
- Include sleepwear unless approved for school spirit days or special events

Dress and Appearance

No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance or use of wearing apparel, which in the judgment of school officials disrupts school discipline and routine. Students

whose appearance does not conform to these rules will be asked to change clothing to meet this code contact to a parent for appropriate clothing or through school provision for appropriate attire. School councils may develop their own dress code within the scope of this Code of Conduct. **(Newport Board Policy 09.427)**

GUIDELINES TO REASONABLE CONDUCT DISRUPTING THE EDUCATIONAL PROCESS

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, will not be tolerated and will subject the offending pupil to appropriate disciplinary action. **(Newport Board Policy 09.426)**

Harassment, Discrimination, Bullying and Cyberbullying

Harassment, discrimination, bullying and cyberbullying are prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. **(Newport Board Policy 09.42811)**

Areas include verbal harassment, coercion and manipulation of others because of race, color, national origin, age, religion, sex, size, dress, appearance or disability that is sufficiently severe, pervasive, or objectively offensive and it adversely affects a student's education and/or creates a hostile or abusive educational environment. This behavior includes virtual and physical harassment, discrimination, and bullying.

Assault and Threats of Violence

Any pupil who threatens, assaults, batters or physically or verbally abuses a student, teacher or other school personnel will be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action. If the judgment of the building principal or his/her designee is that the threat is of such power and violence, the principal will immediately suspend the student and recommend action to the superintendent that the student receive consequences including the potential consideration for expulsion from Newport Independent Schools.

When there is clear and convincing evidence that a student exhibits severe aggressive behavior or poses a threat to the safety of students or school staff, the student may be recommended to the superintendent for expulsion. **(Newport Board Policy 09.425)** Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Removal of students from a bus shall be made in compliance with 702 **KAR 5:080**.

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee prior to the assignment or contact.

Teacher and School Employee Safety: Protection of School Employees

Newport Independent Schools is committed to providing a safe and orderly learning and working environment for all students, staff, and visitors. Violence, attempted violence, intimidation, or threats directed toward school employees will not be tolerated. For purposes of this policy, **school employees** include all district employees, certified and classified staff, substitute employees, coaches, bus drivers, instructional assistants, administrators, and any other individual employed by the Board of Education.

This policy applies while students are:

- On school property;
- At school bus stops;
- Riding school-provided transportation; or
- Participating in any school-sponsored or school-related activity or function.

Assault of School Employees

A student who intentionally causes physical injury to a school employee while on school property or at a school-sponsored activity shall be subject to disciplinary action in accordance with Kentucky law.

Pursuant to KRS 158.150, as amended by 2026 Senate Bill 101, the Newport Independent Board of Education **shall expel a student for a period of not less than twelve (12) months** when the student intentionally causes physical injury to school personnel at school or during a school-sponsored function, unless otherwise permitted by law.

Nothing in this policy limits the district's authority to:

- Remove a student from the educational setting pending investigation;
- Refer the incident to law enforcement;
- Seek restitution for damages or injuries;
- Provide alternative educational services when required by law; or
- Comply with applicable federal laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504.

Threats and Attempted Assault

Students who attempt to assault, threaten, intimidate, harass, or otherwise engage in behavior that places a school employee in reasonable fear of imminent physical injury are subject to disciplinary consequences up to and including suspension, recommendation for expulsion, referral to law enforcement, and other interventions deemed appropriate by the district.

Reporting Requirements

In accordance with Kentucky law, all school employees who witness or become aware of an attempted assault upon any school employee shall immediately report the incident to law enforcement, in addition to following district reporting procedures. Failure to make the required report may constitute a misdemeanor under state law.

The district encourages all students, parents, and employees to promptly report any threats or acts of violence so that appropriate safety measures and disciplinary actions may be taken.

Use of Alcohol, Drugs and Other Controlled Substances

A student suspected by a school official of using illegal or legal drugs, controlled substances, or alcohol while attending school or a school sponsored activity is in violation of Board policy and will be subject to investigation by law enforcement and potential expulsion from school. The student must submit to a medical drug/alcohol test performed by a lab or doctor chosen by the school officials.

If the test is negative, the school will pay the fee; however, the refusal of the student to submit to the test within 2 hours will result in immediate disciplinary action. Students who take any medication (over-the-counter or prescription) must file with the local school office an authorization from a legal guardian and take the medication pursuant to the policy.

Any controlled substances taken by a student contrary to the student medication policy will be considered in violation of this policy. A student testing positive must pay for the test and be subject to disciplinary action. 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 Health Services under regulations pursuant to *KRS 218A.010*.

Consistent with its purposes, the discipline policy seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs;
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs;
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs; and
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of student participants are the primary concerns of the District.

Tobacco/Vaping

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product 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. Students who violate these prohibitions while under the supervision of the school will be subject to penalties set forth in the local code of acceptable behavior and discipline. **(Newport Board Policy 09.4232)**

Penalties

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

1. For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment;
2. A second incident shall result in providing information listed above and disciplinary action as determined by the Board and included in the District Code of Acceptable Behavior and Discipline: and

3. Third and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

Effective, 7-1-19, HB 11 under KRS 438.305 prohibits all smoking and alternative nicotine use including vaping, on campus for all students and staff. This includes all areas of campus (parking lots, bleachers, etc.).

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Violations by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed (See Board Policy 05.48). In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon. Violations by visitors shall be reported to a law enforcement agency.

Federal Requirements Regarding Students and Weapons

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.¹

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system. *For state reporting purposes, a deadly weapon shall be defined as:*

- a weapon of mass destruction;
- any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
- any knife other than an ordinary pocket knife or hunting knife;
- Billy, nightstick or club;
- blackjack or slapjack;
- nunchaku karate sticks;
- shuriken or death star; or
- artificial knuckles made from metal, plastic, or other similar hard material.

Federal law will supersede in any weapons, drugs or controlled substance violations.

Enforcement

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

Telecommunication Devices

Per Board Policy 09.4261

Definition of Personal Telecommunications Device: A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device or a cellular telephone.

Telecommunication device does not include any device a student is authorized to use pursuant to the _____

Individuals with Disabilities Education Act, the Americans with Disabilities Act, or the Rehabilitation Act of 1973.

Possession and Use

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students may be permitted to possess personal telecommunications devices and other related electronic devices as directed through the Student Handbook. Students are prohibited from using a personal telecommunication device during the instructional day, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher.–

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating;
 - b. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
 - c. Is profane, indecent, or obscene;
 - d. Constitutes or promotes illegal activity or activity in violation of school rules; or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, **which shall only be returned to the student's parent/guardian.** The following consequences may be used as a guide for violations of this policy for school decision making. Each school hand book outlines the allowances and consequences for students in a developmentally appropriate manner.
 - (a) 1st Violation: Confiscation of the device and return to the student's parent/guardian following a parent and school communication at the conclusion of the instructional day.
 - (b) 2nd Violation: Confiscation of the device and return to the student's parent/guardian at the end of the instructional day.
 - (c) 3rd Violation: Confiscation of the device, return to the student's parent/guardian at the end of five (5) school days, and privilege of a telecommunication device on school grounds or any school activity limited to submission of the device at the start of the school day and return at the end of the instructional day.
 - (d) 4th Violation: Loss of privilege of a telecommunication device on school grounds or any school activity.
3. Students are responsible for keeping up with devices they bring to school and must follow the school student handbook. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
4. Students shall comply with any additional rules developed by the school concerning appropriate use and possession of telecommunication or other electronic devices.

5. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures

CHRONIC DISRUPTION

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines that the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

Information for Parents/Guardians in the event of a School Emergency

The safety and security of our students and staff are a paramount concern for the Newport Independent School District (NISD). The following information will assist parents and guardians to become more familiar with emergency response procedures.

Introduction

The safety and security of our students and staff is top priority for Newport Independent School District (NISD). The following explains some of the procedures that are planned and practiced in order to prepare us in the event of an emergency at your child's school. Our school leaders work closely with police, fire and emergency services and public health to ensure our school emergency management plans reflect the appropriate practices and that all schools are prepared for emergencies. Key personnel are trained in National Incident Management System procedures and we take an all-hazards approach to emergency readiness. We are prepared to work and fully cooperate with emergency first responders should a critical incident occur in our district. Our comprehensive emergency plans address a multitude of potential incidents, not because we expect them to occur, but to be prepared in case they do occur. For security reasons as well as state law, we cannot share specific details with the public; however, parents/ guardians and students have a critical role and it is important that everyone knows what to do in the event of an emergency. **Please be sure you review the following and make sure that you and your child/children understand the emergency procedures.**

What is an Emergency?

An emergency is an unexpected event that could put your child's safety at risk. It could be anything from disruption of utilities to a critical incident that could affect one child, one school, or the entire school district. School administrators and sometimes emergency first responders will evaluate the seriousness of each situation and determine the best course of action to respond quickly, safely, and in an appropriate manner.

Appropriate planning and preparation can minimize the risks in any emergency situation. The following information will provide guidelines for preparedness, what parents/guardians should do, and what the school or district will do in the event of an emergency. Communication procedures and student release procedures are also outlined.

What will Schools Do in the Event of an Emergency?

What we do in the event of an emergency depends upon the situation and the specifics of an incident. We will make every effort to ensure that instruction continues, even when it becomes necessary to lock down a school. Depending upon the severity of the threat of emergency, additional measures may be taken to include: shelter in place, evacuation of students from the building, or altering school dismissal time. If emergency first responders are called to the scene, we will work with them in a unified command to determine which plan should be implemented. School emergency plans vary from school to school based upon enrollment, building layout, location, and other relevant factors. They are initiated based upon the events unfolding at the time of incident. While every school has an emergency management plan of action, evacuation sites, and family reunification plans, these plans must remain confidential for the safety of our students and staff while remaining flexible to changing conditions. Parents/Guardians will be informed as soon as we have done everything possible to ensure the safety of all students and staff and when it becomes possible to provide accurate and helpful information.

Protective Measures the School May Use

Each school has an emergency management plan involving a number of possible actions. The response varies depending upon the conditions and incident. It is determined by the school leadership team who are trained to make such decisions. **It is essential that parents/ guardians understand that if a critical incident occurs, students will be released to parents/guardians only when danger has passed.**

What Should Parents Do in the Event of an Emergency?

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information and instructions to be sent to the number listed on your child's emergency contact. We understand it is a natural instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, individual schools and emergency responders have prepared to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first.

Please do not go to the school. As we have learned from past school emergencies, one of our greatest challenges is how to manage a large number of parents and concerned citizens rushing to the scene to "help". By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or from leaving to transport injured students or staff to emergency medical facilities.

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number as it may be utilized with the district all-call system.
- Tune in local television or radio stations designated to carry Newport Independent School District

(NISD) emergency information. See “Emergency Communications” section below.

- Infinite Campus Messenger may also be utilized as a form of communication. Those notices are received via Email through the address you have provided the school.
- Obtain current information about the incident from the district website at <http://www.newportwildcats.org/>
- Understand that emergency pickup procedures are different from routine pickup procedures. In the event you are notified to pick up your child at school or at a designated family reunification site, bring a photo identification card. If you must send someone else to pick up your child, be sure it is someone who is listed on school records as an individual authorized to do so and make sure they are in possession of a photo ID. **Your child will not be released to anyone who is unauthorized or who cannot provide appropriate identification.**
- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the checkout procedure established for emergencies. The family reunification system was developed to ensure the safety and accountability of students and it is vital that it be followed.
- Remain in designated areas at the family reunification site.
- Be patient. It is essential that the family reunification procedure be carried out in an orderly manner so we can protect and account for all of our students.

Emergency Communications: How will Parents be Notified if an Incident Occurs at School?

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, school administrators and Central Office staff, under the direction of the Superintendent, will communicate information to parents and the community. The school district has a variety of media outlets available to parents/guardians which will be updated, as needed, with the most complete and accurate information available.

District Emergency Information Links:

School Messenger System— A recorded message sent to contact numbers in our system. If you are not receiving messages through this during the school year please let your school know as this is a primary notification system in the event of an emergency.

Newport Independent School District (NISD) Website – <http://www.newportwildcats.org/>
Superintendent’s Office (Central Office) 859-292-3001

Infinite Campus Messenger—Information is received via the email address that you have provided to our schools.

In the event of a critical incident, parents are encouraged to tune in to one of the following local television stations to gather information as it becomes available:

WCPO – www.wcpo.com

WXIX – www.fox19.com

WLWT – www.wlwt.com

WKRC – www.local12.com

Recovery After a Crisis:

School leaders understand that a traumatic event in a school or in the community can have an emotional impact on students and staff. Newport Independent School District (NISD) has a trained Crisis Response Team of school counselors, social workers, and psychologists who can respond to the school during and after a critical incident to provide assistance. The NISD Crisis Response Team helps those affected to cope with the aftermath of the incident.

CHILD FIND NOTICE FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION OR 504 SERVICES

The Newport Independent School District is committed to locate, identify and evaluate any child age 3-21 who resides in the District and who may have a disability and need special education. The Newport Independent School District is committed to locate, identify and evaluate any child Kindergarten to age 21 who resides in the District and who may have a disability and need 504 services. This includes children attending public, private, or home schools as well as those not attending school at all, migrant or homeless children, and children unable to access or progress in the general course of study including those advancing from grade to grade but who may need special education services. Parents, relatives, public and private agency employees, and concerned citizens are urged to help the District find any child who may need special education services. If you know a child who lives within the District boundaries who may have a disability and need special education services, please contact:

**Director of Special Education 504 Services
Newport Independent School District
30 W. 8th Street, Newport, Kentucky 41071**

Or by telephone at (859) 292-3001. The information provided is confidential and will only be used to contact the child's parent or guardian to find out if the child needs to be referred for an evaluation to access special education.

Child Find for Children with Disabilities in Need of Special Education or 504 Services **Educational Records**

The Newport Independent School District keeps educational records in a secure location in each school and Board office.

The Newport Independent School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Newport Independent School District may destroy the educational records of a child without parent request five years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Newport Independent School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Eligibility

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Newport Independent School District has an ongoing "*Child Find*" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "*Child Find*" system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Newport Independent School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Newport Independent School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Newport Independent School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Newport Independent School District School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call or send the information to:

Director of Special Education 504 Services Newport
Independent School District
30 W. 8th Street, Newport, Kentucky 41071

If you know of a child who attends a private or home school within the boundaries of the Newport Independent School District, who may have a disability, and may need but is not receiving Special Education services, please call or send the information to:

Director of Special Education 504 Services Newport
Independent School District
30 W. 8th Street, Newport, Kentucky 41071

“*Child Find*” activities will continue throughout the school year. As part of these efforts the Newport Independent School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through “*Child Find*” is maintained confidentially.

Written *Policies and Procedures* have been developed which describe the District’s requirements regarding the confidentiality of personally identifiable information and “*Child Find*” activities. There are copies in the Principal’s office of each school, and in the Board of Education office. Copies of these *Policies and Procedures* may be obtained by contacting:

Director of Special Education 504 Services Newport
Independent School District
30 W. 8th Street, Newport, Kentucky 41071
859.292.3001

The District office is open Monday through Friday, from 8a.m. to 3 p.m.

The Newport Independent School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel*, the *Director of Special Education* or the *Section 504 Coordinator* at the address or phone number listed above for the Newport Independent Schools.

FAMILY EDUCATION RIGHTS AND PRIVACY/PROTECTION OF PUPIL RIGHTS

Annual Notification Family Educational Rights and Privacy Act (FERPA) Rights

The Family Education Rights and Privacy Act (FERPA) gives parents and eligible students (over 18 years of age or students attending a postsecondary institution), certain rights with respect to educational records.

1. THE RIGHT TO INSPECT AND REVIEW THE STUDENT’S EDUCATION records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the record(s) may be inspected.

2. THE RIGHT TO REQUEST THE AMENDMENT OF THE STUDENT’S EDUCATION RECORDS that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, you will be notified of the decision and advised of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. THE RIGHT TO CONSENT TO DISCLOSURES of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by a district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. • A school official has a legitimate educational interest when the official needs to review an education record in order to fulfill his/her professional responsibility. • Upon request, the District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4. DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard. The District has the right to disclose personally identifiable information concerning the student to recruiting representatives as listed above UNLESS the parent, guardian, or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) will be released to Armed Forces recruiters upon their request. Please complete the form on page 49 for this purpose within thirty (30) days of the start of the school year or enrollment in the Newport Independent School District.

5. CONFIDENTIALITY OF STUDENT EDUCATIONAL RECORDS. Student educational records are maintained in secure locations in each school and district office. Personnel are trained annually concerning confidentiality of student records. School and district administrators, teachers, clerical and support staff, nurses, counselors, paraprofessionals, contracted service providers, who are involved in a student's education, have a legitimate educational interest or the "need to know" has authority to access, review and/or release student records.

6. DISCLOSURE OF DIRECTORY INFORMATION. The District may disclose personally identifiable information from the educational records of a student if that information has been designated as "directory information". The Board of Education has approved "directory information" to include: student names, addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, photographs/pictures, grade level, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent educational institution attended by the student. Any eligible student or parent/guardian who does not wish to have directory information released must notify the District in writing within thirty (30) days of the start of the school year or enrollment in the Newport Independent School District.

7. WRITTEN CONSENT TO RELEASE STUDENT INFORMATION AND RECORDS.

The written consent of the parent/guardian or eligible youth is required to release student information and records except as follows:

- To school officials with legitimate educational interests, such as administrators, supervisors, instructors, teachers, support staff (including health or medical staff, law enforcement unit personnel);
- To persons serving on the Board of Education;
- To persons or companies with whom the District has contracted to perform a special task (i.e. attorney, auditor, consultant, evaluator, or therapist, third party Medicaid biller);
- To parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks;

- To school official who has a legitimate educational interest to review an education record in order to fulfill professional responsibilities including Kentucky Department of Education employees;
- To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Upon the request of another school in which a student seeks or intends to enroll;
- To Armed Forces recruiters as requested (only student's name, address, telephone number (if listed);
- To others as authorized by federal and state laws, i.e. law enforcement officials with a subpoena.

8. **DESTRUCTION OF RECORDS.** The District retains student records as required by the Commonwealth of Kentucky. A record of a student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed are retained indefinitely. Other records are destroyed according to a prescribed schedule ranging from 1 year to 5 years following graduation or withdrawal. You may request a copy of the schedule of record retention from the school principal or other District administrator. Records that document a child's eligibility for special education and services needed are retained by the District for at least five (5) years after a child graduates or exits from the Newport Independent School District. At that time, all records are destroyed except for the following: student's name, proof of disability including eligibility reports, level of functioning in areas pertaining to identified disability such as psycho educational evaluation reports, a record of services provided such as the IEP and consent for provision of services. These records may be needed for Social Security benefits or other purposes. A parent/guardian or eligible youth may request that records be destroyed prior to this destruction schedule by contacting the Director of Special Education. Before the District will honor the request to destroy records, the parent or youth is advised to retain copies of certain records which may be needed for Social Security benefits or other purposes. Contact the Director of Special Education for further information by mail at: 30 W. 8th Street, Newport, Ky. 41071 or by phone (859) 292-3040.

Appeals

A challenge to the contents of student records may be made in writing to the Principal or Director of Pupil Personnel. The Director of Pupil Personnel, shall within thirty (30) days from receipt of the request for a hearing, arrange for the hearing and notify the challenger in writing, giving the time, place and date for the hearing. The hearing shall be before the Director of Pupil Personnel or his or her designees and the findings of the hearing shall be disclosed within thirty (30) days. The decision and findings from the hearing may be appealed to the Superintendent. The decision of the Superintendent shall be final.

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for students with disabilities may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the student with disabilities on the Student Written Education Records Request.

Annual PPRA Notice and Consent/Opt-out For Specific Activities

The Protection of Pupil Rights Amendment (PPRA) requires Newport Independent Schools to notify parents and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parents.
- Mental or psychological problems of the student or student's family.

- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships such as with lawyers, physicians, or ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parents.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. Newport Independent Schools shall annually provide parents and eligible student's notice of these rights under law in the Code of Conduct.

Any parent who does not want their child to participate in school surveys, studies, invasive physical exams or screenings that disclose protected information, collection, disclosure or use of student information to third parties for marketing must notify the principal in writing. A parent may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information. If you do not wish your child to participate in the following, please notify the principal in writing.

Newport Independent Schools shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW Washington, D. C. 20202-4605.