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Edmonson County Schools

Student Code of Conduct

Edmonson County Board of Education

P.O. Box 129

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Board Members: Mr. Dan Slaughter, Chairman, Mrs. Lorri Keith, Mr. Ben Vincent, Mrs. Gayle Vincent and Mr. Mickey Johnson

I. Process

- Step 1: The development and drafting of the discipline code shall be done by a committee comprised of the building principals and a central office administrator. Each school council has the option to develop and implement its own school rules and discipline procedures in the school handbook.
- Step 2: The committee shall review the Kentucky Department of Education Guidelines, existing local discipline policies, state and local laws and regulations and examples from other school districts.
- Step 3: The local district will encourage review of the discipline code by the community.
- Step 4: Unless major changes warrants an earlier review, the final draft will be reviewed tri-annually by the board's attorney; however, it will be submitted annually to the Board of Education for approval.
- Step 5: After code approval by the local board, the code shall be sent to the State Department of Education and the State Board for review of compliance with guidelines and regulations.
- Step 6: The local superintendent will be notified by the State Department of Education of approval or changes that need to be made in the code. If not approved, changes must be made and local board approval obtained before resubmitting to the State Department.
- Step 7: The approved local school district discipline code shall be on file at the Edmonson County Board of Education and at each individual school for review by any citizen. Copies of the code shall be disseminated to students, parents, and teachers at the beginning of each school year.
- Step 8: The local school district discipline code shall undergo an annual review by the local board to determine if amendments and revisions are necessary.

II. Assurances

No person shall on the basis of race, religion, color, national origin, disability, sex or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment in any educational program or activity of the Edmonson County School District.

The Family Education Rights and Privacy Act public notice is included within this booklet.

III. District Mission and Beliefs Statement

The Edmonson County Board of Education believes the basic purpose of our school system is to provide the learner with meaningful experiences designed to facilitate his/her development into a productive member of our society.

The Board of Education recognizes that a mastery of the basic skills of learning is essential in today's society. The educational program should reflect this concept and be tailored, as much as possible, to the individual needs of the learner. In addition, our instructional program shall include physical education, recreation and leisure, vocational and career awareness, adult education and the development of salable skills that are necessary for the total development and success of the child. However, the instructional program is not limited to these courses of study.

The schools will cooperate with families and the community to promote worthy home membership and the moral and ethical values that are consistent with the way of life in our country.

Furthermore, the Edmonson County Board of Education believes that every child has the inherent right to a free and appropriate public education. This right is balanced by certain responsibilities that recognize the right of all students to an educational atmosphere unencumbered by inappropriate behavior of other individuals. This "Student Code of Conduct" has been written and approved to guarantee the implementation of an instructional program designed to meet the aforementioned objectives. Ultimately, we believe that our "Student Code of Conduct" will complement other learning activities that are intended to prepare our students for complete participation in a democratic society.

IV. Definitions and Acronyms

“Controlled substance” means a drug or other substance identified under schedules, I, II, III, IV, or V in section 202 (c) of the Controlled Substance Act (21 U.S.C. 812(c)).

“Illegal drug” means a controlled substance (for example, marijuana, crack, cocaine,...) but does not include such a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of Federal Law.

“Dangerous instrument” means any instrument, including part of the human body when a serious physical injury is a direct result of the use of that part of the body, article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

“Deadly weapon” means any of the following:

- a. A weapon of mass destruction
- b. Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged
- c. Any knife, other than an ordinary pocketknife – ***Students are prohibited from having any type of knife (including pocket knives) on school property.**

- d. Billy, nightstick, or club
- e. Blackjack or slapjack
- f. Nunchaku karate sticks
- g. Shuriken or death star
- h. Artificial knuckles made from metal, plastic, or other similar hard material

“Ordinary pocketknife” means a folding knife with all blades less than three (3) inches in length.

V. Implied Consent, Students, Parents or Guardians, Teachers, Principals, Classified Employees Right and Responsibilities

Implied Consent:

- Unless otherwise advised, parents/guardians give implied consent for students who attend Edmonson County Schools to be photographed, video taped, or otherwise identified for use in school publications, school web pages/email/internet, yearbooks, group pictures, class pictures, school projects, newspaper articles, etc.
- Any parent or student who does not agree with the provisions of implied consent as outlined above must notify the principal in writing annually.

Students have the right to:

- A system of public education, which meets the needs of the individual students.
- Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- Physical safety and protection of their personal property.
- Safety from physical and verbal abuse, including harassment, intimidation, or bullying.
- A safe learning environment free from hostility.
- Consultation with teachers, counselors, administrators and other school personnel.
- Free election of their peers in student organizations in which students have the right to seek and hold office.
- Examination of their own personal school records, by the students, their parents/guardians, or their authorized representatives. (Refer to the Family Education Rights and Privacy Act Public Notice included within this booklet.)
- Involvement in school activities without being subject to harassment, discrimination, intimidation, or bullying, due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability.
- Respect from other students and school personnel.
- Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

Each student has the responsibility to:

- Be accountable for his/her own conduct and for showing consideration for the rights and property of others.
- Exhibit neatness and cleanliness of personal dress and hygiene.
- Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon, intentionally injuring another person or exposing others to harm, or using threats or intimidation against another person.
- Refrain from using a paging device, cellular phone, and/or any electronic device in the school building during regular school hours unless administrative permission has been granted.
- Refrain from gambling, extortion, theft, or any other unlawful activity.
- Refrain from the use or possession of tobacco, alcohol, or the possession of any alcoholic beverage container.
- Refrain from the use or possession of drugs (controlled substances), drug paraphernalia, “look-alike” or “counterfeit” drugs, inhalants, or the pretense of drug use.
- Follow the Board of Education's policy in dispensing medication.
- Show respect for the education process by taking advantage of every opportunity to further her/his education.
- Practice self-control at all times.
- Care for equipment and physical facilities of the school by refraining from willful destruction and damage.
- Be accountable and responsible for all assignments, including homework, to be completed and turned in as assigned.
- Follow the rules and regulations of the Board of Education, the school administration and School Based Decision Making Council.
- Refrain from any form of harassment, discrimination, intimidation, or bullying of another student or employee.
- Report any act of harassment, discrimination, intimidation, or bullying to the principal, the Title IX Coordinator or District Superintendent.

Parents/Guardians have the right to:

- Send their child to school in an environment where learning is valued.
- Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
- Enroll students in the Kentucky County School District where they shall attend classes regularly and promptly with minimal interruptions.
- Expect the school to maintain high academic standards.
- Request information regarding the professional qualifications of their child’s teacher(s).
- Review the student's academic progress and other pertinent information that may be contained in the student's personal records.

- Address a question concerning their child to the proper authority and receive a reply in a reasonable time period.

Parents/Guardians have the responsibility to:

- Instill in their children the values of an education.
- Instill in their children a sense of responsibility.
- Instill in their children a sense of respect.
- Understand that unnecessary interruptions in the school are detrimental to the educational program for all students.
- Be familiar with the educational program and the procedures.
- Inform children about the disciplinary procedures of the school and emphasize the importance of these procedures.
- See that children attend school regularly and promptly.
- Check with the proper school officials regarding the facts of any situation that they might question.
- Support the efforts of the school personnel.
- Demonstrate respect for the teachers, administrators and school personnel at school and at all school related activities.
- See that students exhibit neatness and cleanliness in their personal attire and hygiene.
- Confirm their children are transferring to the Edmonson County School District in good standing from their previous school(s).
- Report a student's expulsion for designated crimes when enrolling new students in the district.
- Follow the Board of Education's policy in dispensing medication.
- Provide appropriate documentation of compliance with all state guidelines and board policy regarding required immunizations and medical examinations prior to enrollment.
- Provide birth certificate, Kentucky medical examination form, immunization record, Kentucky school eye exam form (to be completed by a licensed optometrist or ophthalmologist for preschool through first grade), and Kentucky dental screening form (to be completed by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner or physician assistant for 5- or 6-year-old students) prior to enrollment.
- Provide appropriate custodial documentation prior to student enrollment.

Teachers have the right to:

- Expect the support of co-workers, administrators and parents.
- Work in an educational environment with a minimum of disruptions.
- Expect all assignments, including homework, to be completed and turned in as assigned.
- Remove any student from class whose behavior significantly disrupts a positive learning environment for a period of time to be determined by the school administration.
- Safety from physical harm and freedom from verbal abuse.

- Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- Take action necessary to protect themselves or their property during emergencies. They also have the right to protect persons and property of those in their care.
- Work in an environment free from harassment, discrimination, intimidation, or bullying.

Teachers have the responsibility to:

- Present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
- Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- Evaluate student assignments and return them as soon as possible.
- Exhibit exemplary behavior in action, dress and speech.
- Reward exemplary behavior or work of students.
- Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students.
- Recommend for retention in any class any student who fails to meet the basic standards for such class.
- Maintain necessary records of student progress and attendance as accurately as possible.
- Maintain confidentiality guidelines for students and employees of the Edmonson County Schools.
- Follow and enforce rules and regulations of the Board of Education and/or school administration.
- Care for the equipment and physical facilities of the school.
- Refrain from any form of harassment, discrimination, intimidation, or bullying of another employee or student.
- Report any act of harassment, discrimination, intimidation, or bullying to the principal or immediate supervisor.

Principals have the right to:

- Expect the support of students, parents and staff in carrying out the educational programs and policies established by the school system.
- Provide input for the establishment of procedures and regulations that relate to the school.
- Be safe from physical harm and verbal abuse.
- Take necessary action in emergencies to protect their own person or properties or the persons or properties of those in his/her care.
- Suspend any student whose conduct disrupts the educational process.
- Administer the school environment to provide the proper learning atmosphere.
- Work in an environment free from harassment, discrimination, intimidation, or bullying.

Principals have the responsibility to:

- Create and foster an atmosphere of mutual respect and consideration among students and staff members.
- Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use her/his best judgment.
- Exhibit exemplary behavior in action, dress and speech.
- Report designated crimes if the crime takes place on or near school premises. Failure or refusal to report is a Class A misdemeanor.
- Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures or laws of the district, state, and nation.
- Direct a program of dissemination of information explaining the Code of Conduct and school board policies to the school community including parents, teachers, and students.
- Ensure that proper procedures are followed in protecting students and school staff from contagious diseases and parasites (head lice, etc.), and the removal of students who may pose a health risk from spreading disease(s) or parasites (head lice, etc.) to other students and school staff.
- Comply with requests from the Department for Community Based Services, Protection and Permanency (Dept. for Social Services) in questioning students without the presence of a school official. If the agency requests that the school official not to be present during the questioning and that the school official not notify the parent/guardian, the school shall follow the direction of the agencies. Non-compliance by the school official may be considered an interference of the investigation by state and/or federal laws.
- Refrain from any form of harassment, discrimination, intimidation, or bullying of another employee or student.
- Report any act of harassment, discrimination, intimidation, or bullying to the Superintendent and the Title IX Coordinator.
- Maintain confidentiality guidelines for students and employees of the Edmonson County Schools.
- Take action necessary to protect persons or property of those in their care during emergencies.

Classified Employees have the right to:

- Expect the support of students, co-workers, administrators, and parents.
- Present complaints or grievances to school authorities and receive replies in a timely manner from school officials regarding such matters.
- Be notified in a reasonable and timely manner of all rules, regulations, policies, and penalties to which they may be subject.
- Be safe from physical harm and freedom from verbal abuse.
- Take action necessary to protect persons or the property of those in their care during emergencies. They also have the right to protect persons or property of those in their care.
- Work in an environment free from harassment, discrimination, intimidation, or bullying.

Classified Employees have the responsibility to:

- Exhibit exemplary behavior in action, dress, and speech.
- Follow the policies, rules, and regulations of the Board of Education and / or school administration.
- Care for the equipment and physical facilities of the school.
- Report to teacher(s) or principal any student conduct in violation of the rules and regulations of this Code of Conduct or the policies of the Edmonson County Board of Education.
- Refrain from any form of harassment, discrimination, intimidation, or bullying of another employee or student.
- Report any act of harassment, discrimination, intimidation, or bullying to the principal or immediate supervisor.
- Maintain confidentiality guidelines for students and employees of the Edmonson County Schools.

VI. Discipline

A. Teachers

Discipline problems that are of a common or minor nature are handled by the classroom teacher, who may use a variety of methods including the following:

1. Verbal warning/reprimand
2. Individual conference
3. Notifying parents (telephone or letter)
4. Temporary isolation within the classroom
5. Referral to the counselor
6. Temporary withdrawal of privileges
7. Assigning written work such as reports

B. Referral

Discipline problems that are repetitive or of a serious nature must be referred to the principal or his/her designee. The staff member making the referral shall deliver in writing the following information:

1. Name of student
2. Class
3. Date/time
4. Reason for referral
5. Teacher's signature

C. Administration

Disciplinary problems referred to the school administrator are usually handled by in-school measures short of suspension and/or expulsion. These options include, but are not limited to the following:

- Counseling with the student regarding the offense to correct the behavior and prevent a recurrence.
- Conferences with the parents/guardians which may include the referring teacher, counselor or other staff members.
- Extended loss of school privileges.

1. In-school Alternative Education / Probation

In-school alternative education is the isolation of a student from one or more classes while under proper supervision. In-school alternative education may be imposed by the principal or designee for violation of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension.

The principal or his/her designee may specify that the student may be re-admitted to class upon probation, conditional upon good behavior during a specified period. Probation may be imposed for infraction of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension. Written notice of probation shall be given to the student and her/his parents and shall be placed in the student's records. Should the student breach the condition imposed for probation, the student may be suspended from school, or may be subject to any of the other authorized actions pursuant to the Discipline Policy.

2. Corporal Punishment (Paddling)

Corporal punishment may be allowed by the school councils within their individual schools pursuant to the guidelines established by the Edmonson County Board of Education.

The Edmonson County Board of Education authorizes the use of corporal punishment as a disciplinary measure under the guidelines set out in this policy.

Corporal punishment shall be administered by striking the student's buttocks with a paddle. No other form of corporal punishment may be administered.

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect person and / or property from serious harm.

Within three (3) school days of the occurrence, the Principal or designee shall notify the student's parent(s) in writing that corporal punishment has been administered on their child.

Corporal punishment shall only be administered by the school administration (principal or assistant principal) and in the presence of two (2) adult witnesses. At least one of the witnesses is to be of the same gender as the student.

Prior to punishment, in the presence of the witnesses, the student shall be informed of the reason for the punishment, shall be given an explanation of the evidence of the inappropriate conduct if the student denies wrongdoing, and shall be permitted to give his/her account of the incident(s) or infractions(s).

Corporal punishment shall not be administered in the presence of other students.

Corporal punishment is a last resort to be utilized only after other disciplinary means have been tried and found to be ineffective. Prior to exhibiting the misbehavior resulting in corporal punishment, the student shall have been made aware that misbehavior could result in corporal punishment.

Corporal punishment shall not be excessive or unreasonable. Among the factors to be considered shall be the age, size, and health of the student.

At the parent's written request, a student shall be excused from corporal punishment. When parents request that it not be used with their child, other appropriate punishment, including suspension, shall be administered in lieu of corporal punishment.

Each use of corporal punishment shall be documented by a written record that includes the student's name and age; the name and gender of person administering the punishment; and the name and gender of the witnesses.

The written record shall also include a completed description of the circumstances requiring this punishment, including the misbehavior for which the punishment was administered and the severity of the punishment recorded by the number of strikes administered. The school administrator who administers the punishment, as well as the official witnesses, shall provide written verification of this information.

Each school shall maintain all corporal punishment records that may be required by law.

In cases that involve students with disabilities, the procedure mandated by federal and state law shall be followed.

Written consent forms are provided at by each school for parents / guardian to complete and return to the student's school.

3. Alternate Learning Center Program

The Alternate Learning Center (ALC) program is designed as an alternative approach to provide an educational program for middle school and high school at-risk students and students assigned by the Edmonson County Board of Education who are having behavior, academic, attendance problems and/or mental health issues. Students who demonstrate these types of difficulties are referred to the ALC Program by the regular school building principal. This referral application is sent to the Alternate Learning Center Review Committee or the Edmonson County Board of Education.

Student may be referred to the Alternate Learning Center Program for reasons as follows:

- a) Levels three (3) and four (4) misconduct as stated in the Code of Conduct. (Refer to pages 16-18)
- b) Students who have been placed in A.E. (Alternate Education) and/or suspended five (5) times or 10 days or more for any problem.
- c) Potentially violent or threatening acts as determined by the courts.
- d) Transition to school from agencies such as day treatments, detention, or psychiatric facilities.
- e) Excessive truancy.
- f) Multiple academic deficiencies.

This program uses a team approach to facilitate emotional, behavioral, and academic development. The goal of the program is to address immediate as well as underlying concerns of at-risk students and reintroduce them to the mainstream school environment.

4. Suspension and Expulsion

The principal, assistant principal, and superintendent shall have the authority to suspend students from school.

Expulsion is the right and responsibility of the Board of Education. An expulsion hearing shall take place upon the recommendation of the Superintendent.

Students may be expelled, suspended, assigned to in-school alternate education, and/or placed in the Alternate Learning Center (ALC) for any of the following reasons:

- a) Willful disobedience or defiance of the authority of the teachers or administrators;
- b) Use of profanity or vulgarity;
- c) Assault or battery or abuse of other students;
- d) The threat of force or violence;
- e) The use, possession or pretense of alcohol or drugs, drug paraphernalia, or "look-alike" drugs; the misuse of any product to create an euphoric effect; the misuse of prescription drugs or over the counter drugs.
- f) Stealing or destruction or defacing of school property or personal property of students;
- g) The carrying or use of weapons or dangerous instruments;
- h) Other incorrigible bad conduct on school property as well as off school property at school sponsored activities;
- i) Assault or battery or abuse of school personnel; or
- j) Stealing or willfully or wantonly defacing, destroying or damaging the personal property of school personnel on school property, off school property or at school sponsored activities

5. The policy further states that:

Before a student is suspended and allowed to leave the school grounds prior to the end of the school day, the parent(s) will be notified.

Students may not be suspended or expelled until at least the following due process/procedures have been followed:

- a) The student has been given oral and written notice of the charge or charges against the student.
- b) The student has been given an explanation of the evidence of the charge or charges if the student denies them.
- c) The student has been given opportunity to present his/her own version of the facts relating to the charge or charges.

The procedures shall precede any suspension unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, due process procedures shall follow the suspension as soon as practicable but no later than three (3) school days following suspension.

A suspension shall be reported immediately in writing to the parent/guardian and the superintendent. Students who have been suspended are readmitted by the principal usually after a satisfactory conference with the parents/guardians. After the third suspension in any given school year, the case may be referred to the Board of Education (KRS 158.150). Parents/guardians may be required to pick up the suspended student from school at the time of suspension.

Students under suspension or assigned to the in-school alternate education class shall not participate and may not be allowed to attend school activities during the period of suspension or alternate education assignment. Days missed are considered as "unexcused."

The Board of Education may expel any student for misconduct as specified above, but such action shall not be taken until the parent/guardian has had an opportunity to have a hearing before the Board of Education. The decision of the Board shall be final.

The parent will be notified by a phone call or in person and in writing at the earliest possible time should a student be suspended.

When a student is suspended, the principal may request a conference with the parent at the time of the student's readmission to school. During the conference the student and parent may be asked to sign an agreement that will state that the cause of the suspension is clearly understood and that it will not be repeated.

If a student is suspended three (3) times and/or is placed in in-school alternate education classes three (3) times during a school year, the student and his/her parents shall be required to attend a conference with the principal and/or superintendent or her/his designee prior to the student being readmitted to school.

If a student commits another infraction or commits any serious policy violation, it will be left to the discretion of the principal to refer the student to the superintendent, place the student in the in-school alternate education class for an extended period of time or file a juvenile complaint for beyond control behaviors at school.

VII. Search and Seizure

Lockers are property of the school and are subject to the Edmonson County Board of Education's regulation/supervisions. Locker inspection or searches are not carried out as a harassment technique but as a duty when the health, safety or welfare of students is involved.

Drug sniffing dogs and hand held metal detectors may be used to determine possession of illegal items.

In search and seizure situations, the following procedures shall be followed:

- A. A student's person may be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation. The searches of a student's person will be conducted by a school official of the same gender. A student's personal possessions may be searched by a school official of either gender.
- B. Illegal items (weapons, laser lights, firearms, drug paraphernalia, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to student safety and security may be seized by school officials.
- C. Items that may be used to disrupt or interfere with the educational process (such as cellular phones and paging devices) may be temporarily removed from the student's possession by a staff member.
- D. A general inspection of school properties or items on school property such as lockers, desks, backpacks, vehicles, etc., may be conducted on a regular basis. During these inspections, items that are school property may be collected (example: overdue library books).
- E. All items that have been seized will be turned over to the proper authorities or returned to the true owner.
- F. The student may have the opportunity to be present when a search of personal possessions is to be conducted unless:
 1. the student is absent from school, or

2. school authorities/law enforcement officials decide that the student's presence could endanger his/her health and safety or interfere with the investigation.
- G. Subject to the following conditions, the Principal may authorize the use of trained dogs to locate contraband (prohibited items) on school grounds:
1. The dogs shall be certified as never having been trained as attack dogs.
 2. The Principal or the Principal's designee shall be present.
 3. Dogs may come in close proximity of student(s) and staff provided a barrier separates dog(s) from student(s)/staff. Dog(s) shall be on a leash accompanied by their handler.

VIII. Criminal Violations

In cases where students are in criminal violation of the law on school grounds, the administration shall notify the appropriate law enforcement agencies and will attempt to notify the parent(s) as soon as possible. School officials are required to report designated crimes if the crime takes place on or near school premises. Failure or refusal to report is a Class A misdemeanor. Also in these cases the student's continued presence in school would constitute a threat to other persons and would have a negative impact on the general school morale; therefore, violations of criminal law should result in the immediate removal of the student pending an expulsion hearing by the board.

Persons under 18 are prohibited from possessing, manufacturing, or transporting a handgun.

The crime of unlawful possession of a weapon on school property for knowingly possessing or carrying a firearm, deadly weapon, destructive device, or booby trap device in public or private school buildings, school buses, campuses, grounds, recreation areas, athletic fields or any other school property is a Class D felony.

Non-IDEA (Individuals with Disabilities Education Act) eligible student will be expelled for no less than one calendar year for bringing a weapon or firearm on school property in compliance with the Gun-Free School Act.

A. Felony Offense Procedures:

Any school employee who has reasonable cause to believe that a student has been the victim of a **felony** offense under **KRS Chapter 508 (see below for list of offenses)** by another student shall **immediately** make an oral **or** written report to the principal of the school attended by the victim. After receiving the initial report and determining that it is a reportable incident, the **principal** must notify the parents, legal guardians, or other persons with custodial control of the students involved in the incident. If the principal determines there is a reportable incident, he/she **shall** file a written report within forty-eight (48) hours of the original report. The written report will be filed with the local Board of Education (through the superintendent), and **one** of three state agencies (Local Law Enforcement, Kentucky State Police, or County Attorney).

If the principal determines that a written report should be filed with **one** of the three state agencies, the following information will need to be included in the report:

- The names and addresses of the student (victim) AND his/her parents, legal guardians
- The student's (victim) age,
- The nature and extent of the violation,
- The name and address of the student (perpetrator) allegedly responsible for the violation: and,

- Any other information that the principal making the report believes may be helpful in the investigation process.

Felony Offenses under KRS Chapter 508 include:

- First Degree Assault
- Second Degree Assault
- Third Degree Assault
- Assault Under Extreme Emotional Disturbance
- First Degree Wanton Endangerment
- First Degree Terroristic Threatening
- Second Degree Terroristic Threatening
- First Degree Criminal Abuse
- Second Degree Criminal Abuse
- First Degree Stalking
- Disarming a Police Officer

*KRS 158.156 – “Anyone acting upon reasonable cause in the making of a report required under this section in good faith shall have immunity from any liability, civil or criminal, that might be otherwise incurred or imposed”.

**Refer to Board Policy 03.162 or 03.262 and Student Code of Conduct Fourth Level Misconduct for further information.

***Staff will be trained annually by administration regarding information and consequences of violating the code.

B. Gun Free School Act:

It is the policy of the Edmonson County School District to report any student who is determined to have brought a weapon or firearm to a school or school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency system. To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, our board of education will modify the expulsion requirements, on a case-by-case basis, for IDEA-eligible students. IDEA-eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguards required by IDEA and KRS 158.150 are followed.

Non-IDEA eligible students will be expelled for not less than one calendar year from their regular school setting in our school system in regards to the Gun Free School Act.

C. Harassment/Bullying

Everyone in the Edmonson County School District has a right to feel respected and safe. Consequently, the Edmonson County School District prohibits sexual harassment and harassment, intimidation, or bullying, because of race, color, national origin, disability, religion, or age.

Harassment, intimidation or bullying may include, but not limited to, the following when related to sex, race, color, national origin, disability, religion, or age.

1. name calling
2. pulling on clothing
3. graffiti
4. notes or cartoons
5. unwelcome touching of a person or clothing
6. offensive or graphic posters or book covers
7. violent acts; or
8. the use of electronic or online methods.

If any words or actions make you feel uncomfortable or fearful, you need to tell the school principal, the Title IX Coordinator, or the District Superintendent.

You may also make a written report. It should be given to the school principal, the Title IX Coordinator, or the District Superintendent.

Your right to privacy will be respected as much as possible.

We take seriously all reports of harassment, intimidation, or bullying and will take all appropriate action to investigate such claims, to eliminate any harassment, intimidation, or bullying, and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of the School District's policy against harassment. A complete copy of the policy is available at the principal's office upon request.

The School District's Title IX Coordinator is:

DONALD CASSADY
P.O. BOX 129
BROWNSVILLE, KY 42210
(270) 597-2101

IX. Special Education

State and Federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities. For additional information, see the Edmonson County School District's "Special Education Policy and Procedures" Handbook.

X. Nonresident Pupils

Nonresident pupils are pupils that do not live in Edmonson County, but attend schools in Edmonson County. The Edmonson County Board of Education has agreements (on a reciprocating basis) with surrounding school systems for nonresident students to attend schools in Edmonson County in regards to the following policy and restrictions:

Provided cap sizes are not exceeded, nonresident pupils may be admitted to the district's schools in accordance with Board policy and upon approval of the Superintendent.

Nonresident pupils must be in good standing with the previous school district of attendance prior to their enrollment in the District's schools.

- A. The student shall comply with the District’s attendance policy.
- B. The student shall show appropriate academic progress as determined by his / her teacher(s) and the Principal, and
- C. The student shall comply with the District’s “Student Code of Conduct.”

Any violation(s) of this policy may cause nonresident pupils to be immediately withdrawn from the Edmonson County Schools System, and returned to their home district.

XI. Disciplinary Responses to Student Misconduct

A. The First Level of Misconduct

This is a minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but may at times require the intervention of other school support personnel.

Examples of behaviors of the First Level of Misconduct

- classroom disturbances
- classroom tardiness
- lying
- abusive language
- non-threatening unwanted/unwelcomed verbal advances
- non-defiant failure to complete assignments or carry out directions

Disciplinary Response Procedures to First Level of Misconduct

There is immediate intervention by the school staff member who is supervising the student or who observes the misbehavior.

Repeated misbehaviors require a parent/teacher conference and/or conference with a counselor and/or administrator.

A proper and accurate record of offenses and disciplinary action is maintained by the staff member.

Subject to principal’s discretion.

Response Options to First Level of Misconduct

Verbal reprimand, special assignment, in-school alternate education classes, behavioral contracts, counseling, withdrawal of privileges, and/or strict supervised study.

B. The Second Level Of Misconduct

This is a misbehavior that tends to disrupt the learning climate of the school due to its frequency or seriousness.

These infractions, which usually result from the continuation of the First Level of Misconduct misbehaviors, require the intervention of personnel on the administrative level because the execution

of the First Level of Misconduct disciplinary options have failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples of the Second Level of Misconduct

- continuation of unmodified First Level of Misconduct
- school tardiness
- truancy
- using forged notes or excuses
- disruptive classroom behavior
- cutting class
- use or possession of tobacco products and/or tobacco paraphernalia
- pretense, use of unauthorized substances
- fighting (minor)
- any form of unwanted touching and / or unwelcomed or hostile verbal or physical advances
- use of paging devices, cellular phones, and/or any electronic devices without permission from school authorities

Disciplinary Response Procedures to Second Level of Misconduct

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and/or teacher and implements the most appropriate disciplinary action.

The teacher is informed of the administrator's action.

A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.

A parental conference is held.

Subject to principal's discretion.

Response Options to Second Level of Misconducts

Teacher/schedule changes, modification of school day, behavior modification, time-release program, social probation, peer counseling, referral to outside agency, corporal punishment (paddling), transfer and in-school alternate education classes.

C. The Third Level of Misconduct

Acts directed against persons or property that do not seriously endanger the health or safety of others in the school.

These acts might be considered criminal, but most frequently can be handled by disciplinary mechanisms in the school. Corrective measures that the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

Examples of the Third Level of Misconduct

- unchanged Level Two (2) misconduct
- fighting
- vandalism (minor)
- possession/use of unauthorized substances
- stealing
- threats to others including any form of harassment, discrimination, intimidation, or bullying due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex or disability
- use of profanity or vulgarity

Disciplinary Response Procedures to Third Level of Misconduct

An administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.

A proper and accurate record of offenses and disciplinary actions is maintained by the administrator. Subject to principal discretion.

Response Options to Third Level of Misconduct

Temporary removal from class, social adjustment classes, homebound instruction, alternative programs, corporal punishment, intervention, temporary out-of-school suspension and full out-of-school suspension.

D The Fourth Level of Misconduct

Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of education.

Examples of The Fourth Level of Misconduct

- unmodified Level Three (3) Misconducts
- willful disobedience or defiance of the authority of the teachers or administrators
- assault or battery or abuse of other students
- the threat of force or violence
- the use, possession, or distribution of alcohol or drugs, drug paraphernalia, or "look-alike" drugs
- the misuse of any product to create an euphoric effect
- the misuse of prescription drugs or over the counter drugs
- stealing, destruction, or defacing of school property or personal property of students
- the carrying or use of weapons or dangerous instruments

- other incorrigible bad conduct on school property as well as off school property at school sponsored activities
- assault, battery, or abuse of school personnel
- willfully or wantonly defacing, destroying or damaging the personal property of school personnel on school property, off school property, or at school sponsored activities

Disciplinary Response Procedures To Fourth Level of Misconduct

The administrator verifies the offense, confers with the staff involved and meets with the student. The student is immediately removed from the school environment. The parents are notified.

School officials contact law enforcement and assist in prosecuting the offender.

A complete and accurate report is submitted to the superintendent for board action.

The student is given a full due process hearing before the board of education.

Subject to principal's discretion.

Response Options to Fourth Level of Misconduct

Expulsion, alternative schools, other board action that results in appropriate placement (see discussion of expulsion issue).

XII. Guidelines for Pupils Riding Edmonson County School Buses

A. The privilege of any student to ride a school bus is conditioned upon his/her good behavior and observance of the following rules and regulations:

1. The driver is in full charge of the bus and the students. Students shall obey the driver promptly.
2. Students shall occupy the seat designated for them.
3. Students should be on time. The bus cannot wait for those not on time. Students shall be at the bus stop early, weather permitting.
4. Students should remain a safe distance from the road while waiting for the bus.
5. Students are to clean their shoes, when needed, before entering the bus.
6. Students are not to throw waste paper or other rubbish on the floor of the school bus.
7. Students are not to damage or otherwise deface the bus. Students damaging the bus will be required to pay for the repairs.
8. Students are never to wear anything dangling from clothing or backpacks, such as key chains, dangling toys, drawstrings, etc
9. Students are not allowed to carry a knife or any sharp instrument on the school bus.
10. Students are not to start to school when sick or when they have a contagious disease.
11. The following activities are prohibited at all times on the bus:
 - a) improper behavior to include: unwanted/unwelcome or hostile verbal or physical advances, harassment, intimidation, bullying, insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, spitting, and similar offensive acts;

- b) smoking, using or possessing tobacco products, and using, possessing, or distributing alcohol or drugs;
 - c) eating or drinking;
 - d) throwing articles or objects in or from the bus;
 - e) tampering with mechanical equipment, accessories or controls on the bus;
 - f) placing musical instruments or other articles at the door by the driver;
 - g) obstructing the aisle in any manner;
 - h) occupying more space in a seat than required;
 - i) opening or closing windows without permission of the driver;
 - j) use of paging devices, cellular phones, and/or any electronic devices on the bus without permission from school authorities;
 - k) playing aloud any radios, tape players or recording devices;
 - l) bringing animals (reptiles, spiders, etc.) and/or glass containers on the bus;
 - m) bringing balloons on the bus; and
 - n) bringing articles on the bus that cannot be held in the student's lap.
12. Students are to avoid unnecessary conversations with the driver.
 13. Students at all times are to keep arms and head inside the bus windows.
 14. Students are not to leave the bus without the driver's consent except at home or at school. Students must have a bus note approved by the principal or his/her designee prior to being allowed to get off the bus at a different place other than at home or at school.
 15. Students shall remain seated until the bus has come to a complete stop.
 16. Students are to respect persons whom they pass on the routes.
 17. Students are to report to the driver at once any damages to the bus.
 18. Students are to walk on the left side of the road, facing the traffic.
 19. Students who must cross the road when boarding or after exiting the school bus shall pass in front of the bus and not behind it. The driver shall see that the way is clear before the student is permitted to cross the road. Students shall wait for the driver to motion them across the road.
 20. Should the conduct of a student on the bus endanger the lives or morals of other people, and offending students fail to cease such conduct when requested by the bus driver, it shall be the duty of the driver to put the offender off the bus and report her/his action to the principal immediately. This should be done only in extreme cases and as a last resort to protect the safety of the other students.
 21. Any complaints of drivers, students, or parents, not specified in the above regulations shall be reported promptly to the principal, superintendent, or director of transportation.

B. On various occasions the school day may be delayed and / or shortened due to weather conditions, etc. Parents should make arrangements in advance where their children should go and / or what to do in the event of these emergencies.

If no alternate arrangements are made, the child will be sent to her/his designated drop off point.

Radio and TV Stations to monitor in the event of weather conditions, etc.:

Radio Stations

96.7 (FM) WBVR Bowling Green
 870 (AM) WMTL Leitchfield
 98 (FM) WDNS Bowling Green
 94.1(FM) WYLE Glasgow
 95.1 (FM) WGGC Bowling Green
 103.7 (FM) WHHT Glasgow

TV Stations

WSM-TV Ch. 4 Nashville
 WTVF-TV Ch. 5 Nashville
 WBKO-TV Ch. 13 Bowling Green

C. Snow Routes for Edmonson County Schools

This is a list of roads that we will run if we have school and have snow routes only. Parents will need to bring children out to the nearest location to catch the bus. You will need to pick them up at the same location in the afternoon. Parents may call the bus driver or Director of Transportation (597-2172) for an estimated “pick up—drop off” time.

31 W	HWY 70	HWY 101
HWY 185	HWY 187	HWY 238
HWY 259	HWY 422	HWY 655
HWY 728	HWY 743	HWY 1015
HWY 1075	HWY 1339	HWY 1352
HWY 1365	HWY 1749	HWY 1827
HWY 2030	HWY 2067	HWY 2325
HWY 2326	HWY 2336	

D. Any student who persists in violating any of the preceding rules or regulations or commits a major infraction shall be reported to the principal of the school which he/she attends for disciplinary action including but not limited to: suspension from school, in-school suspension, suspension or permanent loss of bus riding privileges, or any combination of these disciplinary actions.

XIII. FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

A. The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. 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, the District will notify the parent or eligible student of the decision and advise them of their 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.

C. 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 the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District shall 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.

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Directory Information

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information.

Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Principal or Superintendent in writing within thirty (30) calendar days after receiving the notification of FERPA rights.

Parents/eligible students shall be notified of and given opportunity to opt the child(ren) out of participation of the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and;
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Unless the parent/guardian or student request in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request. Denial of Permission to Release Student Information to Military Recruiters Forms will be given to all high school students within the first two (2) weeks of the school year.

Child Find

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

The Edmonson County 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 parent when they are no longer needed to provide educational programs or services. The Edmonson County School District may destroy the educational records of a child without a parent's request 7 years after they are no longer needed to provide educational programs or services. Parents are advised that Edmonson County 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.

Children determined 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.

The Edmonson County 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. 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.

The Edmonson County School District will make sure any child enrolled in its district who qualifies for Special Education services, regardless of how severe the disability, is provided appropriate Special Education 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 Edmonson County School District find any child who may have a disability and need Special Education services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number of the parent or guardian; the possible disability; and other information to determine if Special Education is needed.

Letters and phone calls are some of the ways the Edmonson County 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 services.

If you know of a child who lives within the boundaries of the Edmonson County School District, who may have a disability, and may need but is not receiving Special Education services, please call 606-497-8760 or send the information to:

**Director of Special Education
Edmonson County Schools
100 Wildcat Way
P. O. Box 129
Brownsville, Ky. 42210
Ph. (270) 597-2101**

“*Child Find*” activities will continue throughout the school year. As part of these efforts the Edmonson County 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. 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 Pupil Personnel
Edmonson County Schools
100 Wildcat Way
P. O. Box 129
Brownsville, Ky. 42210
Phone (270) 597-2101**

The District office is open Monday through Friday, from 8:00a.m. to 4:00 p.m.

The Edmonson County 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* or the *Director of Special Education* at the address or phone number listed above for the Edmonson County Schools