

**CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE
FOR
WASHINGTON COUNTY SCHOOLS**

Washington County Board of Education
120 Mackville Hill
Springfield, KY 40069

Revised: July 2017

Code of Acceptable Behavior and Discipline

Washington County Schools

School Phone Numbers

Questions or comments concerning the Acceptable Behavior and Discipline Code should be addressed to the principal or head teacher of the school serving your child:

Washington County Elementary School	859-336-5490
Washington County High School	859-336-5475
Washington County Middle School	859-336-5483
North Washington Elementary School	859-375-4038
Commander Academy	859-336-5483

The Washington County Board of Education has implemented this behavior code to guide and assist pupils in achieving self-direction and responsible citizenship within an educational atmosphere free of threat and disruption. The code is designed to be supportive of the exercise of individual rights and to be fully conducive to positive learning.

This code was created by a committee comprised of parents, pupils, teachers, and administrators. The code is updated on a regular basis as necessitated by needs and changes.

Copies of the Acceptable Behavior and Discipline Code may be obtained by contacting your school principal or by writing to: Superintendent, Washington County Schools, 120 Mackville Hill, Springfield, KY 40069.

Washington County Board of Education

Curtis Hamilton, Chairman
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FERPA DIRECTORY INFORMATION

In accordance with KRS 160.725, an educational institution may publish and release to the general public directory information relating to a student. An educational institution shall give public notice of the categories of directory information that it has designated as directory information with respect to each student in attendance and shall allow a reasonable time after the notice has been given for a parent or eligible student to inform the institution that any or all of the information designated should not be released without prior consent. The directory information for Washington County Schools will be as follows:

1. Name
2. Address
3. Telephone Listing
4. Date and place of birth
5. Participation in school recognized sports and activities
6. Dates of attendance
7. Awards received
8. Major field of study
9. Recent educational agency or institution attended

Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events and it becomes the student's responsibility to notify the school if they do not wish to have directory information released.

Code of Acceptable Behavior and Discipline

Code of Acceptable Behavior and Discipline Outline

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Washington County Board Of Education

Rights and Responsibilities of Secondary Students

1. INTRODUCTION

The Washington County School Board recognizes that in our free and democratic society the law imposes responsibilities upon public school students and guarantees to them constitutional and other legal rights appropriate to their age and maturity.

In this same view, there is responsibility inherent in the rights of all participants in the schooling process. Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee their own actions do not infringe upon the rights of others.

2. RIGHTS AND RESPONSIBILITIES

Students: The Washington County Board of Education believes that each student should accept corresponding responsibility with each student right appropriate to their level of maturity and abide by the rules and regulations of the Board and its designated employees.

A. Students Have the Right To:

1. A system of public education which meets the needs of the students
2. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
3. Reasonable physical safety and protection of their personal property.
4. Consultation with teachers, counselors, administrators, and other school personnel.
5. Free election of their peers in student organizations in which students have the right to seek and hold office.
6. Involvement in school activities without being subject to discrimination on the basis of race, sex, religion, ethnicity or handicapping Condition.
7. Respect from other students and school personnel.
9. Present complaints or grievances to school authorities and receive replies from school officials.
10. Due process in regard to disciplinary action including the right to hear charges, to state his/her side, and to appeal decisions honestly believed unjust from Teachers to Principal to Superintendent according to established procedure.
11. Receive academic grades based only on academic performance.

B. Each Student Has The Responsibility To:

1. Be accountable for his/her own conduct and to show consideration for the rights and property of others.
2. Exhibit neatness and cleanliness of personal dress and hygiene, and to dress in a manner this complies with the district policy and individual School Site-Based Decision Making Council policies.
3. Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon, using technology devices on school premises during school hours, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
4. Refrain from gambling, extortion, theft or any other unlawful activity.
5. Refrain from using tobacco or using, selling, possessing, or transferring any alcoholic beverage or illegal or controlled substances and or synthetic drugs volatile substances.
6. Show respect for the education process by taking advantage of every opportunity to further his/her education.
7. Practice self-control at all times.
8. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
9. Follow the rules and regulations of the Board of Education and/or SBDM.
10. Be punctual and present in the regular school program to the best of his/her ability.
11. Respect the human dignity and worth of every other individual.
12. Study diligently and maintain the best possible level of academic achievement.

13. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

C. Educators Have The Right To:

1. The support of co-workers and parents.
2. Work in an educational environment with a minimum of disruptions.
3. Expect all assignments, including homework, to be completed and turned in on time.
4. Request the temporary removal of any student from class who's behavior significantly disrupts a positive learning environment.
5. Safety from physical harm and freedom from verbal abuse.
6. Provide input to aid in the formation of policies that relate to their relationship with students and school personnel.
7. Take action necessary in emergencies to protect their own person and the persons or property of those in their care.

D. Educators Have The Responsibility To:

1. Present subject matter and experiences to students and to inform students and parents or guardians of achievement and / or problems.
2. Control behavior that interferes with the education process throughout the school without discrimination on any basis.
3. Exhibit exemplary behavior in action, speech and personal dress.
4. Preserve the right of others.
5. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
6. Follow and enforce rules and regulations of the Board of Education and SBDM.
7. Refrain from the use of inappropriate language and/or profanity in the presence of students.

E. Parents/Guardians Have The Right To:

1. Send their child to a school where learning is valued.
2. Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
3. Enroll students in school where they shall attend classes regularly and promptly with minimal interruptions.
4. Expect the school to maintain high academic standards.
5. Review the student's academic progress and other pertinent information that may be contained in the student's personal records.
7. Address a question concerning their child to the proper authority, and receive a reply in a reasonable amount of time.

F. Parents/ Guardians Have The Responsibility To:

1. Instill in their children the value of an education, sense of responsibility, and a sense of respect.
- 2.. Understand that unnecessary interruptions in the school are detrimental to the educational program for all students.
3. Be familiar with the educational program and the procedure.
4. Inform children about the disciplinary procedures of the school and emphasize the importance of following same.
5. See that children attend school regularly and promptly.
6. Check with proper school officials regarding the facts of any situation that they might question.
7. Support the efforts of the school personnel.
- 8.. Demonstrate respect for the teachers, administrators, and school personnel at school and all school related activities.
9. See that students exhibit neatness and cleanliness in their personal attire and hygiene.

3. INTRODUCTION-STUDENT DISCIPLINE

The Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state, and nation.

To support the success of the educational program, the Board directs employees to hold each student accountable to Code of Acceptable Behavior and Discipline standards in a fair manner. Compliance with the standards is necessary to provide:

- Orderly operation of the schools
- A safe environment for students, district employees, and visitors to the schools
- Opportunities for students to achieve at a high academic level in a productive learning environment
- Assistance for students at risk of failure or of engaging in disruptive behavior
- Regular attendance of students
- Protection of property

This code applies to all students in the district while at school, on their way to and from school, while on the bus or other district vehicle, and while they are participating in or attending school-sponsored trips and activities. The principal is responsible for administration and implementation of the Code of Acceptable Behavior and Discipline within his/her school in a uniform and fair manner without prejudice, partiality, or discrimination.

Each SBDM must select and implement appropriate discipline and classroom management techniques necessary to carry out this code and shall provide a list of the school's rules and discipline procedures in the school handbook. Teachers and other instructional personnel are responsible for administering Code of Acceptable Behavior and Discipline standards in the classroom, halls, and other duty assignment locations.

Recognizing that each school, grade, or class may require special provisions, school councils, administrators, and teachers have full authority to enforce these standards in keeping with their areas of responsibility.

4. THE DISCIPLINE PROCESS

A. Teacher's Disciplinary Actions

Discipline problems, which 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, letter, or email)
4. Temporary isolation within classroom
5. Referral to counselor, therapist or other support staff
6. Temporary withdrawal of privileges

In cases, which involve handicapped students, the procedures mandated by federal and state law for handicapped students shall be followed.

7. Demerits
8. Referral

Discipline problems, which are of a serious nature, must be referred to the principal or his/her designee. The staff member making the referral shall complete a Disciplinary Referral Form.

Disciplinary Referral Procedures

When a student is referred, these steps will be followed:

1. The referring person will fill out a referral form and send it to the appropriate administrator.
2. The student will be referred to the school office to talk to an administrator.
3. The administrator will decide what action will be taken, inform the student of the action, and record it on the form, in her his/her Student Management computerized Data Base.
4. The administrator will process the referral form. Additional copies will be distributed as indicated on the form.
5. The administrator may require the student to take the form home to be signed by his/her parent/guardian. The signed form will be returned to the administrator.
6. Discipline records shall be maintained by the administrator and made accessible upon request to teachers, counselors, the student, and his/her parents in compliance with FERPA.

B. Administrators' Disciplinary Actions

Disciplinary problems referred to the school administrator are usually handled by in-school measures short of suspension and/or expulsion. These options include:

1. Informal In-School Discipline Measures

- a. Counsel with student regarding the offense to correct the behavior and prevent its recurrence.
- b. Alternative Instructional Program – Temporary removal of the student from the regular classroom to a program of close supervision and very structured study. There shall be no interruption of services a student may be receiving from a counselor, etc. Such measures may be imposed by the principal, assistant principal, counselor or head teacher for violation of school rules or policies (including the Code policy) where the infraction does not necessarily warrant removal from school by suspension.
- c. Extended loss of school privileges such as but not limited to ballgames dances, etc.
- d. Deny the student access to the school bus transportation (for bus misconduct).
- e. Develop a written behavioral contract with the student.

2. Parent Conference

A conference may be set up with the parents/guardian, which may include the referring teacher, counselor, or other staff members.

3. Suspension Procedures

A principal, assistant principal, or head teacher may suspend a student for offenses as outlined in Section 9 of this code.

- a. In-School Suspension (Short Term) denial of the privilege of school attendance and/or participation in school functions.
- b. Suspension (Full-Out of School) removal of the privilege of school attendance for a period up to five (5) days.
- c. Suspension (Long Term) removal of the privilege of school attendance for an additional 5 days. . A student can be suspended up to a maximum of 10 days from school.(Superintendent only)
- d. A student placed on suspension is prohibited from entering the school or school grounds (except for a pre-arranged conference with an administrator), attending any day or night school functions of the Washington County Public Schools, or riding a school bus during the term of the suspension. Violations of the conditions of suspension shall cause further disciplinary action to be taken. At all stages of the suspension process, students shall be guaranteed informal due process rights as outlined in this Code.
- e. Make-up work during a suspension shall be granted at the student's request and scheduled at the teacher's convenience. Make-up work shall include only written tests, examinations, and/or major projects missed during the suspension. Make-up work must be completed in a period of time equal to the length of the suspension. If a suspension occurs at the end of a semester, students and/or parents/guardians may make arrangements with local school officials for tests/exams to be taken and/or for major projects to be handed in.
- f. A suspension shall be for a definite number of days, except in the case of pre-expulsion suspensions.

4. Informal Hearing Procedure:

An informal hearing is required and will be conducted by the principal/designee before a student is suspended. The process will include the following steps:

1. The student shall be informed of the charges for the proposed suspension and provided an explanation of the evidence supporting the charges.
2. The student will be provided a reasonable opportunity to present his/her case.
3. The principal/designee shall report the decision to suspend, by telephone or mail, to the student's parents/guardian immediately to the Superintendent of the informal hearing.

5. Expulsion Procedure

If behavior problems are serious enough to warrant the initiation of the expulsion process, the following procedures will be initiated:

- a. The principal/assistant principal/head teacher convenes an informal hearing to determine the validity of the charge against the student.
- b. If the evidence indicates that the student has committed an expulsion offense, the student is given a pre-expulsion suspension. All documentation concerning the case is forwarded to the Central Office.

c. Refer to the Washington County Policy Handbook, Section 9:435 for expulsion procedures.

6. Suspension/Expulsion Procedures For Exceptional Students

In cases involving special education students or students who have been referred for evaluation for possible special education placement, the following procedures will be followed.

If school personnel consider a suspension of more than nine school days in a given school year, an Admissions and Release Committee (ARC) meeting will be convened within ten school days. The ARC considers:

- If the student needs a Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP);
- If the student's IEP and placement are appropriate and are fully implemented in relation to the behavior subject to disciplinary action; and
- If the behavior or misconduct is related to the student's disability.

If the ARC determines that the IEP or placement is inappropriate, that the IEP is not being fully implemented, or that the behavior is related to the student's disability, the student remains in his or her current placement and is not suspended.

If the ARC determines that the current IEP and placement are appropriate, that the IEP is fully implemented, and that the behavior is not related to the student's disability, the student could be disciplined in accordance with the *Code of Acceptable Behavior and Discipline*.

If school personnel consider a suspension that accumulates to nine school days or fewer in a given school year, an ARC meeting is not required. However, if considered appropriate, an ARC meeting may be requested by the parent/guardian, principal, or the student's teacher(s).

If placement in a district alternative school is considered at any time during the suspension procedures, an Administrative ARC meeting will be convened.

If an ARC meeting is requested concerning a safety issue or change in placement due to a behavior violation of the *Code of Acceptable Behavior and Discipline*, the parent must be given at least a 24-hour notice regarding the meeting (i.e., written notice of the ARC meeting). The normal timeline for the notice of the ARC meeting does not apply in this circumstance.

A student who is suspended for more than ten school days within a school year must receive educational services beginning on the eleventh day.

5. BEHAVIOR VIOLATIONS

The student shall be disciplined for committing the offenses listed below. Certain violations will be handled with informal or in-school disciplinary measures. Some of these offenses may also result in a suspension (short or long term), placement in alternative programs, or expulsion from school.

Violations(Violations do not match matrix)

- a. Failure to follow school or class rules
 - b. Unexcused tardiness to class or homeroom
 - c. Non-attendance of class
 - d. Failure to sign in or out of school
 - e. Leaving school grounds without permission
 - f. Forgery, falsifying documents or signatures
 - g. Student disruption-any deliberate action by the student which results in serious disruption of the education process
 - h. Failure to follow directives-the willful refusal by a student to respond to any reasonable directives of authorized school personnel (including failure to identify oneself) or to accept in-school disciplinary measures
 - i. Use, Possession, selling or transferring of tobacco products
 - j. Gambling
 - k. Profanity or vulgarity
 - l. Fighting-the use of serious physical force between two or more students
 - m. Fighting or striking school personnel
 - n. Intimidating or interfering with school personnel/students, preventing or attempting to prevent school personnel from performing their responsibilities through threats, violence, or harassment
 - o. Assault-intending to cause or causing physical injury to another person by means of a deadly weapon or dangerous instrument, or intentionally causing physical injury to another person. Physical sexual abuse of any kind is considered assault
 - p. Theft/Burglary of property belonging to the school or another person
 - q. Extortion-the obtaining of property from an unwilling person by intimidation or physical force.
 - r. Robbery-theft involving the use of physical force, deadly weapons, or dangerous instruments
 - s. False activation of a fire alarm or making a bomb threat
 - t. Vandalism-damaging or defacing school property or the property of school personnel/students
 - u. Arson- damaging school building or property of another person by starting a fire or causing an explosion
 - v. Use, possession, selling or transferring of drugs, alcohol, or fireworks
 - w. Possession of weapons- carrying, storing, or using deadly weapons on school property
 - x. Public display of affection
 - y. Violations of Local Laws or Ordinances, Kentucky Revised Statutes, or Federal Laws
 - z. Bullying
 - aa. Cyber bullying
 - bb. Hazing
 - cc. Use of a technology device during school hours
6. KRS 158.165 “**Possession and use of personal telecommunications device by public school student**”:
- A. “(1) The board of education of each school district shall develop a policy regarding the possession and use of a personal telecommunications device by a student while on school property or while attending a school-sponsored or school-related activity on or off school property, and shall include the policy in the district's written standards of student conduct. A student who violates the policy shall be subject to discipline as provided by board policy.
 - B. (2) In this section, "personal telecommunications device" means 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 and a cellular telephone.”
7. **BEHAVIOR CONSEQUENCE CHARTS FOR VIOLATIONS OF THE UNIFORM CODE OF STUDENT CONDUCT**

Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions. Therefore, different disciplinary measures have been developed to reflect different levels of maturity and self-discipline. Each of the three charts on the following pages (elementary, middle, and high school) indicates specific consequences for each specific offense and the consequences that will occur if there are repeated violations. Behavior violations are listed vertically. Disciplinary actions are listed horizontally. Disciplinary measures increase in severity from left to right on each chart.

8. SPECIAL EDUCATION

The District goal is to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living. The District will maintain a Special Education Due Process File for each student. The District will destroy this file 3 years from the date the student no longer receives special education and related services. This notification of destruction will be given to those students who leave the District and the student, parent or guardian will be asked to sign a statement to that effect. It is noted that portions of these records may be needed by the student, parent or guardian for future services or benefits. A record of the student's name, his or her grades, classes attended, grade level completed, and year will be kept permanently. Students, parents or guardians may, at this time, get a copy of the information in their due process file.

DISCIPLINARY ACTIONS

	In-School Discipline Measures	Parent/Guardian Conference	Short-Term Suspension (up to 5 days)	Long-Term Suspension (6-10days)	Referral to Resource Agencies	Expulsion Procedures Initiated
Behavior Violations						
Bullying/Cyber bullying	•	•	•	•	•	•
Hazing	•	•	•	•	•	•
Harassment	•	•	•	•	•	•
Unexcused tardiness to school or class	•	•	•			
Public Display of affection	•	•	•			
Non-attendance of class	•	•	•			
Failure to sign in or out of school	•	•	•			
Deliberate classroom disruption	•	•	•			
Failure to follow directives – identify oneself	•	•	•			
Forgery	•	•	•			
Profanity / vulgarity	•	•	•			
Vandalism - \$100 or less*	•	•	•			
Leaving school grounds without permission	•	•	•			
Use of technology devices	•	•	•			
Smoking in unauthorized area	•	•	•			
Gambling	•	•	•			
Fighting	•	•	•			
Cheating/Plagiarism	•	•	•			
Bus Disturbance	•	•	•	•		
Repetition of short-term suspensions				•	•	•
Intimidation / interference of staff/student	•	•	•	•	•	•
Fighting / striking faculty members				•	•	•
Use, Possession, Selling, or Transferring of weapons, drugs, alcohol, firearms			•	•	•	•
Use, Possession, selling or transferring of fireworks			•	•	•	•
Violating conditions of short-term suspension				•	•	•
Burglary/Theft/ Vandalism over \$100*			•	•	•	•
Violating conditions of long-term suspensions					•	•
Repetition of long-term suspensions					•	•
Activate fire alarm			•	•	•	•
Assault				•	•	•
Sexual Abuse				•	•	•
Arson				•	•	•
Extortion / robbery						•
Possession of weapons		•	•	•	•	•
Bomb threats						•

School personnel may initiate an alternative disciplinary action in a particular case.*Definition – above violation terminology will be defined as in Washington County Board of Education Policies and/or Kentucky Revised Statutes.

Level 1	Level 2	Level 3	Level 4
Description: Behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school	Description: More frequent or severe behaviors which impede orderly classroom procedures, or interfere with the orderly operation of the school.	Description: Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others	Description: Behaviors which result in violence to another person or property, or which pose a direct threat to the health or safety of others.
Procedures: Teachers/staff intervention and redirection. Events and resolution are maintained by teacher either formally or informally.	Procedures: Administrator investigates behavior event and interviews necessary participants. Parent conference may be held. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.	Procedures: Administrator investigates behavior event interviewing all necessary participants. Parents are contacted. Events and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.	Procedures: Administrator investigates behavior event interviewing all necessary participants. Parents are notified. Administrators may call law enforcement and maintained by administrative staff. Teacher is informed of administrative action.
Behavior Event Examples	Behavior Event Examples (and continued Level 1 behaviors)	Behavior Event Examples (and continued Level 1 and 2 behaviors)	Behavior Event Examples (and continued Level 1, 2, and 3 behaviors)
Tardy to class Dress code violation Failure to complete assignments Disruptive behavior Failure to follow staff instructions Electronics/Cell phone infraction Inappropriate displays of affection Verbal harassment	Bus disturbance Bullying Cyber bullying Harassment Hazing Menacing Harassing communications Stalking Cheating Disruptive behavior Failure to follow staff instructions Electronics/cell phone infraction Gambling Inappropriate behavior Leaving campus Signing parent/staff note or excuse Skipping school Truancy (4 th school tardy or 4 th unexcused absence) Tobacco-possession or use	*Fighting (1 st offense) Vandalism (less than \$100) Stealing, Theft (less than \$100) Profanity or Vulgarity Inappropriate sexual behavior Cheating Failure to serve extended detention **assault-Felony Assault-misdemeanor Violation of Computer Access (AUP) **Drug Possession/Use/Sell/Distribution Includes alcohol, controlled substances, inhalants, nonprescription look alike drugs	*Fighting (2 nd offense and over) **Assault-Felony Assault-Misdemeanor **Terroristic Threatening Bomb Threat, Arson, False Alarms **Vandalism (more than \$100) **Stealing, Theft (more than \$100) **Arson **Weapons possession/use/transfer **Fraud or falsely reporting an incident **Drug Possession/Use/Sell/Distribution Includes alcohol, controlled substances, inhalants, prescriptions
Behavior Resolution Options Verbal redirection Privileges withheld Special seating Behavior charting Conference with student Team conference with student Parent contact/conference Detention ISS	Behavior Resolution Options (by administrator) Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer counseling Detention hall Driving privileges revoked Extended detention Restricted activity Behavior contract ISS	Behavior Resolution Options (by administrator) Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer counseling Detention hall Driving privileges revoked Extended detention Restricted activity Behavior contract Restitution Out of school suspension Alternative placement Referral to law enforcement ISS	Behavior Resolution Options (by administrator) Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer counseling Detention hall Driving privileges revoked Extended detention Restricted activity Behavior contract Restitution Out of school suspension Alternative placement Referral to Law Enforcement expulsion

*A physical struggle, contact or quarrel where no participant is identified as a victim. **These behavior events require reports to Law Enforcement.

This Code of Acceptable Behavior applies to riding the school bus.

9. DEFINITIONS OF DISCIPLINARY ACTIONS

ARSON OR ATTEMPTED ARSON

Starting, assisting, or attempting to start a fire within the school or on school grounds for any purpose that results in destruction or disruption.

ASSAULT AND BATTERY (School Personnel and Students)

Physical contact towards students or school employees with the probable consequence of doing bodily harm by a student or group of students.

BOMB THREAT

Making a threat that a bomb has been placed or is about to explode in a school or on school property.

BREAKING AND ENTERING

Student(s) entering any room, or area that is locked and secured by school personnel.
Student(s) entering without approval from school personnel.

BRINGING NON-CLASS ITEMS TO SCHOOL

Students are not to bring non-educational items and other distracters to school unless requested by a teacher for a project.

BUS MISBEHAVIOR

Any behavior that disrupts (or poses a safety threat) to the transportation process.

CLASSROOM DISRUPTION

Any behavior that disrupts the instructional process.

CRIMINAL TRESPASS

Unauthorized persons, which include suspended or expelled students, should not be on school property.

DEFIANCE

Refusal to comply with reasonable request of school personnel and school rules.

DETENTION

Failure to serve the detention/discipline.

DISPLAY OF AFFECTION

No display of affection such as kissing and caressing will be allowed on school property or during school events.

DISRESPECT

Being impolite and arguing with those in authority.

EXTORTION

The solicitation of money or something of value from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.

FAILURE TO ATTEND CLASS

Not reporting to a assigned class or teacher as designated by student's schedule.

FAILURE TO HONOR PUNISHMENT

Refusal to honor punishment from teacher and/or principal.

FAILURE TO HONOR SCHOOL RULES

Failure to comply with school established rules.

FAILURE TO SIGN-IN OR OUT OF SCHOOL

Failure to sign-in through the office when entering school after school day begins:
Failure to sign out through the office when leaving school property.

FALSE FIRE ALARM

Falsely alerting the fire department or school to a non-existent fire. (Safety violation)

FIGHTING

Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others. Behaviors which result in violence to another person or property, or which pose a direct threat to the health or safety of others.

GAMBLING

Participating in games of chance.

HARASSMENT

A person is guilty of this charge when he/she harasses, annoys, or aggravates another person, he/she:

1. Strikes, shoves, kicks or otherwise subjects a person to physical contact or attempts or threatens to do the same; or
2. In a public place, makes an offensive/obscene coarse utterance, gesture or display, or addresses any person abusively; or
3. Engages in a course of conduct or repeatedly commits acts which aggravate, intimidate or seriously annoy other persons.

LEAVING SCHOOL/CLASS WITHOUT PERMISSION

Students are not permitted to leave school or class without permission from either the teacher, principal or principal's office.

LITTERING

Throwing trash items on school property.

LOITERING BY UNAUTHORIZED STUDENTS

Being on school grounds or in the school without authority or permission of school personnel. This would include students on shortened programs or students remaining after the school activities have ended.

MISREPRESENTING FACTS

Knowingly deceiving or attempting to deceive school administrators and/or staff.
Falsifying documents or correspondence such as absences or excuses.

PLAGIARISM

The act of falsely using the name of another person. Copying or securing answers from another by secretive/deceptive means.

POSSESSION OF TELECOMMUNICATIONS AND/OR ELECTRONIC DEVICES

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 and use personal telecommunications devices as defined by law, and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day.
2. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
3. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
4. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication 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 or its Code of Acceptable Behavior and Discipline.

Telecommunication device is defined as a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

USE, POSSESSION, SELLING OR TRANSFERRING OF ALCOHOLIC BEVERAGES

The use of, in any manner or to any extent, sale of, possession of, or being under the influence of alcoholic beverages is prohibited on school property or during school functions. Alcoholic beverages include items found in the locker assigned to the student, in vehicles, and any other place where deposited by the student. The building principal may request a law enforcement officer administer a breathalyzer test if a student is suspected of drinking or being intoxicated.

USE, POSSESSION, SELLING, OR TRANSFERRING OF A CONTROLLED SUBSTANCE

The use of, in any manner or to any extent, sale of, possession of, or under the influence of drugs, illegal controlled or dangerous substances or any type of drug paraphernalia. Illegal substances may include glue, dangerous drugs, narcotics, marijuana,

barbiturates, amphetamines, and any other material that has harmful or unnatural effect on the person using them. Age and grade may be taken into account for elementary students too immature to realize the severity of the offense.

USE, POSSESSION, SELLING, OR TRANSFERRING OF PRESCRIPTION AND NON-PRESCRIPTION (OVER-THE-COUNTER) DRUGS

Failure to register and store drugs at main office. The possession and/or distribution of prescription and/or non-prescription (over-the-counter) medication.

USE, POSSESSION, SELLING, OR TRANSFERRING OF WEAPONS OR DANGEROUS INSTRUMENTS

Possession of firearms that could be used to inflict bodily injuries to another person.

Possession of a gun in a school free zone is a Federal offense.

Threatening, or attempting to use, or using a dangerous weapon or instrument on another person.

Age and grade may be taken into account for elementary students too immature to realize the severity of the offense.

PROFANITY

Cursing. To intimidate, insult, or in other manner abuse verbally or in writing any member of the school staff or student body.

ROWDY BEHAVIOR

Conduct, behavior, and/or obscene gesture which is disruptive to the orderly educational procedure of the school. Lack of control of voice and limbs.

SEXUAL ACTIVITY ON SCHOOL PROPERTY OR DURING SCHOOL RELATED EVENTS

Indecent exposure, grabbing, pinching, touching inappropriate places of others or making obscene comments or gestures. No sexual activity will be tolerated on school property or during school events.

USE, POSSESSION, SELLING OR TRANSFERRING OF TOBACCO ON SCHOOL GROUNDS

The possession of tobacco, in any form, on school property is prohibited.

SPECTATOR FIGHTING

Verbal, written and/or physical gestures that encourages students to participate in a verbal or physical altercation.

TARDY TO CLASS AND TARDY TO SCHOOL

Failure to report to class at the designated time period. Failure to be present at school by the designated starting and/or ending time.

THEFT AND RELATED OFFENSES

The taking of property of others (students, teachers, visitors, etc.) without their consent, possession of stolen property, or possession without owner's permission, selling of school property.

THREAT OF FORCE OR VIOLENCE

Threatening to do bodily harm to student(s) or staff member(s). Terroristic threatening.

TRUANCY

Any child who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse for three (3) or more days, is a truant.

VANDALISM

The provoked or willful destruction, defacing, or marring of school property.

VERBAL ALTERCATION

Students who engage in comments and/or verbal gestures which disrupt the orderly educational or school process.

VIOLATION OF ACCEPTABLE USE POLICY

See Acceptable Use Policy.

10. WEAPONS

Weapons Prohibited (Board Policy 05.48)

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. Students are prohibited from possessing or using a knife of any kind or size, including hunting knives, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination, and notification of law enforcement officials.

Violation of this policy 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 under policy 09.435. 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

The penalty for students 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 student who 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.

11. CORPORAL PUNISHMENT

The Washington County Board of Education does not authorize the use of corporal punishment as a disciplinary measure, under guidelines set out in policy 09.433.

12. SEARCH AND SEIZURE 09.436

Reasonable Suspicion No student's clothing, pockets, or his or her personal effects (e.g., and bag, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law.
Search of a student person shall be conducted only with the express authority of the Principal, assistant principal, counselor, head teacher, or designee and with a witness present.

Authorized Personnel Searchers of a student's person or his/her personal effects shall only be conducted by a person directly responsible for the conduct of the student, or the Principal of the school which the student attends.

Witness When a pat-down search of student's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search.

Personal Searches No search of a student shall be conducted in the presence of other students.

Strip Searches No strip searches of students shall be permitted.

Regular Inspection School property, such as lockers, electronic files and desks, are jointly held by the school and the student. Authorized school personnel have the right to conduct general inspection of all such property on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items left in such locations.

A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contain therein.

Illegal Items	Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper authorized school personnel to be a threat to the student's safety or to others' safety and security, may be seized by authorized school personnel.
Other Disruptive Items	Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by authorized school personnel. Such items may be returned to the student by authorized school personnel or through the Principal's office.
Disposition of Items	All items, which may have been seized, shall be turned over to the proper authorities or returned to the true owner.

13 .ACCEPTABLE USE POLICY

Washington County Schools Electronic Resources Acceptable Use Policy

The Washington County School system offers access to the district computer network for electronic messaging, the Internet and other electronic resources. To gain access to these resources every user must read and sign the Acceptable Use Policy or obtain parental permission and signature. The signed Electronic User Agreement Form must be on file with the Principal at each school before use of the electronic network can be granted.

Access to the Internet, E-Mail and other electronic resources will enable users to explore thousands of libraries, museum, databases and bulletin boards throughout the world. We fully expect all such use to be in support of education and research consistent with the educational objectives of the Washington Co. Board of Education. All users and their families should also be aware that some material via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available only to further educational goals and objectives, this is impossible to control completely. In any case, ultimately, parents and/or guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, the Washington County Public Schools support and respect each user and/or their family's right to decide whether or not to apply for access.

Rules, Regulations, and Procedures

Users are responsible for their own behavior while using school networks. While student's internet use should be supervised as closely as possible by school personnel, the district is not responsible for restricting, monitoring, screening or controlling the content viewed or communications used between individuals using the network.

Communications on the network are often public in nature and therefore may be viewed by numerous people. Access to network services is given only to those students/users that agree to act in a responsible manner. Parental permission for all students under the age of 18 is required and this access should be considered a privilege not a right. Network or local PC storage areas may be treated like school lockers. The Network Administrator may review files and communications to maintain system integrity and insure that users are using the system responsibly. Information obtained by the Network Administrator can only be used to enforce the Acceptable Use Policy. Users should not expect that files stored on district servers and workstations will be private. Also, Federal and State Laws require that schools scan networks as closely as possible to monitor unacceptable web sites and detect other network violations.

Violations of the Acceptable Use Policy (AUP) could result in the following:

Disciplinary Action

Student discipline for violation of any part of these procedures shall be based on the severity of the infraction.

- Student disciplinary action includes, but is not limited to, the loss of any or all computer privileges, termination of the user's account, removal from the class with a failing grade and/or suspension/expulsion. Privileges will be reinstated at the discretion of the district and school administrators.
- Discipline of staff may involve actions up to and including termination of employment.
- Parents, guardians and/or perpetrators may be billed for damages to technology resources.
- Illegal/criminal activities will be referred to the appropriate law enforcement agency.

The following are considered violations of the Acceptable Use Policy for the Internet and Local Network:

1. Sending or displaying offensive messages or pictures.
2. Stealing someone else's password or giving your password to anyone else.
3. Creating or sharing computer viruses.
4. Using MUD (multi-user games) via the network.
5. Transmitting obscene, abusive or sexually explicit pictures, messages or language via the network.
6. Harassing, insulting, threatening or attacking others.
7. Damaging computer systems or computer networks.
8. Violating copyright laws.
9. Trespassing in folders, work or files belonging to others.
10. Intentionally wasting limited resources.
11. Using the network for commercial purposes.
12. Other uses deemed inappropriate by the principal or DTC.

These are considered violations of the Acceptable Use policy for Electronic Mail:

1. Sending unsolicited mail to others;
2. Sending or forwarding chain letters or other non-work related mass mailings;
3. Sending EXE or BAT files through E-Mail;
4. Leaving E-Mail active while you are away from your machine;
5. Using Internet Mail such as Hotmail;
6. Soliciting money or participation for political or religious activities;
7. Other uses deemed inappropriate by the Principal or DTC.

In addition users should not:

- Give theirs or anyone else's name or personal information or communicate in any way with strangers via the network.
- Let other people use your Washington Co. Account.

14. ATTENDANCE POLICY (KG-GR.6)

WASHINGTON COUNTY SCHOOLS ATTENDANCE POLICY (GR. KG - 6)

The following reasons will be considered excused absences. (All notes must be presented to the attendance clerk within two school days after student's return.)

- ❖ Student is sick and has a doctor's statement. For chronic illness, one doctor statement may be sufficient (Parents or guardians need to contact the building principal if this case exists.)
- ❖ Medical or dental appointments that cannot be made after school hours. Must bring in statement from doctor confirming date and time.
- ❖ Serious illness in the immediate household. (Principal's discretion.)
- ❖ Order of a court.
- ❖ Death of a relative. (Limit three (3) days except for extenuating circumstances.)
- ❖ Family emergency. (Principal's discretion)
- ❖ Natural disaster or emergency beyond control of student.
- ❖ School-sponsored trips are not absences as they relate to the attendance policy. Students are required to make up work missed while on these trips.
- ❖ Pre-arranged **educational** family trips may be excused at the discretion of the principal. (Students must be passing all subjects, fewer than 6 absences and none unexcused, student report or project required which reflects the educational value of the trip.) Two (2) days maximum.

The following will be considered excused absences and are eligible for parent notes: (Limit-----Six (6) days total.)

- ❖ Student is sick and has a note from guardian. Notes must be presented to the attendance clerk within two school days following student's return to school.) Two (2) day limit per note.—Over two days requires a Doctor's note.

- ❖ Funeral attendance - Outside immediate family (Parent note)
- ❖ Religious Function for moral instruction as defined in KRS 158.240

Special Notes

- ❖ Parents are encouraged to notify (call) the school by 10:00 A.M. if a student cannot attend.
- ❖ Suggested options for doctor's notes include health department, family service center (FSC/YSC) and contacting the school nurse.
- ❖ Students are required to make-up work (for credit) from excused absences. The student and teacher will work together to see that the work is completed in a reasonable amount of time.
- ❖ The principal or assistant principal has the final say on any excused absence.
- ❖ Students must be in attendance for more than one-half of the day to be allowed to attend or participate in any extra/co curricular event.
- ❖ Forged notes, altered excuses and other abuses will be addressed severely.

APPEALS

Parents/students may appeal the assignment of an excused/unexcused absence to the Director of Pupil Personnel. The appeal must be based upon either process or asking consideration based upon special need or circumstance.

TRUANCY

After five (5) unexcused absences the student will be sent a **Final Notice** stating that further unexcused absences will result in court charges being filed against the parent/student. Continued unexcused absences will result in educational neglect charges being filed against the parent or guardian of the offending student.

ATTENDANCE POLICY (GR. 7-GR. 12)

WASHINGTON COUNTY SCHOOLS ATTENDANCE POLICY (GR. 7 – 12)

The following reasons will be considered excused absences. (All notes must be presented to the attendance clerk within two school days after student's return.)

- ❖ Student is sick and has a doctor's statement. For chronic illness, one doctor statement may be sufficient (Parents or guardians need to contact the building principal if this case exists.)
- ❖ Medical or dental appointments that cannot be made after school hours. Must bring in statement from doctor confirming date and time.
- ❖ Serious illness in the immediate household. (Principal's discretion.)
- ❖ Order of a court.
- ❖ Death of a relative. (Limit three (3) days except for extenuating circumstances.)
- ❖ Family emergency. (Principal's discretion)
- ❖ Natural disaster or emergency beyond control of student.
- ❖ College days. Pre-approved by school official and verification of trip by college or tech school. (2 days for seniors)
- ❖ School-sponsored trips are not absences as they relate to the attendance policy. Students are required to make up missed work.
- ❖ Test administered by school counselors or colleges. Documentation of attendance necessary.
- ❖ Driver's license or driver's permit test. (1/2 day for each; limit one.)
- ❖ Pre-arranged **educational** family trips may be excused at the discretion of the principal. (Students must be passing all subjects, fewer than 6 absences and none unexcused, student report or project required which reflects the educational value of the trip.) Two (2) days maximum.

The following will be considered excused absences and are eligible for parent notes: (Limit-----Six (6) days total.)

- ❖ Student is sick and has a note from guardian. Notes must be presented to the attendance clerk within two school days following student's return to school.) Two (2) day limit per note.—Over two days requires a Doctor's note.
- ❖ Funeral attendance - Outside immediate family (Parent note)
- ❖ Religious Function for moral instruction as defined in KRS 158.240

Special Notes

- ❖ Parents are encouraged to notify (call) the school by 10:00 A.M. if a student cannot attend.
- ❖ Suggested options for doctor's notes include health department, family service center (FSC/YSC) and contacting the school nurse.
- ❖ Students are encouraged to make-up work (for credit) from excused absences. The student is responsible to get the assignments from the teachers. The student will have one day for each day absent to make up the work.
- ❖ The principal or assistant principal has the final say on any excused absence.
- ❖ Students must be in attendance for more than one-half of the day to be allowed to attend or participate in any extra/co curricular event.
- ❖ Forged notes, altered excuses and other abuses will be addressed severely.

APPEALS

Parents/students may appeal the assignment of an excused/unexcused absence to the Director of Pupil Personnel. The appeal must be based upon either process or asking consideration based upon special need or circumstance.

TRUANCY

After five (5) unexcused absences the student will be sent a **Final Notice** stating that any more unexcused absences will result in court charges being filed against the student. After nine (9) unexcused absences, students over sixteen will be referred to the Kentucky Transportation Cabinet and have their drivers license revoked. Also, if a sixteen or seventeen year old drops out of school, their name will be reported to the Transportation Department.

15. RIGHT TO COUNSEL

All persons involved in any disciplinary process shall have the right to legal counsel at their own expense.

16. NONDISCRIMINATION POLICY

It is the policy of the Washington County School System that no person be subjected to discrimination on the basis of race, color, national origin, religion, sex, age, handicap, or marital status in any program, service, or activity for which the Washington County School System is responsible. The Washington County School System will comply with the requirements of state and federal law concerning nondiscrimination and will strive by its actions to enhance the dignity and worth of all persons.

17. NO PASS / NO DRIVE STATUTE

The "No Pass/No Drive" Statute results in the denial or revocation of a student's drivers license for 1.) academic deficiency, or 2.) dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative Research Commission's web site at the following address: www.lrc.ky.gov/record/07RS/record.htm
<<http://www.lrc.ky.gov/record/07RS/record.htm>>.

Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old applying for a drivers license permit (Instruction Permit) will be required to have a completed school Compliance Verification Form. Basically, the form is verifying that the student is compliant with the components of the statute.

If the student is not complaint, a form will not be issued. If a sixteen (16) or seventeen (17) year old student (with a driver's permit or license) accumulates nine (9) or more unexcused absences, the school will report the student as noncompliant via the web portal at the end of each semester or may be made earlier in the semester. Any absences due to suspension shall be unexcused absences. Additionally, if a sixteen (16) or seventeen (17) year old driver drops out of school, a report of noncompliance will be made via the web portal.

18. SUICIDE LAW

KRS 156.095.6.b - By September 1, 2010, and September 1 of each year thereafter, every public middle and high school administrator shall disseminate suicide prevention awareness information to all middle and high school students. The information may be obtained from the Cabinet for Health and Family Services or from a commercially developed suicide prevention training program.

The following information serves as compliance of KRS 156.095. Additional training may be implemented during the school day.

You should get help immediately by contacting a mental health professional or calling 1-800-273-TALK (8255) for a referral should someone you know exhibit the following warning signs:

- Someone threatening to hurt or kill him/herself, or talking of wanting to hurt or kill him/herself.
- Someone looking for ways to kill him/herself by seeking access to firearms, available pills, or other means.
- Someone talking or writing about death, dying or suicide, when these actions are out of the ordinary for the person.

You should also seek help if you witness these additional warning signs in another person:

- Hopelessness
- Rage, uncontrolled anger, seeking revenge
- Acting reckless or engaging in risky activities, seemingly without thinking
- Feeling trapped – like there’s no way out
- Increased alcohol or drug use
- Withdrawing from friends, family and society
- Anxiety, agitation, unable to sleep or sleeping all the time
- Dramatic mood changes
- No reason for living; no sense of purpose in life

19. Conduct and Discipline On School Bus

The privilege of students to ride school buses is contingent on their good behavior and observance of the following rules and regulations. The Code of Acceptable Behavior and Discipline applies to bus situations.

Parent Responsibility	Each parent has the ultimate responsibility for ensuring the good deportment of his/her child who rides on the school bus to and from school.
Principal Responsibility	Each Principal has the chief responsibility for enforcing the consequences which will promote the safe transportation of all students.
Reporting of Violations	The bus drivers shall promptly report violations of district transportation guidelines to the Principal.
Ejection of Student from Bus	The driver is in charge of his/her bus, and his/her first responsibility shall be the safe transportation of the passengers. In the event that a student(s) is behaving in such a way as to endanger the safety of other students on the bus, the driver will radio the bus garage for assistance. If it becomes necessary to eject the student from the bus immediately, the driver will make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Director of Transportation, the Principal of the school where the student(s) attends, and the Superintendent.
Withholding of Riding Privileges	The Principal is authorized to withhold 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.

Restitution of Damages	The parent or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.
Student's Responsibilities	Students shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations. Students shall obey the driver respectfully and promptly.

20. Bus Behavior and Safety Expectations

Student to Wait at Assigned Bus Stop	Students should wait at their assigned bus stop at least 10 feet off the traveled roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the students to enter the bus. Students should be on time (5 minutes prior to arrival); the bus cannot wait for those who are not on time. If a student must walk to meet the bus, he/she should walk facing traffic.
Crossing on Driver's Signal	When students must cross the roadway to enter the bus or cross the roadway when leaving the bus, they should not cross the road until signaled to do so by the bus driver.
Crossing in the Driver's Vision	For safety reasons, when students are required to cross the roadway when entering or leaving the bus, these roadway crossings shall be made in front of the bus. Students should cross approximately ten (10) feet in front of the bus in order that the bus driver may see them.
Seating	When students enter the bus, they should proceed directly to their assigned seat.
Seated until Complete Stop	Students should remain seated until the bus has come to a complete stop before leaving their bus seats to get off the bus.
Body not to Protrude from Window	For safety reasons, students should not extend their arms, legs, or heads out of the bus windows at any time.
Changing Seats	Students should not change from their assigned seat unless authorized by the bus driver.
Student Noise	Students should not create noise on the bus to the extent that it might interfere with the driver's ability to communicate with other passengers on the bus.
Littering/Spitting	Students should not throw paper or rubbish on the bus floor. Students should clean their feet before entering the bus. Students should not spit on the bus.
Alcohol/Tobacco/Drugs	Students are not permitted to use or possess any type of alcohol, tobacco products or illegal drugs on the bus.
Profane Language	Students should refrain from using profane or indecent language on the bus.
Bringing Items on the Bus	Students are not permitted to bring items on the bus that may frighten other students. No live animals are permitted. Items required for class projects must have prior approval from the driver and be in a closed, covered container. Explosives, firearms, weapons of any type are not allowed on school property. This includes the school bus. Balloons (any type or size) are not allowed on the bus. Students should not bring item(s) on the bus that may block any of the exits including the aisles. Items must be small enough to be held in the lap of the student.

Riding

A student should ride the bus to which he/she is assigned to and from school each day. A student should only be let off at their designated spot unless written permission is granted by the school principal. No middle or high school student should board any loading buses at the Elementary or Primary School buildings, unless accompanied by school personnel from the student's building.

21. Bullying

Bullying includes behavior commonly understood as bullying, as well as cyber bullying, hazing, menacing, harassing communications, stalking and other abusive behavior toward students or staff members. This behavior will not be tolerated because every student and staff member deserves a safe environment in which to work and learn. The Washington County School District is committed to dealing with bullying behaviors in our schools to create a safe environment.

Bullying:

Bullying encompasses continuum of behavior that involves the attempt to gain or assert power and dominance over another, with no legitimate purpose. Bullying involves repeated negative behavior carried out over time with a purpose to harm another person physically or mentally, or to benefit oneself through behavior which causes such harm to the other person. Bullying involves either taking advantage of a real or perceived imbalance of power, or is used to create an imbalance of power. Bullying may involve an attempt to cause fear. Examples of behaviors that fall into this category include, but are not limited to: inappropriate and unwanted physical contact (including hitting, kicking, shoving, and pushing); intimidating and threatening comments (oral, written or electronic); name calling or put-downs (selecting or using a nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something the student does not want to do; setting someone up to be bullied or encouraging a student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone's belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person.

Cyber bullying:

Cyber bullying involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging, personal Web sites, blogs, online games and online personal polling Web sites to support deliberate, repeated and hostile behavior by any individual or group, that is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information which can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying. This can include the use of any device which records audio, video or still images of another person for no prohibited by this Code of Acceptable Behavior and Discipline.

Hazing:

Hazing involves behavior used as a way of initiating new members into a group. It usually consists of some ritualistic test involving the new member being required to perform a task or series of tasks which are intended to be demeaning, degrading, harmful or embarrassing to the new member or which require the new member to engage in conduct toward others which is demeaning, degrading, harmful or embarrassing. Hazing can include the force or coerced consumption of drugs or alcohol or the coerced performance of lewd or suggestive acts.

Menacing:

Menacing involves actions, sometimes accompanied by words, used to intentionally place another person in reasonable apprehension of imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe they are about to be slapped or punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck or raise their hands in anticipation of being struck.

Harassment:

Harassment involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

- Striking, shoving, kicking or other physical contact with another person;
- The attempt to strike, shove, kick or engage in other physical contact toward another person;
- Using an offensively coarse utterance, gesture, display toward another person;
- Addressing abusive language toward another person;
- Following a person in or about a public place or places
- Engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person which serves no legitimate purpose; or
- Damaging or committing theft of the property of another student; substantially disrupting the operation of the school; or creating a hostile school 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 or embarrassment.

Harassing Communications:

Harassing Communication involves the intent to intimidate, harass, annoy or alarm another person. This intent is accompanied by one or more of the following behaviors:

- Communicating with a person, anonymously or otherwise by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance alarm and serves no purpose of legitimate communication;
- Making a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
- Communicating 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 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.

Stalking:

Stalking involves intentional conduct which is directed at a specific person or persons; which seriously alarms, annoys, intimidates or harasses the person or persons; which serves no legitimate purpose, and which would cause a reasonable person to suffer substantial mental distress. Stalking does not involve merely following another person or regularly observing another person’s actions, but includes behavior which conveys a threat of harm to the other person or which can be reasonably anticipated to cause the other person to fear harm.

Conduct fitting the above definitions and other similar definitions which injures, degrades or disgraces the victim, disrupts the educational process and/or interferes with other students’ opportunities to obtain an education, will be subject to disciplinary action. Students should generally maintain a “hands-off” policy with regard to other persons’ bodies and possessions, and no student should engage in behavior toward someone else which they would not want directed toward themselves (follow the “Golden Rule”). For the remainder of this section, all of these behaviors will be generally references as “bullyin.”

Students who witness these behaviors or who are subject to these behaviors are encouraged to report the behavior to a teacher or other staff member. Efforts will be made, if possible, to protect the confidentiality of anyone making a report. Retaliation against a student who has made a report of bullying will be treated as a violation of this section as well.

“Harassment” and “Harassing Communications” under the category of “Bullying” are separate from the definition of “Harassment/Discrimination” which involves behavior based on race, color, national origin, age, religion, sex, or disability. However, a report of a violation of this section will be evaluated by school personnel to determine whether it should be treated as a report of harassment/discrimination which would require an investigation under the “Harassment/Discrimination” section of this Code of Acceptable Behavior and Discipline.

STUDENTS

09.438

Student Discipline Code

DEVELOPMENT

In accordance with KRS 158.148 and 704 KAR 7:050, the Board shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees.

The code shall establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

The code also shall include a process addressing how students can report code violations to District personnel for appropriate action.

DISTRIBUTION

Once reviewed and approved, the student discipline code shall be distributed to students and parents in the District, including those students who enroll during the school year.

REVIEW

The Board shall update the student discipline code at least every two (2) years.

REPORTING OF DATA

As directed by the Kentucky Department of Education (KDE), the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident.

Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

REFERENCES:

KRS 158.444; KRS 158.148; KRS 158.153; KRS 158.165; KRS 160.295
KRS 525.070, KRS 525.080

704 R 7:050, *Student Discipline Guidelines*, Kentucky Department of Education

22. SPECIAL EDUCATION

The District goal is to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living. The District will maintain a Special Education Due Process File for each student. The District will destroy this file 3 years from the date the student no longer receives special education and related services. This notification of destruction will be given to those students who leave the District and the student, parent or guardian will be asked to sign a statement to that effect. It is noted that portions of these records may be needed by the student, parent or guardian for future services or benefits. A record of the student's name, his or her grades, classes attended, grade level completed, and year will be kept permanently. Students, parents or guardians may, at this time, get a copy of the information in their due process file.

23. Physical Restraint and Seclusion

The Washington County Board of Education has established Board policy, 09.2212, and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors as required by 704 KAR 7:160. This policy can be accessed at www.washington.kyschools.us or by visiting the Washington County Board of Education.

STUDENTS

09.14 AP.111

24. NOTIFICATION OF FERPA RIGHTS

Distribute this notice annually to parents and students.

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

- 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 the parent or eligible student 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, the District will notify the parent or eligible student of the decision and advise him/her 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.***

Exceptions that permit disclosure without consent include:

- a. 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/her tasks.

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

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

- 4) ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.***

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

- 5) ***The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.***

Unless the parent or secondary school student requests 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.

- 6) ***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
400 Maryland Avenue, SW
Washington, DC 20202-8520

Review

Student's Name

Homeroom Teacher

**WASHINGTON COUNTY BOARD OF EDUCATION
SPRINGFIELD, KENTUCKY**

ACKNOWLEDGMENT

As the parent(s) or guardian(s) of _____ . We have read and discussed the Student Code of Acceptable Behavior and Discipline with our child.

Parent/Guardian's Signature

Date

Student's Signature

Date

Please return this acknowledgement to the homeroom teacher.

EACH SCHOOL MUST NOTE THE DATE OF DISTRIBUTION

_____ Date of Distribution

Please detach and return to School Office