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**WOODFORD COUNTY SCHOOLS  
CODE OF ACCEPTABLE BEHAVIOR  
AND DISCIPLINE  
2012-2013**

Please return this signed acknowledgment to your homeroom teacher immediately upon receipt of this Woodford County Schools Code of Acceptable Behavior and Discipline.

**STUDENT ACKNOWLEDGMENT OF RECEIPT**

My signature below indicates that I have received this Woodford County Schools Code of Acceptable Behavior and Discipline.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

**NOTES REQUIRED FOR ABSENCE EVENTS**

When students return to school after an absence, they shall bring notes, signed and dated by a parent or legal guardian, to the attendance office. This note shall include phone numbers to assist attendance personnel in verifying information. All notes of excuse shall be turned into the attendance office within three (3) school days of the student's return to school. If a note is not received within three (3) days, the absence or tardy is unexcused. The Principal or his/her designee shall determine whether the absence is excused.

Seven (7) parent/legal guardian notes will be accepted as excused during the school year. Parent/legal guardian notes may be written for an absence or tardy for the following reasons: death or severe illness in the student's immediate family (see glossary), illness of the student, participation in school-related activities approved by the principal, or other valid reasons as determined by the principal. Parents/legal guardians shall submit an excuse note for an absence or a tardy. Failure to submit an excuse note will result in the tardy or absence being unexcused. Once the total number of absence notes and tardy notes combined reaches seven (7), all other absences or tardies must have a physician's statement or other required verification to be excused or be approved as excused by the principal.

The Superintendent may authorize canine searches on school property without prior notification.  
Vehicles parked on school grounds are subject to being searched.

**PLEASE RETURN THIS ACKNOWLEDGMENT TO THE HOMEROOM TEACHER !**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Homeroom Teacher

**WOODFORD COUNTY BOARD OF EDUCATION  
VERSAILLES, KENTUCKY  
2012-2013**

**PARENT ACKNOWLEDGMENT/PERMISSION FORM**

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 Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

**Permission to Use/Provide Your Student's Name/Photo  
(Please read carefully and initial to the left of the item!)**

\_\_\_\_\_ **I do give** the Woodford County Schools permission to use my child's name and/or picture (in videos, media publications, the newspaper or on the Internet) in relation to school activities, school programs, awards, honor roll, other honors, etc.

\_\_\_\_\_ **I do not give** the Woodford County Schools permission to use my child's name and/or picture (in videos, media publications, the newspaper or on the Internet) in relation to school activities, school programs, awards, honor roll or other honors, etc.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTES REQUIRED FOR ABSENCES**

When students return to school after an absence, they shall bring notes, signed and dated by a parent or legal guardian, to the attendance office. This note shall include phone numbers to assist attendance personnel in verifying information. All notes of excuse shall be turned into the attendance office within three (3) school days of the student's return to school. If a note is not received within three (3) days, the absence or tardy is unexcused. The Principal or his/her designee shall determine whether the absence is excused.

Seven (7) parent/legal guardian notes will be accepted as excused during the school year. Parent/legal guardian notes may be written for an absence or tardy for the following reasons: death or severe illness in the student's immediate family (see glossary), illness of the student, participation in school-related activities approved by the principal, or other valid reasons as determined by the principal. Parents/legal guardians shall submit an excuse note for an absence or a tardy. Failure to submit an excuse note will result in the tardy or absence being unexcused. Once the total number of absence notes and tardy notes combined reaches seven (7), all other absences or tardies must have a physician's statement or other required verification to be excused or be approved as excused by the principal.

The Superintendent may authorize canine searches on school property without prior notification.  
Vehicles parked on school grounds are subject to being searched.

## **NOTICES TO PARENTS / GUARDIANS / STUDENTS**

### **Nondiscrimination Policy Statement**

Students, their parents, and employees of the Woodford County School System are hereby notified that this school system does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, veteran status, or disability in employment, educational programs, or activities as set forth in Title II, Title VI, Title IX, American With Disabilities Act, Section 504, and Age Discrimination Act of 1975 and provides equal access to the Boy Scouts and other designated youth groups.

The Woodford County School System offers the following vocational education program for students in Grades 9-12: agriculture, business and marketing, computers, family and consumer science, medical science, special programs, and technology. The following vocational classes are available to students in Grade 11-12 through local vocational schools: agriculture power structure and technical systems, environmental science and biotechnology, equine science and veterinary medicine I, large and small animal veterinary science I, plant and land science, computer programming and network repair, aviation technology, auto body repair, auto mechanics, carpentry, diesel mechanics, homeland security, electronics, graphic arts, heating and air conditioning, industrial/residential electricity, machine tool technology, masonry, plumbing, welding technology, greenhouse management/floral design, and interior finishing. Adult Education classes are also offered to individuals pursuing a GED diploma.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Director of Pupil Personnel, who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Director of Pupil Personnel at 330 Pisgah Pike, Versailles, Kentucky 40383-9214. Contact may be made by phone at (859) 879-4600 extension 2110.

### **Integrated Pest Management Initial Notification**

The Woodford County School District Board of Education has implemented a special program of Integrated Pest Management (I.P.M) in order to control pests in a way that minimizes economic, health and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for the I.P.M. program.

You will be notified twenty-four (24) hours in advance of a planned pesticide application at your child's school, other than when bait is used, or as soon as possible when an emergency pesticide application is necessary.

### **Criminal Background Checks**

A state criminal records check shall be conducted on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. It could take up to six weeks to obtain the results of a criminal background check.

### **Out-of-District Student Enrollment Policy**

Students who do not live in Woodford County can not attend Woodford County Schools unless they have been approved as a tuition student. Students who move out of Woodford County during the school year must enroll in the school in the county in which they live. Students may request tuition status, which may or may not be approved. Students requesting tuition status must return a completed “Tuition Student Application” form to Woodford County Board of Education prior to May 1. If an out-of-county employee of Woodford County Schools has a student who wants to attend school in Woodford County, an “Out of County Open Enrollment” application form must be completed and returned to Central Office.

Students within Woodford County must attend school in the attendance area in which they live. If a student moves within Woodford County during the school year, the student may complete the year in the school where they started the year provided they notify the Principal of the change in address, agree to provide transportation, maintain regular attendance, make satisfactory progress in all subjects enrolled, and refrain from causing any disciplinary problems. The student must enroll in the new school the next year.

### **Police Questioning Student Witnesses / Suspects**

When the police need to talk with a child during the school day, the police department will contact the school principal (or his/her designee) and inform him/her of the necessity to question a student and provide the principal with a brief explanation of the circumstances. The member of the police department shall obtain the assistance of the principal (or his/her designee) in locating the student at school.

The principal (or his/her designee) shall contact the parents or guardians of students being formally questioned at school. The principal may consider the student's age, maturity level, and case facts in exercising his/her discretion as to whether parent/guardian contact is made prior to or after the questioning, since the investigation may be jeopardized by contacting the parents at an inappropriate time.

### **Medication Registration**

If a student is required to take a medication during school hours and the parent cannot be at school to administer the medication; the parent shall register all prescription and non-prescription medication in the school office according to school procedures and shall submit a permission form signed by physician and/or parent. To clarify, a student is not permitted to bring non-prescription medication to or from school. While the school’s medication administration procedure manual clearly defines most situations relating to medication administration, the school administrator, in collaboration with the school nurse and/or district personnel reserve the right to evaluate any medication/medical procedure performed on school premises. Failure to follow the school’s procedure for registering medications could result in disciplinary action outlined in the Code of Acceptable Behavior and Discipline relating to possession of controlled substances, possession of non-controlled substances, possession of simulated controlled substances or simulated unauthorized drugs.

### **Authorization for Third Party Medication Administration/Medical Procedures**

Parents may complete a form (available in the school office) to give permission for a third party adult (stepparent, grandparent, etc.) to administer medication(s) to a child who is a student under eighteen (18) years of age according to standard school policy. The parent also may give permission for this third party adult to deliver a child’s medication to the school in the original container and register it in the school office per the school policy.

### Alternative Placements of Students

Students are placed in alternative settings for various reasons. The following relates to any student in one of those placements: 1) any student who is in the “School Within a School” may participate in extra-curricular and co-curricular activities, if allowed by the Administrative Hearing Committee recommendations or the Placement Committee; 2) any student on academic probation, in AIMES, or on out-of-school suspension, is ineligible to participate in any extra-curricular activities during the disciplinary period; 3) any student who has been expelled is ineligible to participate in any extra-curricular or co-curricular activities during the disciplinary period; 4) any student at Safe Harbor Academy for any reason may participate in activities at Safe Harbor Academy only. Safe Harbor Academy is a separate school. Those students will not be eligible to participate in activities at WCHS or WCMS. The Placement Committee will be the most common means of placing students in alternative settings. The committee will generally consist of the DPP, a principal, parent, student, and other appropriate school personnel. While agreement of a placement change is desired, it is not required. A student educated in an alternative setting in another district is not guaranteed placement in an alternative setting in Woodford County. After a review of records along with input from previous schools and agencies, a determination will be made and the parent/legal guardian will be notified where to enroll their child.

### Voluntary Student Accident Insurance

Many parents assume that their health insurance or coverage through the district will be available if their child is injured at school. Parents should note that **WCPS does not carry medical insurance on students** but does provide the opportunity to participate in a voluntary student accident plan for children. Voluntary student accident insurance is a minimal cost and can help eliminate the possibility of out-of-pocket expenses since many health insurance policies no longer pay full hospital and medical expenses or may require a deductible or coinsurance. Information is typically sent home at the beginning of school and coverage can be obtained at any time during the school year. It is recommended that coverage be secured as soon as possible. Please contact your school for information regarding this insurance.

### Food Services Program

Because the breakfast and lunch program in our schools are self-supporting, the Woodford County Food Services Program has a “**no-charge policy.**” Students must have money with them or in their account when they go through the serving line. Parents may pay into a student’s meal account with cash/checks sent daily, weekly or monthly. Weekly or monthly are recommended. For students who do not have their meal money in hand or in their account, an alternative meal will be provided: a cheese sandwich, fruit and milk.

Elementary Breakfast-\$1.30

Elementary Lunch-\$2.15

Middle School Breakfast-\$1.30

Middle School Lunch-\$2.40

High School Breakfast-\$1.55

High School Lunch-\$2.65

Teachers’ Breakfast-\$1.80

Teachers’ Lunch-\$3.65

### Home / Hospital Program

Woodford County Schools provides a Home / Hospital Program (Homebound) for students who are unable to attend school for medical reasons for a period of more than five (5) consecutive days. The student or parent may pick up an enrollment form in the main office, the counseling office, or Central Office for a doctor’s signature. Fax or take the completed form to the Central Office (330 Pisgah Pike) ASAP for consideration to be enrolled in the homebound program. All applications for homebound must be approved by a district committee, so the sooner the application can be submitted the sooner the enrollment in the program can be approved if all criteria are met. If a medical event is planned in advance, please fill out the forms in advance so instruction can take place early in the absence.

## **WOODFORD COUNTY SCHOOLS STUDENT DISCIPLINE CODE**

The Woodford County Schools abide by Kentucky State Law and comply with the Family Education Right of Privacy Act. The laws and board policies that relate to student discipline are listed by number and title in the appendix and may be referred to if needed.

### **PURPOSE**

This Woodford County Schools Student Code of Acceptable Behavior and Discipline is meant to be a guide for all students, parents and school personnel. It applies at all school sponsored or related activities and on school buses. Each school may further amplify and detail their expectations but this guide will set the parameters for discipline in the district. This Code will be updated at a minimum of every two years by a committee.

### **PHILOSOPHY**

Woodford County Schools consider appropriate behavior an integral part of the total school curriculum. The program attempts to make behavior and its modification positive rather than negative and reactionary. It is our belief that the most important prerequisite to learning is a controlled, orderly, secure, and humane atmosphere.

Schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust between parent, teacher and student.

The discipline code should be consistent and reasonable and should strive to facilitate the development of students' self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the education process and a symbol of the commitment of parents, students and administrators to the maintenance of an effective learning environment.

Progressive discipline will be administered in disciplinary actions. The severity of consequences will increase with repeat offenses up to and including expulsion.

### **WHERE AND WHEN THE CODE WILL APPLY**

Students are under the authority of the principals, teachers, bus drivers and supervisory employees from the time they leave home to come to school until they arrive home that afternoon, or until they are properly released during the school day to their parents or guardians (KRS 161.180), or when in attendance at any school function before or after school hours on or off school property when under the supervision of school personnel. Students, while being transported, are under the authority of this discipline code and Board Policy (06.34). Any person who enters school property is under the authority of the school and shall abide by all rules and regulations as set by the State, the Board and the school officials.



**A. STUDENTS**

1. Students have the right to:
  - a. The support of teachers, parents, co-workers and administrators.
  - b. A meaningful public education, which maintains high educational standards and meets the needs of the individual student.
  - c. Reasonable and timely notice of rules, regulations, policies, and penalties to which they are subject.
  - d. Consultation with teachers, counselors, administrators and other school personnel.
  - e. Free election of their peers in student organizations in which all students have the right to seek and hold office.
  - f. Respect from other students and school personnel.
  - g. File charges with the local police if the victim is 18 years old.
2. Students have the responsibility to:
  - a. Show consideration for the rights and property of others by following all rules and regulations of the school and/or Board of Education.
  - b. Show respect for the educational process by taking advantage of every opportunity to further their education.
  - c. Show respect and consideration for any and all people with which they are in contact.

**B. TEACHERS**

1. Teachers have the right to:
  - a. The support of students, parents, co-workers, and administrators.
  - b. Work in an educational environment with a minimum of disruptions.
  - c. Expect all students to have materials such as paper, pencil, books, gym clothes, etc., so that they can participate in the activities of the class.
  - d. Expect all assignments, including homework, to be completed and turned in as assigned.
  - e. Safety from physical harm and freedom from verbal abuse.
  - f. To be treated with respect by students and personnel.
2. Teachers have the responsibility to:
  - a. Present subject matter and experiences to students and inform students and parents or guardians of achievement and/or problems.
  - b. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
  - c. Follow rules and regulations set by the Board of Education and/or school administration.
  - d. Exhibit professional behavior in action, dress, and speech and provide a safe environment.
  - e. Administer such discipline as is necessary to maintain order and decorum without discrimination on any basis in a humane, compassionate and consistent manner.
  - f. Show respect and consideration for any and all people with which they are in contact.
  - g. Be sensitive to parent concerns over what they might consider questionable material that is in the course of study.

**C. PRINCIPALS**

1. Principals have the right to:
  - a. The support of students, parents and teachers in carrying out the educational programs and policies established by the school system.
  - b. Establish procedures and regulations that relate to the school.
  - c. Safety from physical harm and verbal abuse.
  - d. Take necessary action in emergencies to protect their own person or property, or the person or property of those in their care.

- e. Suspend and discipline any student whose conduct disrupts the educational process.
  - f. To be treated with respect from students and personnel.
2. Principals have the responsibility to:
- a. Create and foster an atmosphere of mutual respect and consideration among students and staff members.
  - b. Administer discipline fairly and equally, following the guidelines set forth herein, but also using their own judgment.
  - c. Explain the Code of Acceptable Behavior and Discipline to the school community.
  - d. Adhere to the duties and responsibilities assigned to them by the local Board of Education.
  - e. Exhibit professional behavior in action, dress and speech.
  - f. Show respect and consideration for any and all people with which they are in contact.

**D. PARENTS/GUARDIANS**

1. Parents/Guardians have the right to:
- a. Send their child to a school with an environment where learning is important and respected.
  - b. Expect classroom disruptions to be dealt with fairly, firmly, and quickly.
  - c. Enroll students in the Woodford County School District where they shall attend classes regularly and promptly with minimal interruptions.
  - d. Expect the school to maintain high academic standards.
  - e. To be informed of serious discipline action of high levels.
  - f. File charges against individuals if they judge an unlawful act has been committed against their child.
2. Parents/Guardians have the responsibility to:
- a. Instill in their children the values of an education.
  - b. Instill in their children a sense of responsibility.
  - c. Help children understand that disruptions in the school are detrimental to the education program for all students.
  - d. Become familiar with the educational program and the procedures.
  - e. See that children attend school **regularly** and **promptly** with necessary supplies and materials.
  - f. Communicate with the school when school personnel indicate there is a problem at school.
  - g. Support the efforts of the school personnel and reinforce the behavioral expectations of the school.
  - h. See that children exhibit neatness and cleanliness in their personal attire and hygiene.
  - i. Demonstrate respect for all school personnel. No person shall be upbraided, insulted or abused in the public schools at any time.

## UNIFORM DISCIPLINARY CODE

The following classification of school policy infractions, misbehaviors, etc., and subsequent recommended penalties, are designed to (1) build consistency and fairness into the application of punishment by each administrator and/or teacher as it applies to each and every student and (2) provide a substantive record and reference for administrators, teachers, parents, and students clearly defining misbehavior and its consequences.

The principal, assistant principal or designee reserves the right to alter the application of the penalties included in this code based on the specific facts and circumstances of each incident.

### Discipline Progression Procedures\*

- Level I** Teachers and informed professionals using counseling teaching techniques along with warnings.
- Level II** Teachers and/or administrators using intervention strategies such as AIMS & AER, FOCUS, behavior contracts, detention, purposeful work and parental contact.
- Level III** Referral to principal with disciplinary action including options of contacting parents, assignment to alternative classroom or ATS (Alternative to Suspension), loss of privileges, and/or suspension for up to five (5) days. A suspension extension is at the discretion of the Superintendent. Drug and alcohol related offenses may also result in mandatory drug/alcohol counseling. Repeated Level III offenses may result in referral to the Placement Committee.
- Level IV** Referral to the principal with a recommendation to the Administrative Hearing Committee (Superintendent; Principal; DPP, 504 / Special Education Coordinator, if appropriate; the student and parent/guardian will be invited) or the Placement Committee which may result in a recommendation for mandatory drug and alcohol counseling; other appropriate counseling; placement in the "School Within A School" with mandatory drug and alcohol counseling and/or drug testing, if appropriate; community service; ESS; tutoring; Saturday School; placement in an alternative program; a recommendation to the Board of Education for expulsion; or other actions the committee deems appropriate in dealing with the offense. A contract of agreement shall be signed by all participants of the Administrative Hearing Committee. Students who pose a threat to the safety of other students or school staff cannot be placed into the alternative program. Discipline under this level could include suspension\* for up to ten (10) days. Failure to abide by the contract could result in a recommendation to the Board of Education as a Level V.
- Level V** Referral to principal with a recommendation to the Superintendent and ultimately to the Board of Education for expulsion. An expelled student may attend Safe Harbor Academy upon recommendation of the Board of Education. Students who pose a threat to the safety of other students or school staff cannot be placed into the SAFE Program. Discipline under this level could include suspension for up to ten (10) days. Suspension from school is an unexcused absence.

**\*Administrative Discretion--Age, grade, progressive discipline and other factors may be taken into account for elementary and middle school students. Administrative discretion may be used. Aggravated circumstances may be cause for a recommendation to the Placement Committee, Administrative Hearing Committee and/or for expulsion. Repetition of the aforementioned offenses will result in the student being referred to the principal for appropriate actions. There are certainly acts of misbehavior or violation of criminal laws or school regulations that are not included in this list. In such instances, disciplinary action will be at the discretion of the principal, or of the principal and/or the superintendent. Honesty, cooperation and evidence of self-defense will be taken into consideration by investigating personnel in assigning discipline.**

## RECOMMENDED DISCIPLINARY ACTIONS\*

<u>CONDUCT</u>	<u>LEVEL (S)</u>
Arson / Attempted Arson	4 or 5
Assault and Battery (School Employees)	4 or 5
Assault and Battery (Students)	3, 4 or 5
Bomb Threat	5
Bringing Non-Class Items to School	1 or 2
Bullying	1, 2, 3, 4 or 5
Harassing Communications	1, 2, 3, 4 or 5
Harassment	1, 2, 3, 4 or 5
Harassment/Discrimination	2, 3, 4, or 5
Bus Misbehavior	2, 3, 4 or 5
Cheating / Plagiarism	1, 2, 3, 4 or 5
Classroom Disruption	1, 2 or 3
Criminal Trespass	3 or 4
Cyberbullying	1, 2, 3, 4 or 5
Defiance	2, 3, 4 or 5
Detention-failure to serve	2, 3, 4 or 5
Display of Affection	1, 2 or 3
Disrespect	1, 2, 3 or 4
Extortion	3, 4 or 5
False Fire Alarm	3 or 4
Fighting	2, 3, 4 or 5
Gambling	2, 3 or 4
Hazing	1, 2, 3, 4 or 5
Lack of Classroom Materials	1 or 2
Littering	1 or 2
Loitering by Unauthorized Students	1, 2, 3 or 4
Menacing	1, 2, 3, 4 or 5
Misrepresenting Facts	2 or 3
Pornographic Materials	3, 4 or 5
Possession and/or Use of a Controlled Substance and Alcohol*	4 or 5
Possession and/or Use of a Non-controlled Substance*	3, 4 or 5
Possession of Drug Paraphernalia*	3, 4 or 5
Possession of Personal Electronic or Related Devices	1, 2, 3 or 4
Possession of Personal Telecommunication Device	1, 2, 3 or 4
Possession, Selling or Transferring of Simulated (Look-alike) Controlled Substances or Unauthorized Drugs*	2, 3, 4 or 5
Possession or Use of Weapons, Potentially Dangerous Instruments or Look-alike Weapons*	1, 2, 3, 4 or 5
Profanity / Malicious Remarks	2, 3, 4 or 5
Refusal to Honor Punishment	3, 4 or 5
Rowdy Behavior/ Classroom Disruption	1, 2 or 3
Rudeness	1, 2 or 3
Safety Violation	2, 3, 4 or 5
Sales (Anything)	2 or 3
Sexual Related Activity	2, 3, 4 or 5
Smoking/Possession or Use of Tobacco on School Grounds	2, 3 or 4
Stalking	1, 2, 3, 4 or 5
Terroristic Threatening	3, 4, or 5
Theft and Related Offenses	2, 3, 4 or 5
Trafficking in Drugs	4 or 5
Unauthorized Access or Use of Computer Network Account	1, 2, 3, 4 or 5
Vandalism	1, 2, 3, 4 or 5

\*Administrative Discretion -- Age, grade, and progressive discipline are considered when disciplinary action is taken.

## DEFINITIONS OF DISCIPLINARY ACTIONS

### **ARSON OR ATTEMPTED ARSON** Level 4 or 5

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

### **ASSAULT AND BATTERY (Personnel or Students)** Level 4 or 5

Threatening or Physical contact--Physical contact or threat of physical contact towards school employees with the intention of doing bodily harm by a student or group of students.

### **BOMB THREAT** Level 5

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

### **BRINGING NON-CLASS ITEMS TO SCHOOL** Level 1 or 2

Students are not to bring non-educational items or other distracters to school unless requested to do so by a teacher for a project. For example, the possession of laser pointers, BB's, bullets, casings, etc. on school grounds is prohibited.

### **BULLYING** Level 1, 2, 3, 4 or 5

Bullying encompasses a 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, & 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 he/she 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.

Conduct fitting the definitions outlined herein (bullying, cyberbullying, hazing, menacing, harassment, harassing communications and stalking) and other similar conduct 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").

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," defined under their separate titles fall under the category of "Bullying" and are separate from the definition of "Discrimination/ Harassment" as defined below. Discrimination / Harassment, as the definition states, involve 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 the Code of Acceptable Behavior and Discipline.

**BUS MISBEHAVIOR** Level 2, 3, 4 or 5

Misbehavior on a school bus is prohibited. Students are expected to abide by the rules and regulations outlined in Appendix C of this document. Bus drivers shall promptly report any violation of rules and regulations to the principal of the student’s school.

**CHEATING /PLAGIARISM** Level 1, 2, 3, or 4

The act of presenting another person’s literary, artistic, musical, or other intellectual work as one’s own. The act of being dishonest, deceptive, or presenting as new and original an idea or product derived from an existing source. Cheating includes deliberate perversion of the truth, and includes falsifying documents, or obtaining credit for another's work through deceit. Cheating includes such acts as copying homework, looking off another person's test, using notes while taking a test, using electronic devices to store information for improper use on assignments and/or assessments, and electronically transferring of test and/or quiz answers, etc.

**CLASSROOM DISRUPTION** Level 1, 2 or 3

Any deliberate action by a student that interferes with the educational process is prohibited.

**CRIMINAL TRESPASS** Level 3 or 4

Unauthorized persons, including suspended or expelled students, shall not be on school grounds or at school-sponsored events.

**CYBERBULLYING** Level 1, 2, 3, 4 or 5

Cyberbullying involves the use of information and communication technologies such as e-mail, 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 an individual or group, which 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 legitimate purpose, or the use of audio, video, or still images of another person for purposes prohibited by this Code of Acceptable Behavior and Discipline.

**DEFIANCE** Level 2, 3, 4 or 5

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

**DETENTION (Failure to Serve)** Level 2, 3, 4 or 5

Failure to serve the assigned detention and/or discipline.

**DISCRIMINATION/ HARRASSMENT** Level 2, 3, 4 or 5

Discrimination/ Harassment are unlawful behaviors based on race, color, national origin, age, religion, sex or disability that are sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment. Usually a single instance of conduct by one student toward another does not constitute harassment/discrimination.

The provisions of this section shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

Discrimination/ Harassment due to an individual's race, color, national origin, age, sexual orientation, religion, marital status, political beliefs, sex, or disability are prohibited at all times on school property and off school grounds during school-sponsored activities. The prohibition also applies to visitors to the school who may come in contact with employees and students.

Students who engage in harassment / discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension or expulsion if an investigation of the alleged incident verifies the reported conduct.

Conduct and/or actions prohibited under this section of the Code of Acceptable Behavior and Discipline include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written or electronic materials or pictures that are lewd, vulgar, demeaning or profane and relate to any of the protected categories listed in the definition of harassment / discrimination contained in this section;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct,
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property based on any of the protected categories.
7. Instances involving sexual violence.

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

1. striking, shoving, kicking or other physical contact with another person;
2. the attempt to strike, shove, kick, or engage in other physical contact toward another person;
3. using an offensively coarse utterance, gesture, display toward another person;
4. addressing abusive language toward another person;
5. following a person in or about a public place or places;
6. engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person which serve no legitimate purpose; or
7. 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, humiliation, or embarrassment.

When a student or parent believes the student has been harassed or discriminated against, a complaint may be filed with the Principal of the school. A discrimination report can be made to the Principal,

Superintendent or Title IX / Equity Coordinator. As soon as possible after receiving an allegation of harassment/discrimination, the Principal, Superintendent, or Title IX/Equity Coordinator will attempt to notify parents of all students involved in the alleged harassment/discrimination. The District's complete policy/procedures are available in the Principal's office in each school and at Central Office at 330 Pisgah Pike for your review.

The Investigation Procedures will involve the following:

1. The Superintendent shall monitor the district-wide implementation of procedures to be followed in the event of discrimination/ harassment.
2. An investigation of allegations of harassment / discrimination to commence as soon as circumstances allow, but not later than three (3) working days of receipt of the original complaint. Investigations shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency or due to a scheduled break in the school calendar which restricts the investigator's access to witnesses.
3. During the course of an investigation, the Superintendent/designee may take interim measures to protect a complainant or witness if the Superintendent/designee perceives an imminent threat of harm to the individual during the investigation.
4. If, during the course of the investigation, the investigator determines any felony has occurred, the investigator will make a report to the appropriate officials as required by statute.
5. Following completion of the investigation, the investigator shall complete a written report of all findings.
6. A copy of the complete investigation should be forwarded to the Superintendent/designee.
7. District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.
8. Upon completion of the investigation, and, if appropriate, correction of the conditions leading to the harassment/ discrimination, any party may appeal in writing any part of the findings to the Superintendent. The Superintendent shall review the investigative report and determine whether the investigator complied with board policy, and shall determine whether the findings are reasonably consistent with the information provided to the investigator.
9. If corrective action is taken against a student regarding a report under this section, details relating to that corrective action may not be shared with the complainant or any witnesses, and the complainant shall have no right to challenge or appeal the corrective action taken. Additional conduct by the same student shall be treated as a new report under this section.
10. The complainant, witnesses, and the accused student shall be advised of the right to be free from retaliation for making a report or participating in an investigation. Retaliation will be treated as a separate violation and will subject the student to additional disciplinary action as outlined in the Code of Acceptable Behavior and Discipline. Upon receipt of a report of retaliation or expected retaliation, the Superintendent/designee should take steps to address the retaliation.

**DISPLAY OF AFFECTION**            Level 1, 2 or 3

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

**DISRESPECT**            Level 1, 2, 3 or 4

Being impolite or arguing with other students or with those in authority.

**EXTORTION**            Level 3, 4 or 5

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.



**FALSE FIRE ALARM** Level 3 or 4

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

**FIGHTING** Level 2, 3, 4 or 5

Students who willingly engage in physical contact for the purpose of inflicting harm on another person.

**GAMBLING** Level 2, 3 or 4

Participating in games of chance for the express purpose of exchanging money or other items of monetary value.

**HARASSING COMMUNICATIONS** Level 1, 2, 3, 4 or 5

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:

1. communicating with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
2. making a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
3. 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.

**HAZING** Level 1, 2, 3, 4 or 5

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 forced or coerced consumption of drugs or alcohol or the forced or coerced performance of lewd or suggestive acts.

**LACK OF CLASSROOM MATERIALS** Level 1 or 2

Failure to bring required materials to class

**LITTERING** Level 1 or 2

Throwing trash items on school property

**LOITERING BY UNAUTHORIZED STUDENTS** Level 1, 2, 3 or 4

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

**MENACING** Level 1, 2, 3, 4 or 5

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 he/she is 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.

**MISREPRESENTING FACTS** Level 2 or 3

Misrepresenting facts includes knowingly deceiving or attempting to deceive school administrators and/or staff. Forged notes may also be subject to legal action.

**PORNOGRAPHIC MATERIALS** Level 3, 4, or 5

No pornographic material is permitted at school. This includes literature, pictures, writings, drawings, videos/DVDs and digital images that are sexually related and inappropriate to the school setting.

**POSSESSION AND/OR USE OF CONTROLLED SUBSTANCES AND ALCOHOL** \* Level 3, 4 or 5

No student shall purchase, possess, attempt to possess, solicit, use, be under the influence of, sell, or transfer unauthorized drugs, controlled substance, or alcohol on any school property, at any location of a school-sponsored or endorsed activity, or in route to or from school or a school-sponsored or endorsed activity. Possession includes an unauthorized drug, controlled substance, or alcohol being located on the person or in the locker assigned to the student, in vehicles brought onto school property by the student, or the location of a school sponsored or endorsed activity, and any other place where deposited by the student. If drugs and/or alcohol are found in a student's vehicle, parking privileges will be revoked for the remainder of the current school year.

**POSSESSION AND/OR USE OF A NON-CONTROLLED SUBSTANCE\*** Level 3, 4 or 5

No student shall use or be under the influence of a non-controlled substance in a manner intended to cause a rush or high from huffing on any school property, at any location of a school-sponsored or endorsed activity, or in route to or from school or a school-sponsored or endorsed activity. Examples of such a non-controlled substance include but are not limited to paint, glue, correction fluid, and aerosol spray. **Level 3 or 4**--No student shall use any over-the-counter substance in a manner intended to alter behavior, or share any prescription medication or over-the-counter medication with another student.

**POSSESSION OF DRUG PARAPHERNALIA\*** Level 3, 4, or 5

No student shall possess, use, sell, distribute, or transfer drug paraphernalia on any school property, at any location of a school-sponsored or endorsed activity, or in route to or from school or a school-sponsored or endorsed activity. Possession includes drug paraphernalia being located on the person or in the locker assigned to the student, in vehicles brought onto school property by the student or the location of a school-sponsored or endorsed activity, or any other place where deposited by the student. "Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of KRS Chapter 218A. Drug paraphernalia could include but are not limited to wrapping papers, pipes, etc. If drug paraphernalia are found in a student's vehicle, parking privileges will be revoked for the remainder of the current school year.

**POSSESSION OF PERSONAL ELECTRONIC OR RELATED DEVICES** Level 1, 2, 3 or 4

Electronic devices may be used in school or while riding the school bus as long as the device is not disruptive to the educational process or as long as it does not become a safety issue. Their use is at the discretion of the administrator/teacher/bus driver. The following items are examples of electronic devices-- I-pod, game boy, CD player, etc. This list is not all-inclusive. The district shall not be responsible for the loss, theft, or destruction of devices brought onto school property.

**POSSESSION OF PERSONAL TELECOMMUNICATION DEVICE**

Level 1, 2, 3 or 4

Students shall be permitted to possess (in their locker or in their vehicle but not have on their person) and use telecommunication devices (after the posted school hours, not during the regular school day) while on school property or while attending school-sponsored or school-related activities, whether on or off school property. No student in the Woodford County Schools shall use, have activated, or have in view, a paging device, cellular phone (and its functions), two-way radio, or any other electronic telecommunication device while on school property during regular school hours as posted for each individual school. This includes no use of an electronic telecommunication device while riding the school bus. The principal has the authority to make exceptions to this policy. Requests for exceptions for any reason shall be put in writing to the building principal. **High school students should refer to the WCHS Student Handbook for additional restrictions and/or exceptions.**

Telecommunication device means any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The student is responsible for keeping the device in their locker or in their vehicle and not on their person (including not in a purse, book bag, etc.). The District shall not be responsible for the loss, theft, or destruction of devices brought onto school property.

**First Offense**—The device will be taken by the administration. The parent/guardian will be allowed to pick up the device at the end of three (3) days. If the cell phone or other telecommunication device is used to facilitate a violation of the Code of Conduct, then it could result in additional discipline. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly.

**Second Offense**—The device will be taken by the administration for a period of ten (10) days. The parent/guardian will be allowed to pick up the device at the end of the 10th day. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly.

**Third Offense**—The device will be taken by the administration for the remainder of the school year. In all cases, the phone must be picked up by the parent/guardian. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly. The student will also lose the right to have a telecommunication device or cell phone on school property for six months while school is in session or for the remainder of the school year, whichever is greatest.

No student shall use a telecommunication device in a manner that would violate the privacy rights of any individual while on school property or while attending a school-related activity.

**POSSESSION, SELLING OR TRANSFERRING OF SIMULATED (LOOK-ALIKE) CONTROLLED SUBSTANCES OR SIMULATED UNAUTHORIZED DRUGS\***

Level 2, 3, 4 or 5

No student shall possess, sell, or transfer any substance designed or packaged in any manner to simulate or create an impression of or to resemble a controlled substance on any school property, at any location of a school-sponsored or endorsed activity or in route to or from school or a school-sponsored or endorsed activity. Possession includes simulated controlled substances or unauthorized drugs being located on the person or in the locker assigned to the student, in vehicles brought onto school property by the student or the location of a school sponsored or endorsed activity, or any other place where deposited by the student.

**POSSESSION OR USE OF WEAPONS, POTENTIALLY DANGEROUS INSTRUMENTS OR LOOK-ALIKE WEAPONS\*** Level 1, 2, 3, 4 or 5

Possession of a knife or look-alike weapon is prohibited. This includes pocket and hunting knives. Items in a student's vehicle on school property are considered to be in the student's possession.

**Level 3, 4 or 5** (Explosives or other potential weapons)

Possession of a dangerous instrument or any type of explosive is prohibited.

Threatening, attempting to use or using a dangerous weapon or instrument on another. Age and grade may be taken into account for elementary students too immature to realize the severity of the offense.

**Level 5** (Guns) Possession of a firearm is prohibited. Possession of a gun in a gun-free school zone is a federal offense.

**PROFANITY/MALICIOUS REMARKS** Level 2, 3, 4, or 5

Cursing, intimidation, insult(s) or other abuse (verbal or written) of any member of the school staff or student body will not be tolerated.

**REFUSAL TO HONOR PUNISHMENT** Level 3, 4, or 5

Refusing to honor the punishment that has been assigned due to misconduct is not acceptable.

**ROWDY BEHAVIOR/CLASSROOM DISRUPTION** Level 1, 2 or 3

Conduct, behavior, language and/or obscene gestures that are impolite and/or disruptive to the orderly educational procedure of the school.

**SAFETY VIOLATION** Level 2, 3, 4 or 5

An act of abuse or action that might injure or cause injury to oneself or another person.

**SALES (Anything)** Level 2 or 3

Students are only allowed to sell on school grounds in designated locations approved by the building administration, only those items approved by the Board of Education. Fundraising items that are food can not be sold during the school day.

**SEXUALLY-RELATED ACTIVITY ON SCHOOL PROPERTY OR DURING SCHOOL-RELATED EVENTS** Level 2, 3, 4 or 5

Indecent exposure, grabbing, pinching, or touching inappropriate places of others is prohibited. No sexual activity will be tolerated on school property or during school events.

**SMOKING/POSSESSION OR USE OF TOBACCO ON SCHOOL GROUNDS** Level 2, 3 or 4

The possession or use of tobacco, in any form, on school property is prohibited. Tobacco accessories are also prohibited (including cigarette lighters, matches, wrapping papers).

**STALKING** Level 1, 2, 3, 4 or 5

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.

**TERRORISTIC THREATENING** Level 3, 4 or 5

Terroristic threatening includes making a statement of intention to commit an act likely to cause death, physical injury or substantial property loss. A threat shall refer to any communication made by any means, including, but not limited to, electronic and/or online methods.

**THEFT AND RELATED OFFENSES** Level 2, 3, 4 or 5

Theft includes the taking of property of others (students, teachers, visitors, etc.) without their consent, being in possession of stolen property, selling stolen property on school grounds, or being in possession of property without the owner's permission.

**TRAFFICKING IN DRUGS** Level 4 or 5

No student shall sell, distribute or transfer unauthorized drugs, illegal drugs or controlled substances on any school property, at any location of a school-sponsored or endorsed activity, or in route to or from school or a school-sponsored or endorsed activity.

**UNAUTHORIZED ACCESS/USE OF COMPUTER NETWORK ACCOUNTS** Level 1, 2, 3, 4 or 5

Use of accounts other than the student's own account including, but not limited to, network supervisor, network administrator, teacher, student, e-mail and Internet. Use of the Internet or e-mail must follow the district's acceptable use policy. Authorization by proper school authorities must be obtained to access CHAT Rooms, to utilize multi-user Games, and to download files. Reference may be made to the Code of Acceptable Behavior and Discipline infractions under pornography, misrepresenting facts and defiance.

**VANDALISM** Level 1, 2, 3, 4 or 5

The provoked or willful destruction, defacing or marring of school property or the personal property of others on school grounds.

**CORPORAL PUNISHMENT**

"Corporal punishment" is defined as the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for student misbehavior.

No person employed or engaged by any elementary or secondary educational system of the Woodford County Board of Education shall inflict or cause to be inflicted corporal punishment or bodily pain upon a student attending any school or institution within this educational system. 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 objects within control of the student; or to protect property from serious harm.

If the Admissions and Release Committee or Section 504 Team anticipates that a student may need to be restrained on a frequent basis, the District shall consider whether special restraint training is needed for one or more of the employees who regularly work with the student.

**INVESTIGATIONS**

Incidents occur that may result in an investigation that may involve the Principal, staff, students, etc. The purpose of an investigation will be to seek out information to clarify the events surrounding the incident. The Principal/designee has the right to question a student to gather information relating to an incident without the parent or any other adult being present since the Principal/designee is acting "in loco parentis" (in place of the parent) while the student is in school.

## **SPECIAL EDUCATION**

A student with an Individual Education Plan (IEP) or Section 504 Accommodation Plan may be disciplined according to the Woodford County Code of Acceptable Behavior and Discipline guidelines. Decisions related to disciplinary actions for these students are made in accordance with federal and state regulations and local district policies and procedures governing students with disabilities.

## **SEARCH AND SEIZURE**

### **Reasonable Suspicion**

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

### **Authorized Personnel**

Searches of a student's person or personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil, or the Principal/designee of the school which the pupil 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. In addition, no search of a pupil shall be conducted in the presence of other students.

### **Personal Searches**

No search of a pupil shall be conducted in the presence of other students.

### **Strip Searches**

No strip searches of pupils shall be permitted.

### **Failure to Cooperate**

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

### **Regular Inspection**

School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the District is jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein. **Vehicles parked on school grounds are subject to being searched. The Superintendent may periodically authorize canine searches on school property without prior notification.**

### **Illegal Items**

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the student's safety or to others' safety and security may be seized by school officials.

### **Other Disruptive Items**

Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the Principal's office.

### **Disposition of Items**

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

## **DUE PROCESS FOR SUSPENSION\***

The following steps shall occur prior to the suspension of a student:

1. The student shall be informed of the reason for suspension.
2. The student will be allowed to respond to the charges against him/her.
3. A written notice of the suspension shall be given to the student and a copy shall be given to the parents/guardians, in person or by mail. The letter must contain the reason(s) for suspension and the dates of the suspension.
4. A copy of the suspension letter will be sent to the superintendent.

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

\*Suspension from school is an unexcused absence according to 702 KAR 7:125 Section 13.

## **GRIEVANCES**

The Woodford County Board of Education provides the opportunity for students to question the application of a Board policy or administrative rule or procedure and to secure at the lowest administrative level an equitable, prompt, and satisfactory solution. Students or parent/guardians of students, wishing to initiate a formal grievance about the application of a Board policy, administrative rule, or procedure shall follow Procedure 03.16 and use the form provided by Procedure 03.16, the "Grievance Initiation Form."

As established by administrative procedures, dispositions of a grievance by the Superintendent will be final unless the Superintendent recommends the appeal to the Board in writing or the student or parent/guardian of a student petitions in writing for the Board to consider the determination of the Superintendent. Agreement to consider the matter is discretionary with the Board and shall be granted only on affirmative vote of four (4) members.

## **DRESS AND APPEARANCE**

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which, in the judgment of the Principal, significantly disrupts school work, interrupts scholastic endeavors, or threatens the health or safety of other students, is prohibited.

Each Principal shall see that specific guidelines for student dress and appearance be developed at the beginning of each school year and shall distribute those guidelines to all students. Principals shall enforce

the dress code in their schools. A student whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in disciplinary action including suspension from school.

## **ATTENDANCE REQUIREMENTS**

### **Compulsory Attendance**

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and sixteen (16), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate education prior to graduation, s/he shall confer with the principal or designee; and s/he shall secure written permission from her/his parents. (See Board Policy 09.111)

According to 704 KAR 5:060 Section 1, any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months, at the end of such trial period of time such a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159:010 and 159:020. This regulation also applies to 4 year old children who will turn 5 before October 1<sup>st</sup> and have voluntarily enrolled in the primary school program.

### **Exemptions from Compulsory Attendance**

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in an approved private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state-supported program for exceptional children,
7. A pupil who is married,
8. A pupil who is a mother,
9. A pupil who is being home schooled.

### **Physician's Statement Required**

The Board, before granting an exemption for four (4) above, shall require a signed statement as required by law.

### **Instruction**

Suitable home/hospital/institutional instruction shall be provided for students exempted under No. 4.

### **4-H Activities**

Participation of a student in 4-H activities which are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.



### **Co-curricular Activities**

Students may participate in co-curricular activities and be counted in attendance during the instructional day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

### **Off-Site Virtual Classes**

Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulations.

### **Perfect Attendance Recognition**

Attendance for all students will be calculated on the basis of tardies, half-day absences, or whole-day absences. Perfect attendance recognitions will be defined by the school.

## **ABSENCES AND EXCUSES**

### **Notes Required**

Students are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125. Within three (3) days of a student's return to school after any absence, they shall bring notes signed and dated by the parent/legal guardian/professional to the attendance office. Notes shall include phone numbers to assist attendance personnel in verifying information. Once the total number of absence notes and tardy notes combined reaches seven (7), all other absences or tardies must have a physician's statement or other required verification to be excused or be approved as excused by the principal. If the note is not received within three (3) days after a student returns to school, the absence or tardy will be recorded as unexcused.

A tardy is defined as any combination of sign ins and sign outs that result in a student missing 35% or less of a school day.

## **Excused Absences and Tardies**

### **Parent/legal guardian notes**

Parent/legal guardian notes expressing a valid reason will excuse an absence or tardy on seven (7) total occasions per year for a student. Valid reasons would be:

1. Death or severe illness in the student's immediate family (see glossary for definition),
2. Illness of the student,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Court appearances,
6. Documented military leave,
7. Driver's license exam
8. Other valid reasons as determined by the Principal, who has the right to request additional documentation. (Parents should contact the school at least five school days prior to pre-planned absences, so that a parent/guardian/student can know in advance whether the absence will be excused or unexcused. The final decision will rest with the Principal of the building after reviewing all supporting documentation. The Principal may seek the advice of his/her attendance committee in making this decision. The parent notes for these absences are included in the seven allowed.) Because the decision rests with the Principal, students may be handled differently from school to school.

## **Doctor Notes**

Seven (7) medical notes from a physician, Registered Nurse Practitioner, Dentist or mental health professional may be used for medical absences. An original note from the professional must be provided upon the student's return, even if the parent noted the appointment on the sign in/out log at the time of check in/out. Faxed notes are acceptable only if they are faxed from the medical professional's office.

Parents/legal guardians may be asked to submit a Medical Excuse Form (APPENDIX G) for medical excuses after using 7 medical notes. The Medical Excuse Form is located in the back of this handbook or may be obtained from the attendance office at each school.

Parents of children with significant health issues which will result in more than seven (7) medical notes need to consult with the principal, counselor, or social worker.

Students who suffer from significant illnesses may be eligible for a 504 plan which would modify attendance requirements. Parents of such children should contact the principal, guidance counselor, or social worker to discuss this option further.

## **Military Duty**

- a. One (1) day prior to departure of parent/guardian called to active military duty. Note required prior to absence.
- b. One (1) day upon return of parent/guardian called from active military duty. Note required prior to absence.
- c. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country is granted rest and recuperation leave. Note required prior to absence.
- d. Documented Military Leave

*Excessive submission of absence or tardy notes for any reason listed above may be referred to the principal for review and final determination.*

## **Educational Enhancement Opportunity (EHO/EEO)**

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Applications for an educational enhancement opportunity may be obtained from the attendance clerk at each school.

Unless the Principal determines that extenuating circumstances exist, requests for dates falling within State or District testing periods shall not be granted.

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

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

The Principal has the right to request additional documentation.

## **Unexcused Absences**

All other absences, **including suspensions**, shall be considered unexcused and no make-up work shall be allowed without approval of the principal. Students who are legally truant (three (3) unexcused absences and/or tardies) will not be allowed to obtain or maintain parking privileges on school property. Students will also lose their parking privileges if they provide transportation for a student who “skips” school or if they skip school themselves. **Truancy will also be considered when determining a student’s eligibility for participation in school activities including, but not limited to, athletics, dances, prom, award ceremonies, graduation ceremony, etc.**

Students who are eighteen (18) or older shall be subject to the same criteria for excused absences as all other students. Supporting documentation for any absence (i.e. verification of medical or dental appointments) will be required by the school staff. Failure to provide us documentation will result in the absence being coded as unexcused. Check-outs for lunch are not permitted under any circumstances. Truant students who are eighteen (18) or older are subject to prosecution in Woodford District Court.

## **TRUANCY**

Kentucky’s compulsory attendance law states that any student enrolled in public school who has attained the age of six (6), but has not reached his/her twenty-first (21<sup>st</sup>) birthday, who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant. A student who has been reported as a truant two (2) or more times (a total of six days) is an habitual truant.

The following procedure has been developed by staff of the Woodford County Board of Education, the Woodford District Judges Office, the Woodford County Attorney, the Cabinet for Health and Family Services and the Court Designated Workers Office for use in addressing truancy in Woodford County. For purpose of establishing a student’s status as a truant, a student’s attendance record is cumulative for an entire year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

1. School staff will automatically send letters to parents upon the 3<sup>rd</sup> and 6<sup>th</sup> incidence of unexcused absence or tardy notifying them of the truancy. The purpose of the 3<sup>rd</sup> incidence letter is to make the parent(s) aware of their child’s truancy and provide an opportunity for the parent to intervene.
2. The purpose of the 6<sup>th</sup> incidence letter is to provide the parent with a final notice regarding their child’s habitual truancy and advising them that the student will be referred to the Director of Pupil Personnel/Assistant to the DPP for further action if the student continues to accumulate unexcused absences or tardies. Upon receipt of any letter, parents should contact the principal, counselor or social worker with any questions regarding their child’s attendance and truancy.
3. Once a student has accumulated six (6) unexcused absences and/or tardies and is habitually truant under KRS 159.150, the school counselor or social worker will make contact with the parent and complete an At-Risk Assessment. **School staff will make referrals to the Cabinet for Families and Children, as well as local police, if parental neglect or abuse is indicated. These referrals will be documented on the At-Risk Assessment form.** If the student continues to accumulate unexcused absences and/or tardies, the staff person who conducted the assessment will refer the student and family to the Director of Pupil Personnel / Assistant to the DPP for further intervention if the student continues to accumulate unexcused absences and tardy events.
4. Once a student is referred for truancy, information about the issues surrounding the truancy will be made available to appropriate school personnel on a need-to-know basis. The Director of Pupil Personnel / Assistant to the DPP may intervene by any or all of the following means:

- Visiting the homes of truant students and their families, and/or
  - Students may be charged with Habitual Truancy in either Woodford Family Court or Woodford Juvenile Court and/or
  - Students between the ages of eighteen (18) to twenty-one (21) may be referred to the County Attorney for processing as an adult offender and/or
  - Parents/Guardians of any truant student may be criminally charged with unlawful transaction with a minor in Woodford District Court
  - Parents/Guardians of any truant student may be civilly charged with educational neglect in Woodford Family Court
  - Parents/Guardians may be reported to the Cabinet for Health and Family Services and/or the Versailles Police Department if neglect or abuse is indicated.
5. The Director of Pupil Personnel or Assistant to the DPP, will ascertain the causes of irregular attendance through documented contact with the custodian of the student, seek the elimination of these causes, will acquaint the school with the home conditions of a habitual truant, and the home with the work and advantages of the school. He/she will also attempt to visit the homes of students who are reported to be in need of books, clothing or parental care. Information obtained will be shared with appropriate school and district personnel on a need-to-know basis. The Director of Pupil Personnel/Assistant to the DPP will be responsible for following student attendance and reporting violations to Versailles Police, Cabinet for Health and Family Services, the Woodford County Attorney and/or Woodford District Court throughout the school year.

### **DRIVER'S LICENSE REVOCATION**

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

Academic and attendance deficiencies for students ages sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

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

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

### **RELEASE OF STUDENTS**

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/legal guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/legal guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/legal guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/legal guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

### **Student Release Process**

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release.

Each school shall maintain a daily entry/exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

Exceptions to this release policy can occur if the student is being released to a person with lawful authority to take custody of the student, (e.g. a police officer with a warrant). In such a case, the student's parents shall be notified at the earliest opportunity.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

### **SCHOOL RESOURCE OFFICER**

The School Resource Officer (SRO) shall work in conjunction with principals of the schools and certified instructors to provide instruction or assist in the delivery of instruction in a variety of subject areas, including, but not limited to: G.R.E.A.T. (Gang Resistance Education and Training); Graduated Licensing Drivers Education; police and their role in society; career opportunities in law enforcement; drug education; teens, crime and community; conflict resolution; and other classes as permitted by scheduling and determined to be appropriate by respective principals and school staffs. The SRO shall coordinate his or her instructional activities with the principal and staff members so as to allow for the orderly educational process within the respective schools served.

Along with the instructional component, the SRO shall: (1) develop expertise in presenting various subjects to students; (2) encourage individual and small group discussions with students based upon material presented in class to further establish rapport with students; (3) attend parent/faculty meetings to solicit support and understanding of the program; (4) become familiar with and make referrals to community agencies which offer assistance to youths and their families; (5) assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations which may result from student unrest; (6) as necessary, conduct formal police interviews with students while adhering to Board Policy, City of Versailles Police Department Policy, Kentucky Revised Statutes, and other legal requirements with regard to such interviews; (7) may, by way of the exercise of his/her discretion as a sworn police officer, take law enforcement action as required; (8) take appropriate action against intruders and unwanted guests who may appear at the school and school-related functions; (9) participate in and/or attend school functions; (10) become familiar with district/school disciplinary codes and standards and may share information with school personnel which may aid in the determination of

whether a disciplinary offense occurred; (11) and shall be advised of incidents and activities possibly giving rise to criminal or juvenile violations and then determine whether law enforcement action is appropriate.

With respect to those activities occurring on school property or at school sponsored functions, which a principal is directed to report to the “appropriate law enforcement agency” under KRS 158.154 (“assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, or damage to the property”), and those activities which an administrator, teacher, or other school employee is directed to report to the “local police department, sheriff, or Kentucky State Police”, under KRS 158.155 (such activities consisting of conduct occurring on school premises or school sponsored events which is believed to constitute a misdemeanor or violation or offense relating to deadly weapons, use, possession, or sale of controlled substances, or a felony offense), the SRO is authorized to receive and appropriately act on any such foregoing reports. The aforementioned school personnel may satisfy such reporting requirements by advising the SRO of activities believed to fall within the foregoing statutory directives.

### **STATEMENT OF ACCORD BETWEEN THE WOODFORD COUNTY BOARD OF EDUCATION AND THE LOCAL WOODFORD COUNTY GOVERNMENT DIVISIONS OF POLICE**

The parties agree that both the Divisions of Police and the Board of Education have a mutual and similar interest in the development and maintenance of lawful conduct on the part of school children and a mutual interest in seeing that Woodford County's school children grow up and attend school in a safe, lawful and law-abiding environment.

This accord is reached with a view to agreeing upon principles relating to police investigations, which are calculated to:

- (1) protect the child
- (2) secure for the Division of Police orderly processes whereby it may carry on its investigations into various types of alleged criminal activities.

It is agreed and understood that the schools, while children are in attendance at school, stand, to a certain degree, in the relation of parents/guardians to children who are attending school and that the school has some of the same responsibilities to protect the children in attendance that their parents/guardians would have, if present. However, it is understood that the Board of Education does not have complete parental rights in connection with students at school and, in certain areas, parental rights must be recognized. However, in situations where a parent(s) or guardian of a child are themselves suspected of criminal activity with relation to a student, the school system must endeavor in some manner, to balance the rights of the parent, the child and the rights of society. With these principles in view, it is agreed that any investigation during school hours involving school children whereby a member of the Division of Police wishes to contact a child at school will be subject to the following procedures.

#### **I. QUESTIONING STUDENT WITNESSES/SUSPECTS**

- A. A member of the police department will contact the school principal (or his/her designee) and inform him/her of the necessity to question a student and provide the principal with a brief explanation of the circumstances. The member of the police department shall obtain the assistance of the principal (or his/her designee) in locating the student at school.
- B. The principal (or his/her designee) shall contact the parents or guardians of students being formally questioned at school. The principal will consider the student's age, maturity level,

and case facts in exercising this discretion as to whether parent/guardian contact is made prior to or after the questioning, since the investigation may be jeopardized by contacting the parents at an inappropriate time.

- C. The school principal (or his/her designee) shall be present during the questioning of the student
- D. In the event a custody order or warrant has been issued for the apprehension of a student (juvenile or adult), it is the lawful duty of a law enforcement officer to take physical custody of said student and transport him/her to the appropriate facility (juvenile intake or adult detention center). If the student taken into custody is a juvenile (17 years of age or younger) the law enforcement officer is mandated to contact the parent or guardian of the student. However, if the student arrested is an adult (18 years of age or older) the law enforcement officer is not mandated to contact the student's parent or guardian. However, the principal (or his/her designee), unless requested to do differently by the student, shall attempt to contact and notify the parents or guardian of the student, whether under or over 18 years of age, arrested or taken into custody by a law enforcement officer, with the exception as provided for in Section I above with reference to child abuse victims who may be taken into protective custody.
- E. Parental notification/permission shall not be required if the student is an alleged victim of abuse by the parents.

## **II. FIRE - POLICE CRIMINAL ACCORD**

It is noted that any child is subject to the Local, State and National Penal Codes in addition to the appropriate behaviors set forth in the Code of Acceptable Behavior and Discipline. When appropriate, a child will be referred to the civil authorities for investigation.

All alleged felony charges shall be reported to local civil authorities (Police).

Final prosecution shall rest with the authorities making the investigation.

All investigations shall be made with the knowledge of parents or legal guardian.

In case of bomb threats or fire alarms, the local fire department shall be notified, regardless of the number of times. The Fire Chief or his/her designee shall take charge of the building upon arrival. Building Administrators shall cooperate fully with the Fire Chief or his/her designee. The police or fire department shall notify the school administrator when it is safe for students to return to the building.

Every effort should be made to keep open communications between the Schools and local civil authorities.

## **CABINET FOR FAMILIES AND CHILDREN--INTERVIEWING PROCEDURES**

In the event an investigation involving interviewing possible victims of child abuse (physical, sexual, neglect, etc.) occurs, the following procedures will be followed:

### **PROCEDURE FOR INTERVIEWS AT SCHOOL**

1. When a Social Services Worker, hereafter referred to as SSW, intends to interview a child at school, the SSW informs the appropriate school personnel of their need to interview the child regarding a report, and (if necessary) shows his/her identification card.
2. The SSW provides only enough information to indicate there has been a report and which child/ren need to be interviewed.

3. A private interview of the child is desirable; however, there may be occasions when the child may request the presence of a teacher, counselor or other school personnel. School personnel are allowed to be present at the SSW's discretion, if it is determined that it is in the best interest of the child. If such a determination is made, the SSW:
  - (a) Makes the school personnel aware that they are subject to subpoena to court for any disclosure statements that the child may make;
  - (b) Ensures that the school personnel signs a confidentiality agreement; and
  - (c) Instructs the school personnel to
    - (1) be absolutely silent during the interview; and
    - (2) remain out of the line of sight of the child.

### **PROCEDURE FOR INTERVIEWS OF SUSPECTED SEXUAL ABUSE**

1. A SSW and a law enforcement officer conduct investigations of reports of suspected sexual abuse of a child. Additional multi-disciplinary team members may be involved in the investigation per local protocol. If other members are unavailable, however, the SSW proceeds with the initiation of the investigation to assess safety (but does not complete the investigation without law enforcement).
2. The SSW is the lead investigator when the alleged perpetrator of sexual abuse is a parent or other person acting in a care-taking role.
3. When possible, interviews are conducted at the local Children's Advocacy Center.
4. Types of documentation sought may include:
  - (a) The child's verbal account;
  - (b) Hearsay statements made to a physician, psychiatrist or psychologist;
  - (c) Photographs or other medical documentation;
  - (d) Child's journals, letters, or other written accounts or drawings;
  - (e) Corroborating evidence; and
  - (f) History of the alleged perpetrator
5. When requested, the SSW assists law enforcement in investigations of non-caretaker sexual abuse.

### **PROCEDURE FOR INTERVIEWS OF SUSPECTED PHYSICAL ABUSE**

Types of documentation sought during physical abuse investigations may include:

- (a) The child's verbal account;
- (b) Photographs of the child (or drawing and detailed written description of injury, if no camera is available);
- (c) Eyewitness accounts;
- (d) History of alleged perpetrator; and Evidence of domestic violence severe enough that the child is at risk of physical injury (e.g. thrown objects, broken glass, being held, or use of weapons).

### **PROCEDURE FOR INVESTIGATIONS OF SCHOOL PERSONNEL**

1. The SSW conducts interviews (away from school grounds, when possible) of the:
  - (a) Child;
  - (b) Parent or legal custodian; and
  - (c) The alleged perpetrator.
2. The SSW may interview other children and staff as collateral contacts. If the SSW interviews other children as collaterals, they first obtain the parents' permission. If the parent is not contacted prior to the interview, the SSW informs the parent(s) as soon as possible after the interview and explains that his/her child is not the alleged victim.
3. When a SSW intends to interview a child at school, the SSW:
  - (a) Informs the appropriate school personnel of their need to interview the child regarding a report;



- (b) Provides enough information to indicate there has been a report;
  - (c) Indicates which child(ren) need to be interviewed; and
  - (d) Provides their identification card.
4. The SSW notifies the parent(s) that there has been a referral involving their child and of the SSW's intention to interview the child. The SSW and FSOS in conjunction with the parent(s) determine an appropriate place to interview the child.
  5. A private interview of the child is desirable; however, there may be occasions when the child may request the presence of a teacher, counselor or other school personnel. School personnel are allowed to be present at the SSW's discretion if it is determined that it is in the best interest of the child. If such a determination is made, the SSW:
    - (a) Makes the school personnel aware that they are subject to subpoena to court for any disclosure statements that the child may make; and
    - (b) Instructs the school personnel to remain (1) silent during the interview; and (2) out of the line of sight of the child.
  6. The SSW may review and copy school records pertaining to the child without parental permission.
  7. The SSW completes the non-familial CQA.
  8. The SSW sends notification of a substantiated or unsubstantiated findings and information regarding the Service Appeal Process to the:
    - (a) Alleged perpetrator; and
    - (b) Custodial parent.
  9. The SSW sends substantiated findings to the perpetrator through certified, restricted mail.
  10. The SSW also sends notification, if substantiated, to the:
    - (a) Appropriate supervisor (i.e. principal);
    - (b) School superintendent; and
    - (c) Education Professional Standards Board (100 Airport Rd. 3<sup>rd</sup> Floor, Frankfort, KY 40601).
  11. If the alleged perpetrator is a school employee who is not assigned to the school building (such as a bus driver or maintenance personnel), or is the principal, the appropriate supervisor is notified. If the alleged perpetrator is the superintendent, the Board of Education for the county is notified.
  12. If the alleged abuse or neglect occurred when school personnel did not have custodial care, law enforcement is notified and the SSW does not conduct an investigation.
  13. When there is indication of systemic neglect within the school, the SSW informs the FSOS, who then informs the SRA or designee. The SRA or designee, upon review and affirmation of suspected systemic neglect informs the Commissioner in writing, outlining what efforts have been made to address the concerns with the school system. Approval by the Commissioner is required prior to pursuing systemic neglect against the school.

## **APPENDIX A**

### **CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

#### **Development**

In accordance with KRS 158.148 and 704 KAR 7:050, the Board shall develop a student discipline code which shall be posted at each school, referenced in all school handbooks, and provided to school employees and parents. 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.

### **Distribution**

At the beginning of the school year, students may receive a copy of and an orientation to the Code of Acceptable Behavior and Discipline. Orientation shall include, but not be limited to, assembly programs and classroom instruction. When they initially enroll, new students shall receive a copy of the Code of Acceptable Behavior and Discipline as well as an explanation of its contents.

Copies of the Code of Acceptable Behavior and Discipline shall be forwarded to parents by the students.

Teachers shall receive copies and updates to the Code of Acceptable Behavior and Discipline before students enter schools.

### **Annual Review**

At the end of each school year, the superintendent/designee shall appoint a committee to review the Code of Acceptable Behavior and Discipline and to propose revisions as needed. The committee shall present its recommendations to the Board.

Any revisions to the Code of Acceptable Behavior and Discipline shall be annually distributed as specified above to students, parents and teachers.

## **APPENDIX B**

### **ANNUAL NOTIFICATION TO PARENTS -- FAMILY EDUCATION RIGHT OF PRIVACY ACT**

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:

***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.

***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.

***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, the District shall disclose educational 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.
- 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.

***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.

***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 military recruiters upon their request.

***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

## **DIRECTORY INFORMATION**

The Superintendent or the Superintendent’s designee is authorized to release Board approved directory information, unless the parent/guardian or eligible students directs the information not to be release.

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, most recent educational institution attended by student, and photos of the student released to the media, newspapers, video, internet, etc.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before September 30 of each school year or within thirty (30) days of distribution of the Student Directory Information Notification form which allows parents to so notify the school district.

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

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

The *Woodford 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 services, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs or services. The *Woodford County School District* may destroy the educational records of a child without a parent's request according to the "Kentucky Records Retention Schedule", after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The *Woodford 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 services include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who, because of such an impairment, need Special Education services.

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

The *Woodford 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 services or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

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

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

Letters and phone calls are some of the ways the *Woodford 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 or 504 services.

If you know of a child who lives within the boundaries of the *Woodford County School District*, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 859-879-4600, extension 2125, or send the information to:

Director of Special Education  
Woodford County Board of Education  
330 Pisgah Pike  
Versailles, Ky. 40383  
Ph. 859-879-4600 ext. 2125

“*Child Find*” activities will continue throughout the school year. As part of these efforts the *Woodford 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 require Special Education or 504 services. Any information the District collects through “*Child Find*” is maintained confidentially.

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

Director of Staff/Student Services  
Woodford County Board of Education  
330 Pisgah Pike  
Versailles, Ky. 40383  
Ph. 859-879-4600 ext. 2110

The Woodford County District offices are open Monday through Friday, from 8:00a.m. to 4:00 p.m.

The *Woodford 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 Staff/Student Services* or the *Director of Special Education/504*, at the address or phone number listed above for the *Woodford County Schools*.

## AVISO PUBLICO

De Acuerdo con los Derechos de Educacion Familiares y Acto del Retiro, politicas escritas y procedimientos se ha desarrollado que describe el Condado de Woodford los requisitos de Woodford Condado Publico Escuelas de Escuela Publica con respecto a la confidencialidad de informacion personalmente identificable. Declarado en este aviso es un resumen de sus derechos bajo el Acto. Estos derechos se pasan adelante al estudiante a edad dieciocho. Con el proposito de este aviso, un estudiante 18 anos a mas viejo estara llamado los Padres del estudiante elegibles, guardianes, y los estudiantes elegibles pueden parecer en absoluto la educacion graba relacionando a ese estudiante haciendo una demanda al Principal de la escuela donde ese estudiante asiste.

Para informacion estensa o si usted concoe un nino o juventud que vivenen Condado de Woodford, puede tener una invalidez, y no esta recibiendo que los servicios necesitado traen, telefonan, o envian la informacion a:

Director de Educacion Especial  
Woodford Condado Publico Escuelas  
330 Pisgah Pike  
Versailles, KY 40383  
(859) 879-4600

## APPENDIX C

### CONDUCT ON SCHOOL BUS\*

#### **Principal Responsibilities**

Each principal shall oversee the department of his/her students who ride on the school bus and who walk to and from school.

#### **Reporting of Violations**

Bus drivers shall promptly report any violation of District policy or school rules to the principal.

#### **Ejection of Students 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 one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, as a last resort, the driver is authorized to order the offending student from the bus if the student is in the sixth (6<sup>th</sup>) grade or above. In the event the student is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.

#### **Withholding of Riding Privileges**

The principal is authorized to withhold bus riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

The superintendent or his/her designee may withhold bus-riding privileges up to the remainder of the school year.

### **Restitution of Damages**

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

\*Behavior not directly related to riding the bus shall be dealt with under the other disciplinary categories.

### **Pupil's Responsibilities**

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

### **Students with Special Needs**

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.

### **Instruction on Bus Conduct and Safety**

Instruction in bus conduct and safety shall be provided for all transported students. Instruction shall include the following rules:

#### **Student to Wait at Assigned Stop**

Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the students to enter the bus.

#### **Crossing on Driver's Signal**

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

#### **Crossing on Driver's Vision**

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

#### **Seating**

When pupils enter the bus, they shall proceed directly to a seat.

#### **Seated until Complete Stop**

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

**Body not to Protrude from Window**

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

**Changing Seats**

Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

**Student Noise**

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

**Items Not Allowed On the Bus**

Passengers shall not bring an object on the school bus that may block the bus aisles or exits. Pupils are not allowed to bring items on the bus that could be safety hazards or could distract the driver. The driver shall not knowingly permit any of the following to be transported on the bus: firearms or weapons, either operative or ceremonial; fireworks or other explosive materials of any type; live animals, except for an animal that is to enable a person to safely utilize the bus transportation as documented by adequate medical evidence or a student's Individual Education or 504 Plan, and that is not a risk to the other riders; preserved specimens that would likely frighten a pupil or cause a commotion on the bus; glass objects; helium balloons; skateboards; large toys; etc.



**BUS CONDUCT REPORT**  
**Woodford County Schools**  
**330 Pisgah Pike**  
**Versailles, KY 40383**

Student's Name \_\_\_\_\_ Date of Incident \_\_\_\_\_

Driver's Name \_\_\_\_\_ Bus No. \_\_\_\_\_ School \_\_\_\_\_

**BEHAVIOR VIOLATION**

**DISCIPLINARY OPTIONS**

Mark Violation	Warning And/Or Remedial Training	3 Days Off Bus	5 Days Off Bus	10 Days Off Bus	Handled Under Student Discipline Code	Referred For Bus Expulsion	Driver Removes Immediately
Physical Abuse of Personnel					X	X	X
Weapons/Drugs/Alcohol				X	X	X	X
Fight/Open Flames/Fireworks			X	X		X	
Sexual Behavior			X	X		X	
Use of Tobacco Products			X	X		X	
Verbal Abuse of Personnel		X	X	X		X	
Profanity	X	X	X	X	X	X	
Vandal (restitution to be made)	X	X	X	X			
Refused to sit in assigned seat	X	X	X	X			
Refused to follow instructions	X	X	X	X			
Pushing/Tripping/ Throwing	X	X	X	X			
Screaming/Hanging out window	X	X	X	X			
Eating/Drinking/Littering	X	X	X	X			
Excessive Mischief/Annoying	X	X	X	X			
Not riding assigned bus	X	X	X	X			
Not staying in seat	X	X	X	X			
Possession of Prohibited Items	X	X	X	X		X	
Other (Specify)	X	X	X	X	X	X	X

**PRELIMINARY ACTION TAKEN BY DRIVER**

Student Warned \_\_\_\_\_ Student Assigned Seat \_\_\_\_\_ Other \_\_\_\_\_

**DRIVER'S COMMENTS**

\_\_\_\_\_  
 \_\_\_\_\_

**PRESENT ACTION TAKEN BY PRINCIPAL**

\_\_\_\_ Student Warned/Remedial Training \_\_\_\_\_ Conference with Student's Parents  
 \_\_\_\_ Student suspended from riding all buses starting \_\_\_\_\_ for \_\_\_\_\_ days.

The date the student can return riding the bus will be \_\_\_\_\_.

**PRINCIPAL'S COMMENTS**

\_\_\_\_\_  
 \_\_\_\_\_

Driver's Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_  
 Date \_\_\_\_\_

## APPENDIX D

### PROCEDURES IN HANDLING DISCIPLINARY CASES

#### A. Guidelines for Classroom Teachers - Temporary Dismissal

1. A teacher may remove a student from the classroom for referral to the administration.
2. The teacher must:
  - (a) Instruct the student to leave the classroom or area.
  - (b) Tell the student where he/she should report.
  - (c) Notify the administration

#### B. Guidelines for the Principal - Suspension

1. The principal may suspend a student, which is an unexcused absence, from all portions of the school program for a period of up to ten (10) school days for each individual offense
2. The principal or his/her designee must:
  - (a) Investigate the incident.
  - (b) Suspend the student.
  - (c) Notify the parent or guardian within twenty-four (24) hours the terms of Suspension and the misconduct of the student
  - (d) Send a copy of the written notice to the superintendent or his/her designee as well as to the parent/legal guardian.
  - (e) Make arrangements for a conference if requested by the parent/guardian.
  - (f) Refer the student to the Administrative Hearing Committee or Placement Committee for action, if appropriate.

#### C. Guidelines for Expulsion and Exclusion

In the event the principal is faced with a situation warranting expulsion or exclusion of a student, he/she:

1. May suspend the student summarily for a period of up to ten (10) school days or less pending a hearing (use suspension procedure previously outlined).
2. Must notify the superintendent or his/her designee of his/her request to exclude or expel the student.
3. Must notify in writing the parent or guardian within twenty-four (24) hours relating the specific acts which the student has done constituting a cause for probable expulsion or the conditions prompting considered exclusion and citing these acts as the reason for the suspension, which the Principal is imposing.

#### D. Guidelines for the Superintendent or Hearing Examiner

1. The Superintendent, after reviewing the charges and requests submitted by the principal, will set a hearing before the school board no later than ten (10) days after student suspension.
2. The Superintendent must:
  - (a) Within forty-eight (48) hours of his/her appointment give written notice to the student and his/her parents/guardians by certified mail informing them of:
    - (1) Purpose of the Hearing: date-time-place.
    - (2) The rule or standard of conduct allegedly violated.
    - (3) Acts of the student.
    - (4) Summary of evidence to be presented (include written statement, if any).
    - (5) The penalty requested by the principal and other penalties to which the student may be subject.
    - (6) The student's rights.

- (7) The procedure to be followed at the Hearing and information as to how the hearing will be conducted.
- (8) Who may attend.
- (9) Procedure for changing the Hearing date.
- (10) Procedure for waiver of Hearing if desired.
- (11) Method of reporting results of the Hearing.
- (b) Schedule the Hearing:
  - (1) Continue the Hearing date if good reason is shown (e.g., sickness, unavailability of a witness).
  - (2) Schedule the Hearing (even if the parent/guardian must miss work although reasonable accommodation should be made).
  - (3) If continued, document the new date by requesting a letter or sending your own confirmation (again certified).
  - (4) The Hearing must be held within ten (10) days of suspension.
- (c) Follow Procedure:
  - (1) The constitutional process demands "fair play" and the courts held that "fair play" is required.
  - (2) The accused must be fully informed of the specific charges against him/her.
  - (3) He/she must be given a fair opportunity to face his/her accusers and to present his/her side of the story.
  - (4) Relevant witnesses, documents or incidents should be referred to.
  - (5) Vague and indefinite phrases (e.g., "causing a general disturbance") should be avoided.
  - (6) Be specific and include what might be the exact length of expulsion.
  - (7) Indicate when the student may apply for readmission and under what conditions.
  - (8) Record the proceedings.

#### **E. The Hearing**

The Hearing shall be private and shall be conducted by the Superintendent and School Board within ten (10) days after notice (unless changed for good cause). Rules of evidence or any other courtroom procedure is not binding on the Hearing Examiner.

1. Those in attendance may include: Hearing Examiner, Hearing Committee Recorder, Superintendent or his/her designee, Student and his/her parents/guardians (the student may be excluded, with parental/guardian concurrence, when his/her psychological or emotional problems are being discussed. Student's representative (may, but need not be, an attorney) Witnesses only when they are testifying. The Hearing Examiner may excuse anyone from the Hearing when his actions disrupt an orderly Hearing.
2. Testimony:
  - Testimony shall be under oath
  - Student may testify
  - Principal shall present affidavits (only those given to the student prior to the Hearing)
  - Witnesses as called by the student
  - Witnesses called by school officials
  - Witnesses may be cross-examined
3. Multiple Hearing
  - When more than one student is involved one Hearing may serve for all students, if mutually agreed upon, and if the Hearing (1) will not result in confusion, and if (2) no one student will have his/her interest substantially prejudiced.

## **APPENDIX E**

### **Procedure for Access to Electronic Media** **Access Privileges to Electronic Media**

#### **STUDENT AND STAFF MEMBER USE**

The Board supports the rights of students and staff members to have reasonable access to various informational formats and believes it is incumbent upon students and staff members to use this privilege in an appropriate and responsible manner. Electronic access including, but not limited to, Internet and email shall be in support of education and research. Personal use of technology should be limited and follow acceptable use guidelines.

#### **PROCEDURES AND GUIDELINES**

The Superintendent shall develop and implement appropriate procedures to provide guidance for student and staff member access to electronic media. Guidelines shall address ethical use of electronic media, including the Internet, and issues of privacy versus administrative review of electronic files and communications. Use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data is prohibited. WCPSNet consists of school desktop PC's, Local Area Networks (LANs), and the Wide Area Network (WAN) including Internet and email.

#### **PERMISSION/AGREEMENT FORM FOR STUDENTS**

A written parental request shall be required prior to the student being granted independent access to electronic media involving district technological resources.

The required permission/agreement form specifying acceptable use, rules of on-line behavior, access privileges and penalties for policy/procedural violations must be signed by the parent or legal guardian of minor students (those under eighteen (18) years of age) and also by the student. This document shall be kept on file as a legal, binding document and shall continue to be observed throughout the student's enrollment in the District, unless modified by the parent/guardian. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least eighteen (18) years old) must provide the Superintendent with a written request.

Except in cases involving students who are eighteen (18) years of age or older, parents/guardians may request to review the contents of their child(ren)'s email files.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

#### **AGREEMENT FOR STAFF MEMBERS**

A written request/agreement shall be required prior to the staff members being granted independent access to electronic media involving district technological resources.

The required request/agreement form specifying acceptable use, rules of on-line behavior, access privileges and penalties for policy/procedural violations must be signed by the staff member. This document shall be kept on file at the District or building level as a legal, binding document and shall continue to be observed throughout the staff member's employment in the District.

#### **RESPONDING TO CONCERNS**

School officials shall apply the same criterion of educational suitability uses to review other educational resources when questions arise concerning access to specific databases or electronic media.

## **ACCESS PRIVILEGES TO ELECTRONIC MEDIA**

In the Woodford County Public Schools, access to electronic information resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, the District maintains the right to limit access to software and/or documents found either on WCPSNet (Woodford County Public Schools Network) or the Internet, via technical or human barriers. In accordance with SB230, proxy servers located at each school, the technology office, and the Kentucky Department of Education will cache Internet sites and track Internet usage including sites visited, date and length of time, and the machine used. Proxy logs will be held for no longer than thirty (30) days. The logs containing this information fall under the Open Records Law and may be accessed by the general public upon request. The logs will be monitored by the Principal/designee at each school and the District Technology Coordinator/designee. These individuals will have the authority to access and view sites, some of which may be objectionable, in accordance with their duties.

### **GENERAL STANDARDS – USERS**

The following standards are used as a general structure for student and staff member access to electronic resources.

#### **STUDENTS**

Students will have an independent school network user account when requested by a parent. This type of account allows use of network resources, Internet access, email, and a private storage directory for student work. This private storage directory will be limited in size. Students may request more storage space if needed, but are not guaranteed additional space. Parents may request that students be given an account without Internet and/or email access.

*NOTE* – The electronic mail account training is a portion of the Internet Ethics and Use training. Attendance at the Internet Ethics and Use training/awareness constitutes completion of the Electronic Mail training.

#### **Certified and Classified Staff**

For every staff person whose position requires network access, an account(s) with appropriate rights will be established. This account includes access to electronic mail and a private directory for files.

All staff must attend a training/awareness session provided by a network administrator or designee.

### **RIGHT TO PRIVACY**

A principal, network administrator, the District Technology Coordinator, or designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised not to place confidential or objectionable documents in their user directory. The tracking of Internet usage via the Proxy servers and in accordance with SB230, is monitored by the Principal and the District Technology Coordinator or designee. The proxy logs fall under the Open Records Law and may be viewed by community members upon request. The logs will be maintained for thirty (30) calendar days.

## WCPSNet (Including Internet Access) Terms and Conditions

1. **Acceptable Use** – Use of WCPSNet and/or other organization’s networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: plagiarism, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the WCPSNet and is inappropriate. Illegal activities are strictly prohibited. Using your WCPSNet Internet account to access unauthorized chat rooms or to play games including but not limited to, multi-user domain games (MUDs) is not acceptable use. Electronic access including, but not limited to, Internet and e-mail shall be in support of education and research. Personal use of technology should be limited and follow acceptable use guidelines.
2. **Rights, Responsibilities, and Privileges** – This document of the Terms and Conditions for use of WCPSNet must be signed by all students, parent/guardians, and adults to get an individual user account. It is designed to enable all users to understand clearly their responsibilities as users of the school’s network and of the Internet/e-mail via the WCPSNet. Any questions about these responsibilities, please contact your building’s network administrator or the District Technology Coordinator.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet/e-mail, and could eliminate future access. Violations may incur other consequences including reporting incidents to the building principal, the Superintendent or local authorities for further action.

### Network and Internet Regulations

The use of your network and/or Internet account must be in support of education and research and be consistent with the educational objectives of the Woodford County School District.

You may not violate any U.S. or State regulations regarding transmission of material.

You may not give your password to anyone.

You may not access or send objectionable material.

You may not alter network accounts in any way including Internet accounts.

You may not offer Internet access to any individual via your WCPSNet account.

You may not access a chat room or instant messaging on the Internet without authorization from the school principal.

You may not break in or attempt to break into the school’s network, WCPS Network, or other computer networks.

You may not create or share computer viruses.

You may not destroy another person’s data.

You may not monopolize the resources of WCPSNet by such things as running large programs and applications over the network during the day, sending massive amounts of MAIL to other users, accessing unauthorized chat rooms or using system resources for games or other files using large amounts of storage area.

You are not permitted to get from or put onto the network any copyrighted (including software), threatening or obscene material, or hacking programs.

Purposefully annoying other Internet users including continuous talk requests, on or off the WCPS system, is prohibited.

As a user of this community system, you should notify a network administrator of any violations of this contract by other users or outside parties. This may be done anonymously.

No illegal activities may be conducted via the network including, but not limited to, Internet and e-mail.

All communications and information accessible via the network should be assumed to be the private property of the Woodford County Board of Education.

### Electronic Mail Regulations

According to 701 KAR 5:120, every student and adult must use the KETS e-mail product standard when using a school district workstation or network resource. These resources include the internal school e-mail network or e-mail communications to others outside the school on the Internet. According to the KETS FY2001-2006 KETS Master Plan, the KETS e-mail standards is MS Exchange. Districts have received sufficient KETS offers of assistance to acquire the hardware and software for the MS Exchange e-mail accounts for every student, teacher, and administrator. Therefore every student and adult should only be using MS Exchange for e-mail communications. The use of your e-mail account must be in support of education and research and be consistent with the educational objectives of the Woodford County School District.

Be polite. Do not write or send abusive messages to others.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Do not reveal your personal information or that of other students or colleagues.

Do not send or maintain objectionable materials.

Do not send or forward e-mail "chain letters".

Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

For additional information, see board policies found in the Student Code of Conduct BP 08.2323 (BP 09.438) and in BP 03.1321, BP 03.2321, BP 03.1325, and BP 03.2325 for certified and classified employees regarding use of school property, disrupting the educational process, and conduct.

3. **Loss of Network Services** – The District Technology Coordinator or designee may suspend or close an account at any time as required. The administration, faculty, and staff of WCPS may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of accounts will be for a period of time determined at the building level. Users (students or staff members) whose accounts are denied, suspended or revoked do have the following rights:
  - A. To request, in writing, from the building administrator a written statement justifying the action(s).
  - B. To follow the District’s grievance procedure.
4. **Liability** –Woodford County Public Schools will not be responsible for any damages not limited to loss of data, resulting from delays, non-deliveries, wrongfully directed deliveries, or service interruptions caused by its own negligence or user errors or omissions.
5. **Security** –Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on WCPSNet, s/he must notify a system administrator or the District Technology Coordinator. Do not demonstrate the problem to other users.
6. **Vandalism** –Vandalism shall result in cancellation of privileges and financial reimbursement of losses. Vandalism is defined as any attempt to access, harm or destroy data, operating system or applications of another user, the school’s network, equipment, WCPSNet, or any of the agencies or other networks that are connected to KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.



## WCPSNet Student User Contract

After reading the Terms and Conditions for Use of WCPSNet Contract, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is required for all students under the age of eighteen (18). Contracts shall be kept on file as a legal, binding document and shall continue to be observed throughout the student's enrollment in the District, unless modified by the parent/guardian. Please return the contract to your teacher or network administrator.

Student First Name (print): \_\_\_\_\_ MI: \_\_\_\_ Last Name (print): \_\_\_\_\_

Student ID #: \_\_\_\_\_ Expected Year of Graduation: \_\_\_\_\_

I have read the WCPSNet Terms and Conditions. I understand and will abide by the stated Terms and Conditions for WCPSNet. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### THE FOLLOWING SECTION MUST BE COMPLETED PRIOR TO ACCESS PRIVILEGES PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Terms and Conditions for Use of WCPSNet Access. I understand that this access is designed for educational purposes and the Woodford County Public School District has taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for WCPS to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for the student named above and certify that the information contained on this form is correct.

#### CONSENT FOR USE OF LIVE@EDU

The Outlook Live e-mail solution is provided to your child and the District as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided, and that the data stored in such Live@edu services, including the Outlook Live e-mail service, is managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the windows Live ID provided your child can also be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems is managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the windows Live Service Agreement and, in certain cases, obtain your consent.

I DO **NOT** want my child to have access to the following: (check all that apply):

- Internet Access (Checking this will deny your student access)
- Email Account (Checking this will deny your student access)

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

This document is to be kept on file at the school/facility.

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
MI: \_\_\_\_\_  
Expected Graduation Year: \_\_\_\_\_

## APPENDIX F

### GLOSSARY OF TERMS

**504 Plan**—a written plan for students with a disability as defined by Section 504 of the Rehabilitation Act of 1973

**Absence**—is defined as any accumulating amount of time during a school day in which more than 35% of that day is missed.

**Administrator**—staff members designated to enforce the Student Code of Acceptable Behavior and Discipline including, but not limited to, the Superintendent, Chief Operating Officer, Chief Academic Officer, Directors, Principals, and Associate Principals

**Alternative School**—A smaller educational setting where students may apply to attend or be placed through an Administrative Hearing or Placement Committee. Exit from the alternative school is determined by student progress.

**Appeal**—to challenge any action or decision made by a teacher or administrator that the student or parent/guardian believes to be unfair or an inequitable application of the Code of Acceptable Behavior and Discipline

**ARC**—a committee that is responsible for the development, implementation, and monitoring of the IEP (Individual Education Plan) for identified students

**Arson**—intentionally damaging property by starting a fire or by causing an explosion. Arson with staff/students present is a behavior violation that could be an alternative placement.

**Assault**—intending to or causing physical injury to another person by means of a deadly weapon or dangerous instrument, or intentionally causing physical injury to another person.

**Bomb Threat**—a statement that an explosive device has been/will be placed on school property or at a school-sponsored event

**Canine Search**—a search by a trained dog, with or without prior notice, authorized by the Superintendent. A canine search may include a search of school lockers, parking lots, and all other school property.

**Cheating**—a student acting deceptively or dishonestly; including copying another's work and using it as his/her own

**Co-Curricular Activities**— those activities that normally take place outside of the regular curriculum, but complementing that regular curriculum

**Code or Code of Conduct**—refers to the Code of Acceptable Behavior and Discipline

**Corporal Punishment**—any type of physical punishment. Corporal punishment is prohibited by the Board of Education.

**Cyberbullying**-- Cyberbullying involves the use of information and communication technologies such as e-mail, 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 an individual or group, which 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.

**Dangerous Instrument**—any object or substance capable of causing serious injury that is used, attempted to be used, or threatened to be used to harm another person

**Deadly Weapon**—an object that has no normal purpose other than to hurt or kill people. This includes any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged. This also includes any knife other than an ordinary pocketknife, billy club, nightstick, club, blackjack, nunchaku karate sticks, artificial knuckles, shuriken or death star.

**Detention**—A disciplinary program where students are kept for a period of time before or after school

**Disability**—a mental or physical limitation requiring a 504 Accommodation Plan or special education services

**Disciplinary Referral Form**—a written report of a behavioral violation that is submitted to a principal for a decision of disciplinary action

**Discrimination**—the expression of hatred, contempt, or prejudice toward an individual

**Disruption**—any deliberate action by the student that interferes with the educational process

**Distribution**—selling or giving anything against the law or the rules of the school district to another student

**Drug**—a prescription drug or controlled substance as defined by law

**Due Process**—telling a student what he/she has done wrong, giving him/her the opportunity to answer the charge(s), and ensuring the right to appeal any disciplinary action.

**Entry/Exit Log**—an official document kept in the school office used for students to sign when late to school or when leaving early from school

**Excused Absence**—when a student is not present in school for reasons of illness, visits to a physician or dentist, death in the immediate family, religious holidays, or other reasons approved by the school principal. A student may make up work missed with an excused absence.

**Expulsion**—the removal of a student from school by the Board of Education for a period not longer than one (1) school year.

**Explosive**—a device or object that is likely to explode

**Extortion**—the obtaining of money or property from an unwilling person by intimidation or physical force

**Extracurricular Activities**—those activities that normally take place outside the regular instructional day, may not be related to the regular curriculum (e.g. athletics), are under the supervision of an assigned certified employee, and usually carry no academic credit

**Forgery**—falsifying documents or signatures

**Gambling**—betting money or property on the outcome of any event

**Grievance Procedure**—a step-by-step approach to address complaints and concerns through the school system

**Habitual Truant**—being truant two (2) or more times [having a total of six (6) unexcused absences]

**Harassment/Discrimination**—is the creation of a climate of hostility or intimidation, by threats or physical violence; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual

**Harassing Communications**-- involves communication, anonymously or otherwise, with the intent to intimidate, harass, annoy, or alarm another person and which has no legitimate purpose, by telephone, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances would know would cause the other person to suffer fear of physical harm, intimidation, or embarrassment

**Hazing**—involves behavior used as a way of initiating new members into a group, usually of a ritualistic nature where new members are required to perform a task or a series of tasks intended to be demeaning, degrading, harmful, or embarrassing to the new member or require the new member to engage in conduct toward others which is demeaning, degrading, harmful, or embarrassing.

**Hearing**—an opportunity to present one’s side of a case in a formal setting

**Individual Education Plan (IEP)**—a written document developed by a committee (teachers, principals, parents, etc.), which specifies the regular education, special education, and related services needed to meet the needs of a student identified with disabilities

**Intimidation**—preventing or attempting to prevent school personnel or students from performing their responsibilities through threats, violence, verbal/physical harassment, sexual harassment, or inappropriate exposure of body parts

**Immediate Family**—for these purposes, immediate family is defined as spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law, sons-in-law, brothers, sisters, brothers-in-law, sisters-in-law, parents, spouse’s parents, grandparents, and spouse’s grandparents and any other blood relative who resides in the home.

**“In loco parentis”**-- in the position or place of a parent

**Look-alike drug**—any substance that can be reasonably mistaken for a controlled substance is considered a look-alike drug. This includes nonalcoholic beer and wine. Any student who uses, distributes, or represents a look-alike drug as authentic will be disciplined.

**Look-alike weapon**—any toy or model weapon that looks enough like an authentic weapon to be reasonably mistaken for one will be considered a look-alike weapon. Any student who represents a look-alike weapon to a staff member or another student as a real weapon and/or uses it to intimidate, threaten, or harass someone will be disciplined.

**Menacing**—involves words or actions used to intentionally place another person in reasonable apprehension of imminent physical injury exemplified by the raising or drawing back of a hand or fist in order to make the other individual believe (s)he is 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 hand in anticipation of being struck.

**Make-Up Work**—academic assignments completed by students to fulfill missed class work assigned during an excused absence or excused tardy.

**Paging Devices**—instruments used to contact someone as defined by state law. Paging devices including pagers, cellular telephones, and other telecommunication devices as defined by state law

- Physical Restraint**—Under KRS 161.180, school authorities may use reasonable physical force to restrain a student whenever it is necessary for self-defense, to protect people or property, or to keep order in the school.
- Plagiarism**—the practice of literary or intellectual theft; presenting as new and original an idea or product derived from an existing source, to steal or pass off the ideas or words of another as one’s own
- Possession**—having property in one’s control without regard to ownership. This includes any item that is illegal or prohibited by law or prohibited by the school’s handbook or the District’s Code of Acceptable Behavior and Discipline.
- Reasonable Suspicion**—although students have the right to freedom from unreasonable search and seizure, school officials have the right, under the law, to search students or their property whenever there is reason to believe that they have something that violates school rules or endangers others
- Refusal to follow directives**—the willful refusal by a student to respond appropriately to reasonable directions from authorized school personnel (including failure to identify oneself) or to accept in-school disciplinary measures
- Robbery**—theft involving the use of physical force, deadly weapons, or dangerous instruments
- Saturday School**—a disciplinary program where students are required to attend school on Saturday mornings
- Searches**—to go through or look carefully and thoroughly to find or discover something. School officials have the right to search students or their property whenever there is reasonable suspicion that they have something that violates school rules or endangers others
- Sexual assault**—sexual contact by force or intimidation
- Sexual harassment**—includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical behavior of a sexual nature
- Stalking**—involves intentional conduct directed at a specific person(s) which seriously alarms, annoys, intimidates, or harasses the person(s) to suffer substantial mental distress.
- Suspension**—removal of a student from class attendance or school attendance by authorized school personnel for a period not to exceed ten (10) days unless extended by the Superintendent
- Tardy**—is defined as missing any portion of the school day that is less than or equal to a total of 60 minutes.
- Telecommunications Device**—a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor
- Terroristic Threatening**—making a statement of intention to commit a crime (no matter the method) likely to cause death, physical injury, or substantial property loss
- Theft**—taking property belonging to the school or another person without permission
- Truant**—being absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days

**Unexcused absence**—occurs when a student is not present in school and does not have a valid excuse. A student with an unexcused absence is not entitled to make up missed work.

**Use of tobacco products**—use of products made from tobacco for smoking, chewing, or snuffing

**Vandalism**—intentionally damaging or defacing the property of the school or another person

**Weapon**—any object (e.g. as a club, knife, or gun) that is used to hurt or intimidate another person. This includes dangerous instruments and deadly weapons as defined by law.

APPENDIX G

Medical Excuse Form

Woodford County Schools

*\*This form may be required only after 7 regular medical excuses\**

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

**I hereby authorize the health care provider to release the information requested on this form for my child listed above.** \_\_\_\_\_ -

**Parent or Guardian Signature**

Date of Appointment \_\_\_\_\_

Time of Appointment \_\_\_\_\_ Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Reason for Appointment (i.e. routine visit, follow up, orthodontic, dentist, emergency, tests, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was it medically necessary for this student to be absent on date of appointment?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments \_\_\_\_\_

This student may return to school on \_\_\_\_\_  
Date

Health Care Provider Name:

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Signature of Physician/ARNP \_\_\_\_\_

Date \_\_\_\_\_

## **Woodford County Schools**

**D. Scott Hawkins, Superintendent**

## **Woodford County Board Of Education**

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**Ms. Debby Edelen, Vice-Chairperson**

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**Garet Wells, Director Staff and Student Services**

**Dan Cassity, WCHS Assistant Principal**

**James McMillin, WCMS Assistant Principal**

**Jill Hargis, District Social Worker**

**Sandy Dugan, Simmons Elementary Counselor**

**Sarah Patton, Safe Harbor Academy Teacher**

**Alyssa Sturgill, WCMS Teacher**

**Matt Merrill, WCHS Teacher**

**Angie Martin, Student Information System Coordinator**

**Tami Keever, Parent**

**Newell Hicks Student**

**Laura Jane Phelps, Student**



# WOODFORD COUNTY SCHOOLS

2012-2013

**WOODFORD COUNTY**  
PUBLIC SCHOOLS



*Where Great Minds Meet*

**CODE**  
**of**  
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**BEHAVIOR and DISCIPLINE**

