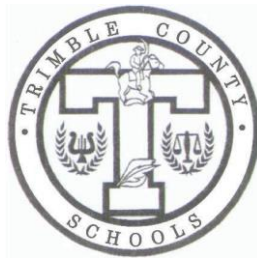


Trimble County Public Schools

Code of Acceptable Behavior And Discipline



2023-2024

It's About Every Student, Every Day

Trimble County Public Schools
116 Wentworth Ave.
Bedford, Kentucky 40006

Approved by the Trimble County Board of Education
June 14, 2023

Dear Students, Parents, and Guardians:

I want to welcome each of you to an exciting 2023-2024 school year. As a district, all staff members strive to provide each student a safe and productive learning environment; where every student is assured success every day. In order for this learning environment to be maintained for optimal student learning, it is imperative stakeholders are aware of the district's policies and procedures which establish the expectations for all students. I hope you find the enclosed information helpful, and if you should have any questions, please feel free to contact Todd Neace at 502-255-3201.

It is critical for all students, parents, guardians, and Trimble County School's staff members to read and understand the **Trimble County Public Schools Code of Acceptable Behavior and Discipline**. Additionally, the rights and responsibilities explained in this document will serve as a reference guide for the established expectations of all students. In the event expectations are not met we have outlined steps to be followed. Students are encouraged to discuss the expectations with their parents/guardians, teachers, or administrators if they have questions or need further clarification.

The success of all students is dependent on the school community's stakeholders working collaboratively for the good of our students. One way we can continue this journey is for all stakeholders to familiarize themselves with the expectations. It is essential our students understand and follow the expectations, in order to establish an environment conducive to the success of all students!

I am looking forward to an exciting and productive year for all!

Sincerely,

Todd Neace
Superintendent

The Trimble County Public School System does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or the provision of services.

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Contact Person: Marcia Haney Dunaway, Director of Pupil Personnel

Trimble County Schools Phone: 255-3201

Board Attorney: Porter, Banks, Baldwin & Shaw, PLLC – Grant Chenoweth, Trimble County Schools Board Attorney

The **Code of Acceptable Behavior and Discipline** was reviewed by committee. The committee members are:

Marcia H. Dunaway	Director of Pupil Personnel	Trimble County Public Schools
Vanita Fogle	Director of Transportation	Trimble County Public Schools
Toni Jackson	Director of Food Services	Trimble County Public Schools
Kerrie Stewart	Principal	Trimble County Public Schools
Kathy House	Chief Academic Officer	Trimble County Public Schools
Jenna Stevens	Director of Special Education	Trimble County Public Schools
Laurie Jennings	Teacher	Bedford Elementary
Steve Gamble	Teacher	Trimble County Jr/Sr. High
Becky Phillips	Teacher	Milton Elementary

The **Code of Acceptable Behavior and Discipline** is reviewed with the students by their teachers at the beginning of the school year. Each parent and student shall sign a statement acknowledging receipt and a request is made to have these statements returned to school.

NON-DISCRIMINATION

The Trimble County Board of Education hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504). In accordance with this act, no programs, policies or practices of this agency will discriminate on the basis of a disability.

WHERE AND WHEN APPLICABLE

Students shall be held strictly accountable by the principals, teachers, bus drivers, and supervisory employees at all times, 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.

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No provisions in this **Code of Acceptable Behavior and Discipline** are intended to grant students or parents more rights than are provided by the United States Constitution, federal statutes, the Kentucky Constitution, and/or Kentucky statutes, and are instead intended solely to reflect the Trimble County Public Schools' understanding

and intended application of those federal and state constitutional and statutory provisions.

Philosophy & Rationale

Our Mission:

It's About Every Student, Every Day...No Excuses

Our Vision:

The Trimble County School District will develop graduates who are College and Career Ready.

Our Belief Statements:

This We believe....

- A student's success is the responsibility of students, teachers, parents, and community.
- Students become contributing members of society by maximizing their personal potential.
- Our focus for all students will be thinking and learning in reading, writing, and math. (literacy and numeracy)
- Every student needs a safe, nurturing environment to achieve at high levels.
- Data drives our decision-making.
- Instructional time is valued and protected.
- Students are partners in their learning.
- Parent involvement is essential to student success.
- Communication is critical between the school and home.
- All students learn differently.

RESPONSIBILITIES & EXPECTATIONS

RESPONSIBILITIES & EXPECTATIONS PERTAINING TO DISCIPLINE

Every citizen, both in and out of school, has rights and freedoms, but at the same time, they have the responsibility to respect the identical rights of others. In the school environment these rights and responsibilities must be harmonious with the learning process. Rules which establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline code which reflects the community's standards and expectations for student behavior.

PRINCIPALS' & STAFF RESPONSIBILITIES & EXPECTATIONS

1. Administer the **Code of Acceptable Behavior and Discipline Handbook**
2. Maintain a school climate conducive to learning, with mutual respect and trust, and with appropriate discipline.
3. Exhibit appropriate behavior in action, speech, dress, providing a role model of responsible citizenship.
4. Take reasonable steps to provide information contained within the **Code of Acceptable Behavior and Discipline Handbook** and review with staff, volunteers, and students.
5. Support staff in the implementation of the **Code of Acceptable Behavior and Discipline Handbook**.

STUDENTS' RESPONSIBILITIES & EXPECTATIONS

Students have the right to:

1. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
2. Physical safety and protection of their person and/or property.
3. Courtesy from other students and school personnel.
4. Examination and confidentiality of their disciplinary records by the students, their parents/guardians, or their authorized representative(s).
5. Presentation of complaints or grievances to school authorities and receiving replies from school officials regarding disciplinary matters.
6. All rights granted to students by the State.

Students have the responsibility to:

1. Exhibit appropriate behavior in action, speech, dress, and hygiene, providing a role model of responsible citizenship. Refer to the student handbook of the school where the student attends for information on appropriate dress or attire.
2. Be a positive member of the school community by following all school regulations as described in the **Code of Acceptable Behavior and Discipline**.
3. Exercise courtesy and reason at all times, accept just punishment, avoid

unreasonable appeals, and refrain from making false accusations.

PARENTS' RESPONSIBILITIES & EXPECTATIONS

Parents have the right to:

1. Send their child to school with a positive educational climate.
2. Expect their school to maintain high academic standards.
3. Examine their child's personal school records.
4. Expect all disruptive behavior is dealt with fairly, firmly, and timely.
5. Address grievances to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievance.

Parents have the responsibility to:

1. Support in their child the need for an education and to instill a sense of responsibility.
2. Become familiar with educational policies, programs, and disciplinary procedures.
3. See that their child is regular in attendance.
4. Report any unsafe conditions to school authorities.
5. Exhibit concern for the progress and grades of their child.
6. Inform school officials of concerns pertaining to disciplinary procedures.
7. Support their child with proper and appropriate attire and hygiene.

NOTIFICATION OF FERPA RIGHTS

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

- 1) The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access. KY Attorney General recognizes student's records as open records request with a response within three (3) days.*

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

- 2) The right to inspect and review logs documenting disclosures of the student's educational records.*

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent of an eligible student who for tax purposes is still a dependent, FERPA regulations require the District to record the disclosure.

- 3) 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 to 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.

- 4) The right to provide written consent prior 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 volunteer or an outside 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. This may include contractors, consultants, volunteers and other parties to whom the District has outsourced services or functions.
- b. Upon request, disclosure of educational records without parent/eligible student notice consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

- d. Disclosure to state and local educational authorities and accrediting organizations subject to requirements of FERPA regulations.
Designated Kentucky State agencies may be permitted access to student record information, which shall depend on the authority granted to their particular agency.

5) *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 parent/eligible students.*

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

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

Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

7) ***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 Ave., SW
Washington, D.C. 20202-4605***

Approved "directory information" shall be: the student's name, address, telephone number, date and place of birth, student's school email address, 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, honors and awards received, and the most recent institution attended by the student. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification. Unless the parent/guardian or secondary school student requests in writing that the District not release such information, the student's name, address, and telephone

number (if listed) shall be released to Armed Forces recruiters upon their request.

Each parent and eligible student may obtain a copy of School Board Policy 09.14 concerning student records. School Board policies and procedures may be examined in the Principal's office of each school or they are available on the Trimble County Schools District Website.

NOTIFICATION OF PPRA RIGHTS

The Protection of Pupil Rights Amendments (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- **Consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:**

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

- **Receive notice and an opportunity to opt student out of:**

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

- **Inspect, upon request and before administration or use:**

1. Protected information surveys of student;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/Designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. Notification will provide an opportunity to opt a student out of participating in those activities.

Parents/eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office
U.S. Department of Education 400 Maryland Ave., SW
Washington, D.C. 20202-4605*

ATTENDANCE POLICY (09.122)

Except as provided in *KRS 159.030, all children in the district who have entered kindergarten or who are between the ages of six (6), as of August 1st and eighteen, except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned. Beginning with the 2015-2016 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.

ABSENCES AND EXCUSES (09.123)

Pupils 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 007:125.

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Documented military leave,
6. One (1) day prior to departure of parent/guardian called to active military duty,
7. One (1) day upon the return of parent/guardian from active military duty,
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces or
10. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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.

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

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Each school handbook shall include specific attendance requirements.

VERIFICATION OF ABSENCE

Written verification signed by the student's parent/guardian or a medical professional shall be required for an absence to be excused. When a TC Jr/Sr High student has

accumulated seven (7) days of absences, or a BES/MES student has accumulated ten (10) days of absences for illness without a doctor's statement, each absence thereafter shall be classified as unexcused unless a doctor's statement is present to the Principal upon the student's return to school. All other absences shall be unexcused.

MAKE-UP WORK

Pupils shall be permitted to make up work missed during an excused absence. It is the student's responsibility to contact the teacher for make-up work. Such work shall be provided by the teacher at the student's request and, if possible, shall not interfere with regular instructional time.

SUSPENSION

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension shall not be accepted.

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

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

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

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

Reinstatement of Driving Privilege

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

TRANSPORTATION

CONDUCT ON THE BUS

Riding the school bus is a privilege provided by the Trimble County Board of Education. The Board has given the bus driver the responsibility of safely transporting students to and from school. The bus driver also has the authority to manage student behavior on the bus to maximize safe transportation. Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations.

Principal Responsible Each principal shall hold students who ride the bus, drive or walk to school strictly accountable for good deportment.

Reporting of Violations The bus drivers shall report in writing any violation of district policy or school rules to the Principal.

Discharge of Pupils from Bus Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in such a way as to endanger the safety or well-being of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. Such action shall be taken by drivers only in extreme cases and as a last resort to protect other students. The driver must make contact with the Transportation Director/Designee prior to placing student off bus.

In the event a pupil is discharged for disciplinary reason(s), 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, the Superintendent/Designee, 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 designee may withhold bus-riding privileges up to the remainder of the school year.

Bus privileges may be withheld for the following violations:

1. Violation of any rule covering student conduct which actually or potentially interferes with the operation of the bus or the safe transport of students or which actually or potentially presents a threat to the health or safety of bus riders and/or drivers.
2. Smoking, vaping, possession or use of tobacco products on the bus (1st offense - up to ten (10) consecutive school days).
3. Fighting ** (1st offense - Up to ten (10) consecutive school days (2nd offense - possible school year suspension).
4. Vandalism (Up to ten (10) consecutive school days suspension and restitution, possible school year suspension).
5. Abusive or vulgar language directed personally at the driver (Up to ten (10) consecutive school days, possible school year suspension).

6. Controlled substances for use, transfer or sell (Up to ten (10) consecutive school days, possible school year suspension).
7. Throwing objects on or out of the school bus.(Up to ten (10) consecutive school days, possible school year suspension).
8. Terroristic Threatening, 2nd degree,(Up to ten (10) consecutive school days, possible school year suspension).

ADDITIONAL CONSEQUENCES MAY ALSO BE LEVIED AT SCHOOL LEVEL.

VIOLATION OF THE ITEMS LISTED BELOW SHALL CONSTITUTE REASONS FOR DISCIPLINARY ACTION INCLUDING VERBAL REPRIMAND OF STUDENT, PARENT NOTIFICATION, ASSIGNED SEATING OR UP TO FIVE (5) DAYS SUSPENSION FROM SCHOOL BUS.

Unacceptable behaviors that affect the safe operation of the bus and/or distract the driver are:

1. Not staying in seat.
2. Making excessive noise: screaming, whistling, etc.
3. Using abusive or vulgar language directed to someone other than the driver.
4. Holding arm, leg and/or head/object out bus window.
5. Not waiting at the bus stop.
6. Taking items on the bus against the rules.
7. Refusing to share seat with other students.
8. Riding bus other than assigned.
9. Eating, drinking or chewing gum on the bus.
10. Bullying, hazing, menacing, harassment, stalking others on the bus.
11. Other unacceptable behavior.
12. Use of electronic and/or telecommunications devices without approval of principal/designee and bus driver.

Video Recording Equipment

Video cameras may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

Restitution of Damages

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

Students with Disabilities

Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

SCHOOL NUTRITION SERVICE MEAL POLICY

Trimble County Schools is CEP and all students receive reimbursable meals. Ala cart or extra food will require payment.

MY SCHOOL BUCKS

All parents are encouraged to utilize "My School Bucks" to monitor their child(s) food service account. A parent can add money to their child's account, view account balances and recent purchases, and set up notifications for upcoming payments from the convenience of their home, office, or mobile app.

At no time is a student to go without a meal.

DISPENSING MEDICATION

No medication (over-the-counter or prescription) shall be provided by the school for the purpose of administering to pupils.

The school may administer prescription, or over-the-counter medication, which is brought from home in the original container as long as an "Authorization to Administer Medication" form is completed by the parent and a physician.

SELF-ADMINISTRATION

A student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

The parent/guardian and/or physician shall provide a written statement/authorization each year as required by law, in order for a student under treatment for asthma to be permitted to self-administer medication.

Students shall not share any prescription or over-the-counter medication. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action.

Alcohol, Drugs, and Other Prohibited Substances (09.423)

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants), or drug paraphernalia and/or assist another pupil in the receipt, sale, or transfer of them on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, including but not limited to athletic, academic or social events, or en route to or from school

property or a school-sponsored or sanctioned activity.

Students shall not possess prescription drugs for the purpose of sale or distribution.

SIMULATED SUBSTANCES

No pupil shall receive, use, sell, possess or transfer any counterfeit, look-alike or simulated drug, narcotic, or controlled substances and/or assist another pupil in the receipt, sale, or transfer of any counterfeit, look-alike or simulated drug, narcotic, or controlled substance on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, with the representation or the creation of an impression that the substance which is received, used, possessed, sold or transferred is a drug, narcotic, or controlled substance.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. Any prescription drug that is possessed by someone other than the individual for whom it was prescribed. The definition of Prohibited Substance also includes any prescription medication or substance and any “over-the-counter” medication or substance that is possessed or in the control of any student that has not previously been authorized by the Principal for use or possession on school grounds.
2. Prescription drugs obtained without authorization, all prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.
3. Marijuana shall refer to all parts of the plant Cannabis, whether growing or not, the seeds thereof, the resin extracted from the plant and every compound or derivative or mixture containing these substances.
4. Alcoholic beverage shall mean every liquid or solid containing alcohol in an amount in excess of more than one percent (1%) of alcohol by volume that is fit for beverage purposes. It also includes every spurious or imitation liquor sold as, or under any name commonly used for, alcoholic beverage, whether containing any alcohol or not.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. An Authorization to Administer Medication form must be completed for students who will be taking medications at school.

PENALTY

Possession first offense: Five to ten (5-10) day suspension (administration discretion, but not

less than five (5) days.) Charges filed with law enforcement and ten (10) days in alternative setting.

- The parent provides, upon students return from suspension evidence of having made or already attended an appointment with a drug counselor. (The parent must bring student to school and meet with administration before the student can be readmitted.)
- Present the counselor's recommendations report to the school
- Provide evidence that the counselor's recommendation is being followed. (Weekly or monthly counseling for the next three months, etc.)
- Attend and Complete School Prevention Program on Substance Abuse.

Possession second offense: Ten (10) day suspension, charges filed with law enforcement, referral for expulsion.

Transfer (trafficking) first offense: Ten (10) day suspension, charges filed for possession and transfer, referral for alternative placement or expulsion.

DISCIPLINARY CONSEQUENCES

STUDENTS WITH DISABILITIES

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

In cases involving sanctions other than suspension or expulsion, students with disabilities are generally subject to discipline as any other student unless the individualized program devised for the child provides otherwise. In cases of serious disciplinary action involving students with disabilities, suspension and expulsion may be disciplinary options insofar as consistent with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1400, et seq. or Section 504 of the Rehabilitation Act of 1973, and corresponding state law and regulations. See particularly KRS 158.150 and 20 U.S.C. section 1415. In addition, children identified with disabilities may be subject to placement in interim alternative educational settings in the case of disciplinary infractions involving weapons or drugs or having inflicted serious bodily injury upon another person while at school or school function insofar as consistent with the foregoing statutory provisions and corresponding regulation.

DETENTION/EXTENDED DETENTION

Detention/Extended Detention is a disciplinary program where students are kept for a period of time before, during or after school. This program is intended to provide constructive and meaningful disciplinary action. The hours of Detention/Extended Detention will be

determined by the SBDM Council/Policy at each school. Detention/Extended Detention may be utilized as a disciplinary action by the principals or may be assigned by a teacher or team. Students entering Detention/Extended Detention are required to bring appropriate school assignments and materials.

ACEP (Alternative Classroom Educational Program)

Placement in the ACEP room or may be used as a disciplinary action. Assignment of the ACEP room will be made only by principals and assistant principals. The student in ACEP may talk with the ACEP teacher or another school official. The student may not talk with any other student in ACEP.

The student in ACEP may not participate in or attend any group function before or during school hours on a day the student spends in ACEP. Lunch will be eaten in the ACEP room.

The ACEP room is to be equipped with an individual study area to help students focus on classroom assignments. Regular classroom teachers will send assignments to the ACEP room. Work completed in ACEP will count toward course credit.

Inappropriate student behavior in the ACEP room may result in additional time, or the student being suspended. Refusal to serve ACEP will be considered as insubordination and may result in the student being suspended, after which the student may be required to serve in ACEP as assigned.

Students identified as having a disability through a 504 plan or Individual Education Plan (IEP) will continue to receive services as outlined by the IEP or 504 Plan.

CORPORAL PUNISHMENT

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. (Policy 09.433)

SUSPENSION

The Kentucky State Law requires teachers and administrators to hold students strictly accountable for their conduct during the entire school day. Section 161.180 of Kentucky Statutes reads as follows:

“Each teacher and administrator in the public schools shall in accordance with the rules, regulations, and bylaws of the board of education made and adopted pursuant to

KRS 160.290 for the conduct of pupils, hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities.”

KRS 158.150 states:

- (1) “All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools:
 - (a) Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities , constitutes cause for suspension or expulsion from school;”

Who May Suspend (09.434)

In accordance with KRS 158.150, the Superintendent, Principal, Assistant Principal, or Head Teacher may suspend a pupil up to a maximum of ten (10) days per incident. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

Prior Due Process Required

A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

Imminent Danger

In the case of imminent danger, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

Written Report Required

The Principal, assistant Principal, or Head Teacher shall report any suspension in writing immediately to the Superintendent. A written report which shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement be sent to the parent of the pupil being suspended.

RIGHT TO DUE PROCESS (09.431)

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right of the following due process procedures.¹

1. The pupil shall be given oral or written notice of the charge(s) against him.

2. If the pupil denies the charge(s), he shall be given an explanation of the evidence against him.
3. The pupil shall be given an opportunity to present his own version of the facts concerning the charge(s).

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension shall not be accepted.

EXPULSION

The Kentucky State Law requires teachers and administrators to hold students accountable for their conduct during the entire school day. KRS 161.180 of Kentucky Statutes reads as follows:

"Each teacher and administrator in the public schools shall in accordance with the rules, regulations, and bylaws of the board of education made and adopted pursuant to

KRS 160.290 for the conduct of pupils, hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities."

KRS 158.150 (1) states:

"All students admitted to the common schools shall comply with the lawful regulations for the government of the schools:

(a) Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying of use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities, constitutes cause for suspension or expulsion from school;"

(b) Assault or battery or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school-sponsored activities constitutes cause for suspension or expulsion from school.

KRS 158.150 (2) states:

- (a) “Each local board of education shall adopt a policy requiring the expulsion from school for a period of at least twelve (12) months for a student who:
1. Is determined by the board through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the district; or
 2. Is determined by the board to have brought a weapon to school under its jurisdiction. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of “unlawful possession of a weapon on school property” stated in KRS 527.070.
- (b) The board shall also adopt a policy requiring disciplinary actions, up to and including expulsion from school, for a student who is determined by the board to have:
1. Possessed prescription drugs or controlled substances for the purpose of sale or distribution at a school under the board’s jurisdiction.
 2. Physically assaulted or battered or abused educational personnel or other students at a school or school function under the board’s jurisdiction; or
 3. Physically assaulted, battered, or abused educational personnel or other students off school property and the incident is likely to substantially disrupt the educational process.

The board may modify the expulsion requirement and length for students on a case-by-case basis, except the length of expulsion shall be at least twelve (12) months for a threat which poses a danger to the well-being of students, faculty, or staff of the district. A board that has expelled a student from the student’s regular school setting shall require the Superintendent or Designee to take reasonable steps that the educational services that are provided to the student in an appropriate alternative program or setting, unless the board has, on the record, made a determination supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed into a state-funded agency program. Other intervention services as indicated for each student may be provided by the board or by agreement with the appropriate state or community agency. A state agency that provides the service shall be responsible for the cost. In determining whether a student has brought a weapon to school, a local board of education shall use the definition of ‘unlawful possession of a weapon on school property’ stated in KRS 527.070.”

Expulsion shall mean that the pupil is excluded from school from the date of the violation or for a specified period as determined by the board, which may be longer than twelve (12) months. In the case of a student bringing a weapon as described in KRS 158.150 (2)(a)2, to school, expulsion means exclusion from school for at least twelve (12) months, subject to reduction or extension by the Board on a case by case basis. An exception may be made for students participating in an authorized curricular or extra-curricular activity or team involving the use of firearms and to those persons listed in

KRS 527.070.

When charges are made against a student and expulsion is recommended, the Superintendent may conduct a preliminary conference with the student. At this conference, the pupil will be given the opportunity to admit or deny the alleged misconduct. Regardless of the plea, the student is entitled to a procedural due process hearing before the Board. The full procedure shall include:

The Superintendent shall notify the student and the parents/guardians, with a written and/or oral statement setting forth charges which, if proven, would justify expulsion under the law. This statement shall be presented adequately in advance of the hearing to allow the student to prepare a reasonable defense and not less than five calendar days, excluding weekends and legal holidays for which school is not in session for students. The parent shall respond to the notification within five days of receipt of the notification.

Administrators have the primary responsibility and particularized knowledge to investigate the incident(s) and to determine the reliability of the witnesses and the evidence. In certain cases when it is necessary to protect the safety and anonymity of

Witnesses, school administrators may present the findings of the investigation conducted to the Board.

1. During the hearing, the student and the parents/guardians shall be afforded the opportunity to present to the Board, by oral or written testimony, a defense to the charges. This defense may include the introduction of a reasonable number of witnesses on the student's own behalf.
2. Should the student and the parent/guardian desire, they may be accompanied and represented by legal counsel with no cost to the school district. If this is desired, they must notify the Superintendent of this intention so that the Board attorney may also be present.
3. The student is entitled to an expeditious handling of their case, careful reflection by the Board, and a prompt decision.

Placement in Lieu of Expulsion or Following an Expulsion

As provided in KRS 158.150(3)(d):

1. In lieu of expelling a student, or upon the expiration of a student's expulsion, a superintendent may place a student into an alternative program or setting if the superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the education process or constitutes a threat to the safety of other students or school staff. The action shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity to have a hearing before the board or an appeals committee as described in subparagraph 2 of this paragraph.
2. The board may adopt a policy to establish an appeals committee and delegate the authority to hear appeals made under this paragraph to the committee.
3. The alternative program or setting may be provided virtually.
4. Notwithstanding any other statute or administrative regulation to the contrary, students placed in an alternative program or setting under this paragraph shall be counted in attendance and membership for state funding purposes in the same manner as other students participating in alternative programs of the district.

5. Students placed in an alternative program or setting under this paragraph shall be subject to compulsory attendance requirements under KRS Chapter 159 and applicable local board policy.
6. Following the initial alternative placement of a student under this paragraph, the board shall review the alternative program or setting placement at least once per year and determine if the placement should be continued in accordance with subparagraph 1. of this paragraph.

DUTIES AND RESPONSIBILITIES ASSOCIATED WITH EXPULSION

STEPS FOR EXPULSION

When a student's misconduct results in a recommendation for expulsion, the following steps should be followed:

School Level:

The principal/designee should exercise reasonable discretion in conducting an investigation.

Central Office Level:

It is the duty and responsibility of central office personnel as designated by the Superintendent to:

1. Consult with principal and appropriate personnel the reasons for expulsion.
2. Review evidence.
3. Review school law.
4. Make decision for dispensation of the case.
5. If expulsion is recommended, notify the student and parent(s)/guardian(s) of the charges and hold a pre-expulsion conference if requested by the parent/guardian.
6. Set a date for expulsion hearing.

Board Office Level:

It is the duty and responsibility of the Board of Education to:

1. Conduct an expulsion hearing that will be at the minimum audio recorded and witnesses sworn by a notary or Board of Education chairperson.
2. Render a decision based upon substantial evidence produced during the expulsion hearing that the student has violated one (1) or more provisions of the Code of Acceptable Behavior in Discipline as set forth in the notice of expulsion hearing.
3. Determine whether educational services are to be provided. Services will be required unless the Board determines on the record as supported by clear and convincing evidence that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. The Board's decision shall be final.

Expelled/Convicted Students

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside of Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault or threat shall mean any physical assault, including sexual assault. See KRS 158.150 (4)

The sworn statement or affirmation shall be a form provided by the appropriate state agency and shall be sent to the receiving school within (5) working days of official notification that a student has requested enrollment in the new school. A student who is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws from a public or private school in Kentucky or other state shall be subject to a review of the details of the suspension, expulsion or charges. The District will determine if the student will be admitted and may impose conditions for admittance.

TRANSFER OF RECORDS

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the final disposition of the expulsion proceeding. If a student facing expulsion is withdrawn from the enrollment in the School District, written notice will be provided by the Superintendent to the parent/legal guardian or to the student over eighteen (18) years of age that further expulsion proceedings may be re- initiated upon re-enrollment.

Discipline Event and Resolution Levels

Due process shall be given at each level.

<i>LEVEL 1</i>	<i>LEVEL 2</i>	<i>LEVEL 3</i>	<i>LEVEL 4</i>
Description: Behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school. Procedures: Teacher/staff intervention and redirection. Event and resolution are maintained by teacher either formally or informally.	Description: More frequent or severe behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school. Procedures: Administrator investigates behavior event and interviews necessary participants. Parent conference may be held. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.	Description: Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others. Procedures: Administrator investigates behavior event interviewing all necessary participants. Parents are contacted. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.	Description: Behaviors which result in violence to another person or property, or pose a direct threat to the health or safety of others. Procedures: Administrator investigates behavior event interviewing all necessary participants. Parents are notified. Administrators may call Law Enforcement and assist in prosecution. Event and resolution are documented and maintained by administrative staff. Teacher is informed of administrative action.
<i>BEHAVIOR EVENT EXAMPLES</i>	<i>BEHAVIOR EVENT EXAMPLES and continued Level 1 behaviors</i>	<i>BEHAVIOR EVENT EXAMPLES and continued Level 1 & 2 behaviors</i>	<i>BEHAVIOR EVENT EXAMPLES and continued Level 1, 2 & 3 behaviors</i>
Tardy to class Dress code violation Failure to complete assignments Disruptive behavior Failure to follow staff instructions Electronics/Cell phone infraction Inappropriate displays of affection Verbal harassment Violation of Student Acceptable Use Policy Violation of Personally Owned Device Policy Failure to Attend Detention Other School/District Infractions Bullying/Cyberbullying	Bus disturbance Bullying/Cyberbullying Harassment Hazing Insubordination Harassing Communications Cheating Disruptive Behavior Disrespectful Behavior Verbal Abuse Electronics, Cell phone infraction Inappropriate Behavior Leaving Campus Signing parent/staff note Skipping School/Class Truancy (4 th School tardy or 4 th Unexcused absence) Possession/Use-Tobacco/Alt. Nicotine Products/Vapor Products	*Fighting (1 st offense) Vandalism (less than \$100) Stealing Theft (less than \$100) Profanity or Vulgarity Inappropriate sexual behavior Cheating Failure to serve extended detention **Assault-Felony Assault-Misdemeanor **Drug Possession/Use/Sell/ Distribution Includes alcohol, controlled substances, inhalants, nonprescription look alike drugs, "synthetic compounds / substances" Threatening Staff or Other Students Bullying/Cyberbullying	*Fighting (2 nd offense and over) **Assault-Felony Assault-Misdemeanor **Terroristic Threatening Bomb Threat Arson False Alarms **Vandalism (more than \$100) **Stealing Theft (more than \$100) **Arson **Weapons or Dangerous Instruments possession/use/transfer **Fraud or falsely reporting an incident **Drug Possession/Use/Sell/ Distribution Includes alcohol, controlled substances, inhalants, prescriptions, "synthetic compounds/substances"
<i>BEHAVIOR RESOLUTION OPTIONS</i>	<i>BEHAVIOR RESOLUTION OPTIONS (by an administrator)</i>	<i>BEHAVIOR RESOLUTION OPTIONS (by an administrator)</i>	<i>BEHAVIOR RESOLUTION OPTIONS (by an administrator)</i>

Consequences Verbal redirection Privileges withheld Special seating Behavior charting Conference with student Team conference with student Parent contact/conference Detention/Extended Detention	Consequences Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer Counseling Driving privileges revoked Detention/Extended Detention Restricted activity ACEP Behavior contract Suspension Alternative Placement	Consequences Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer Counseling Driving privileges revoked Detention/Extended Detention Restricted activity ACEP Behavior contract Restitution Out of school Suspension Alternative Placement Referral to Law Enforcement	Consequences Bus privilege revoked Warning Conference Parent contact Counseling Schedule change Referral to outside agency Peer Counseling Driving privileges revoked Detention/Extended Detention Restricted activity ACEP Behavior contract Restitution Out of school Suspension Alternative Placement Referral to Law Enforcement Expulsion
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* A physical struggle, contact or quarrel where no participant is identified as a victim.

** These behavior events require reports to Law Enforcement

TOBACCO/VAPING

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board- owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

WEAPONS

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

WEAPONS PROHIBITED

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

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school- sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, are authorized to bring weapons onto school property in performance of their duties.

FEDERAL REQUIREMENTS REGARDING STUDENTS

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

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.

STATE POSTING REQUIREMENTS

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY
IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND
A TEN THOUSAND DOLLAR (\$10,000) FINE.

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

STATE REPORTING REQUIREMENTS

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

For state reporting purposes, a deadly weapon shall be defined as:

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

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

ENFORCEMENT

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

Bullying/Hazing (09.422)

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Bullying Defined

Per KRS 158.148 “bullying” is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the

potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.
(b) This definition shall not be interpreted to prohibit civil exchange or opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially disrupt the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Hazing Defined

Per KRS 508.150, “hazing” is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation info, affiliation with, or enhancing or maintaining membership or status within any organization including but not limited to action which cause, coerce, or force a minor or a student to:

- (a) Violate federal or state criminal law;
- (b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
- (c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
- (d) Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
- (e) Endure brutality of a sexual nature; or
- (f) Endure any other activity that creates a reasonable likelihood or mental harm or physical injury to the minor or student

Per KRS 508.180, “organization” is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years.

Reporting Bullying

The Trimble County School District believes everyone should be treated with respect and common courtesy to ensure a safe learning environment. Our prevention efforts include annual training that is on-going with all staff and students regarding bullying education/recognition, prevention and intervention. Anyone within the school

environment that has witnessed or been a victim of bullying behavior can report it to any school official or district official, verbally or in writing so that appropriate action may be taken to prevent such behavior.

Anonymous school safety reporting is available via S.T.O.P. (Safety Tip-Line, On-Line Prevention). The link is available on each school and the district website, via the S.T.O.P. icon (just click and report). Bully Boxes are also located in each school for students to report bullying behavior.

FALSE COMPLAINTS

Deliberately false or malicious complaints of bullying may result in disciplinary action taken against the complainant.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/ discrimination of staff, students or visitors by any party.

HARASSMENT/DISCRIMINATION (09.42811)

DEFINITION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex (including sexual orientation or gender identity) or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy 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.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school- sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

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 and expulsion.

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation 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. The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board- approved code of acceptable behavior and discipline.

4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. 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;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. 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
7. Destroying or damaging an individual's property based on any of the protected categories.

GRIEVANCE PROCEDURE

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

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

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

EXCEPTIONS

Harassment/Discrimination allegations shall be governed by Policy 09.42811.

1. The student or parent shall discuss the issue with the teacher. The teacher shall make a decision and give that decision to the grievant within five (5) school days after the discussion.
2. The decision of the teacher may be appealed to the principal within five (5) school days after receipt.
3. The Principal shall give a written decision to the grievant within five (5) school days.
4. The Principal's decision may be appealed, within (5) school days of the receipt of the Principal's decision by filing a formal written complaint with the following person:

Marcia Haney Dunaway
Director of Pupil Personnel
Trimble County Public Schools
116 Wentworth Ave.
Bedford, Kentucky 40006
502-255-3201

5. The decision of the Director of Pupil Personnel may be appealed by filing a formal written complaint with the Superintendent within (5) school days of receipt of the decision.

At each level of the above procedure, the designated administrator shall notify the student or parent of the decision within five (5) school days of receipt of grievance. If the student or parent and the administrator meet to discuss the issue, the administrator may notify the student or parent of the decision at the end of the meeting.

6. If the issue is not resolved by the Superintendent, the student or parent may appeal to the Board of Education, in writing, within five (5) school days of receipt of the Superintendent's decision. The Board of Education shall have the discretion to decline to consider appeals involving matters outside its area of authority, such as grievances relating to personnel matters or implicating the need to take personnel action. The Board of Education may hear the appeal at the next regularly scheduled Board meeting, providing it is received at least five (5) school days prior to the meeting date. Otherwise, the appeal will be heard at the next Board meeting following the conclusion of the five (5) school day period.

Equal Opportunities shall be provided to all persons throughout Trimble County Schools with

access to and participation in the educational programs without regard to race, ethnic origin, sex, genetics, color, creed, religion or national origin.

PHYSICAL RESTRAINT AND SECLUSION (09.2212)

DEFINITIONS

Physical Restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely.

Seclusion means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions or out-of-school suspensions.

Physical Restraint

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable circumstances. In such situations, staff who have not had core training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well-being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Seclusion

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 7:160. A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the area required by 704 KAR 7:160.

Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training). The Superintendent shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system
2. Notice to parents
3. A process for the parent or emancipated youth to request a debriefing session

All incidents involving physical restraint or seclusion shall be documented by a written report of each use by the end of the next school day, and the documentation shall be maintained in the student's education record.

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation. A requested debriefing session shall occur as soon as practicable, but no later than a five (5) school days following receipt of the request from the parent or emancipated youth, unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school. The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record. (See 704 KAR 7:109 and Board Policy 09.2212).

SEARCH AND SEIZURE (09.436)

Because of the obligation to protect the health, safety, and welfare of students, a principal may search the person and/or the property of a student and confiscate weapons, alcohol, drugs, tobacco products, or other illegal or unauthorized articles as long as principal has reasonable suspicion under the circumstances that the particular student to be searched has or is violating a law or school rules and the scope of the search is reasonably related to its initial objectives and not overly intrusive given the particular student's age, sex, or nature of suspected infraction (OAG 91-9).

Another staff member shall be present with regard to any such search, unless there are extenuating circumstances.

Lockers remain the property of the Trimble County Board of Education. In regulating and supervising locker use, school administrators act as agents of the owners, the Trimble County Board of Education. Locker inspection searches are not carried out as a harassment technique, but may be conducted periodically on a routine basis. Searches shall be conducted when the principal or assistant principal reasonably suspects that a situation exists or materials are present which could be injurious to the health, safety, and welfare of students. The principal is charged with the obligation of orderly school operation. Bearing the above in mind, the principal shall conduct a locker inspection when it is felt that the health, safety, and welfare of students are, or may be, threatened. Objects or materials which pose such a threat may be confiscated.

ASSAULT AND THREATS OF VIOLENCE (09.425)

For purposes of this policy, a "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

Pupils

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.

School Personnel

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action¹ up to and including expulsion from school and/or legal action.

Removal of Students

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

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

Any person(s) found to be involved in making a bomb or terroristic threat shall be referred to law enforcement officials and shall be expected to make restitution to the Trimble Co. School Board for costs associated with the threat to the extent authorized by law. Costs including, but not limited to; transportation, maintenance, administrative wages, legal fees, loss of SEEK revenue and costs of local law enforcement emergency response services.

TELECOMMUNICATIONS DEVICES (09.4261)

DEFINITION

Personal telecommunications device means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device, a cellular telephone or personal digital assistant. This policy shall also apply to such items as personal digital assistants, IPODS, MP3 players, cameras, and photographic devices.

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law¹ and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating;

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

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

- 2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
- 3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
- 4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
- 5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

ELECTRONIC RESOURCES ACCEPTABLE USE GUIDELINES

Access to Electronic Media

Student, Staff, and Community Member Use - Trimble County Public Schools (TCPS) support student, staff, and community access to all forms of educational technology and believe it is incumbent upon students, staff, and community members to use this privilege in an appropriate and responsible manner.

Procedures and Guidelines - The Superintendent or a designee (currently the Trimble County District Technology Committee) shall develop and implement appropriate procedures to provide guidance for student, staff, and community member access to electronic media. Guidelines shall address ethical use of electronic media, including the Internet, issues of privacy versus administrative review of electronic files and shall prohibit use of the District's technology for unacceptable activities which will be described in this document.

Permission/Agreement Form for Student and Parents - All students who will utilize the District network (TCPSnet) will need to sign a Network Access Agreement. This form outlines acceptable use of TCPSnet and requires a parent signature. Parents may indicate whether they will permit student/school employee contact via texting and social media for school-related purposes.

This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian must provide the Superintendent with a written request.

Cyberbullying - Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Privacy, rights, and responsibilities

The superintendent (or a designee), the Chief Information Officer, the Network Administrator, and the principals (within their respective buildings) have the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised not to store personal confidential data. While the District retains the right to access all user accounts and stored information, the District will access this information only for maintenance, security purposes, or where there is a compelling reason. Network management and monitoring software will be used to insure compliance with all applicable district policies and with state and federal legislation. Specifically, Senate Bill 230 requires all Kentucky school districts to restrict access to sexually explicit and other questionable material on the Internet and to audit Internet usage to ensure that employees and students honor the restrictions. Trimble County Schools will comply with SB230 and take appropriate action when policies are violated.

Network and Internet Policies

Access to all electronic resources at Trimble County Public Schools is a privilege and carries with it responsibilities. The following general policies apply to all users.

1. Trimble County Public Schools maintain the right to limit access to software and/or documents found on the Internet.
2. Trimble County Public Schools will not be responsible for damages caused by loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions for any reason.
3. Security on any computer system is a high priority, especially when the system involves many users. If any user identifies a security problem on TCPSNet, s/he must notify a network

administrator and should not demonstrate the problem to other users.

4. Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, hardware or software of TCPSNet or any agencies or other networks that are connected to KETS Internet backbone. Vandalism includes altering any settings on any district computer or installing any unauthorized software, utilities, or games.

Violation of the following terms and conditions may result in the immediate loss of network services. The use of your account must be in support of education and consistent with the objectives of the Trimble County Schools.

- * You may not give your password to anyone.

- * You may not use or alter anyone else's Internet network account.

- * You may not offer Internet access to any individual via your TCPSNet account.

- * You may not purposefully visit Internet sites that are sexually oriented or those that promote violence, hate, racism, or discrimination. Nor will you purposefully visit sites that provide information about any activity intended to lead to personal injury or property destruction. Trimble County Schools provide Internet access for educational purposes; therefore, the classroom teacher will decide whether a specific Internet site meets his/her educational goals if there are questions of appropriateness.

- * You may not break in or attempt to break into 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 TCPSNet by such things as running large programs and applications over the network during the day, or using system resources for games.

- * You are not permitted to get from or put onto the network any copyrighted material (including software, images, and digital music)

- * No form of instant messaging or chatting is to be used on TCPSnet without permission.

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

- * No illegal activities may be conducted via the network

- * All communications and information stored on the network should be assumed to be the private property of Trimble County Public Schools.

* Acceptable Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission or storage of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Electronic Mail Regulations

*Email should pass two tests:

- (1) Does it lead to personal gain for the sender? If so, don't send it.
- (2) Is it educational or work related? If not, don't send it.

*Students should use personal distribution lists judiciously. Complaints from other users may result in the loss of email privileges.

*Each TCPSnet user has only one acceptable method of using email...that is the district provided email account. No other internet mail is approved for use.

*Do not forward or send chain messages, "public service announcements", or any non-instructional communication – especially to entire schools, districts, or departments.

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

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

* Students must not reveal personal addresses or phone numbers

* District email is provided by Microsoft through Office 365. We rely on MS for the maintenance of email backups.

*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 9.438) and in BP 03.1321, BP 03.2321, BP 03.2325, and BP 03.1325 for certified and classified employees regarding use of school property, disrupting the educational process, and conduct.

Loss of Network Services - The superintendent or a designee may suspend or close an account at any time as required. Revocation of network privileges will be for a period determined by the appropriate building level administrator. Users (students, staff, or community members) whose accounts are denied, suspended or revoked may:

1. Request (in writing) from the district a written statement justifying the actions.
2. Submit a written appeal to the Superintendent.
3. Appeal to the board of education. The decision of the board of education is final.

RESPONDING TO CONCERNS

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

GUIDELINES FOR TEACHER AND STUDENT OWNED COMPUTERS

Board Policy and these guidelines must be interpreted within the framework of all other school and district procedures that set guidelines, restrictions, and prohibitions on the use of digital devices.

This includes telecommunications devices. It is increasingly difficult to categorize digital devices; Principals will make the final decision if there is disagreement on the use of any digital device.

The Trimble County School District appreciates the fact that employees and students are willing to bring in personally owned computer equipment to be used for schoolwork and student use.

However, several items must be addressed when connecting a non-KETS standard device to the district network.

1. Overview
2. Software
3. Support
4. Conditions
5. TCPS Rights
6. Acceptance

Overview

- A student or employee who brings privately owned computers/other technology devices to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/staff member. Any damage to the equipment is the responsibility of the individual. Any device that is capable of interfacing with the district network is considered a computer.

Software

- Software residing on private computers must be personally owned. All devices must include anti-virus software as necessary. The student or employee will be responsible to provide proof of this information upon request

Support

- District technicians will not service, repair, support, or setup any computer not belonging to the district. No internal components belonging to the district shall be placed in any personal equipment, whether as an enhancement, upgrade or replacement. No software that is installed on a personal machine will be supported by district level personnel. If personal software interferes with the district network software or hardware, a technician WILL remove the

computer from the network until such time that said computer is compatible with our network settings. Any damage caused by use in the Trimble County School District is the responsibility of the owner.

- Technology peripherals (printers, scanners, projectors, etc.) purchased privately to be used in the school system must also be maintained by the owner. Purchasing perishable supplies to be used in equipment not owned by the district is the owner's responsibility.

Conditions

A privately owned computer can be connected to the district's network, including access to the Internet, under the following conditions:

- Use of the device must adhere to Board Policy
- The individual must supply all necessary hardware/software and cabling to connect to the network. The technology department will provide wireless connections – if available at the school.
- Privately owned computers must be running current virus detection software prior to accessing the network or Internet. If no anti-virus program is installed, there are several available on the internet for free download.

TCPS rights

- The district retains the right to determine where and when privately owned equipment may connect to the network. The student/employee is responsible for the security of the equipment at all times. Trimble County School District does not guarantee the privacy or security of any item(s) stored on or transmitted by any privately owned computers.
- For privately owned computers being used in district facilities, the Trimble County School District reserves the right to:
 1. Monitor all activity.
 2. Make determinations on whether specific uses of the computer are consistent with Board Policy.
 3. Log network use and to monitor storage disk space utilized by such users.
 4. Deem what is appropriate use.
 5. Remove the user's access to the network and suspend the right to use the privately owned computer in district facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating Board Policy.
 6. Devices with cellular or other internet access not provided by the district are still bound by all the provisions of Board policy and the use is subject to the authority of district employees.

Students may not violate any part of these guidelines simply because they are using a paid cellular data plan.

Students must not connect to any wireless network that is not owned by the district while they are on school grounds.

SUICIDE PREVENTION NOTIFICATION

The administration of the high school and middle schools disseminate the following information related to suicide prevention. The Trimble County Public School System recognizes the importance of protecting the health, safety and emotional well-being of students. The state of Kentucky has enacted legislative mandates that require actions on a specific timetable directed at combating the problem of teen suicides. We provide the required training in the suicide prevention and awareness for middle school and high school staff and students. We also provide counseling personnel and counseling opportunities to support students. By September 1 of each year, suicide prevention information will be disseminated to middle and high school students.

Principals, counselors, and teachers will complete suicide prevention professional development each year.

TRAUMA-INFORMED APPROACH

Trauma-Informed approach” means incorporating principles of trauma awareness and trauma informed practices, as recommended by the federal Substance and Mental Health Services Administration, in a school in order to foster a safe, stable, and understanding learning environment for all students and staff and ensuring that all students are known well by at least on (1) adult in the school setting.

The Board shall develop a plan for implementing a trauma-informed approach in the District. The plan shall be based on the Trauma-Informed Toolkit from KDE and include but not limited to:

- a. Strategies for enhancing trauma awareness throughout the school community;
- b. Conducting an assessment of the school climate including but not limited to inclusiveness and respect for diversity;
- c. Developing trauma-informed discipline policies;
- d. Collaborating with the Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students; and
- e. Providing services and programs designed to reduce the negative impact of trauma support critical learning, and foster a positive and safe school environment for every student.

VIRTUAL PROGRAM

Families may make a request to the principal for their student(s) to participate in the virtual program for the entire school year. Successful completion of previous virtual classes is a requirement in order to be admitted to the virtual program, unless there

is principal approval. All truancy laws shall be followed for virtual students. All students shall be enrolled full-time in the virtual program. Only students with determined appropriate digital access and support beyond the school campus shall be candidates for enrollment in the virtual program. The student day for virtual students will mirror that of in-person students. If students do not make adequate progress the principal will require them to return in-person.

Dear Parent/Guardian,

Our most important function in the Trimble Co. School District is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30th 2018, Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

- b) Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:**
 - 1. Causing evacuation of a school building, school property, or school sanctioned activity;**
 - 2. Causing cancellation of school classes or school sanctioned activity; or**
 - 3. Creating fear of death or serious physical injury among students, parents, or school personnel**

(For the complete text for KRS 508.078 please see the attached page.)

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will **pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of**

the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for our student to learn and grow.

If you have any questions or concerns, please contact the school principal.

PLEASE CAREFULLY REVIEW DETAILS OF KRS 508.078

KRS 508.078 (Terroristic Threatening, Second Degree)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
 - a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation to occur;
 - b) Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:
 1. Causing evacuation of a school building, school property, or school sanctioned activity;
 2. Causing cancellation of school classes or school sanctioned activity; or
 3. Creating fear of death or serious physical injury among students, parents, or school personnel;
 - c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 - d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
4. Terroristic threatening in the second degree is a Class D felony.
 5. Terroristic threatening in the second degree is a Class C felony when, in addition to the violations above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Potential Penalties Under KRS 532.060 and KRS 534.030 Upon Conviction

Please be advised that there are serious penalties for the second degree terroristic threatening offense. Potential penalties for adults convicted of this offense include terms of imprisonment of not less than one

(1) year nor more than five (5) (Class D felony) or not less than five (5) years nor more than ten (10) years (Class C felony) and a fine of not less than one thousand dollars (\$1,000) and not greater than ten thousand dollars (\$10,000) as provided in KRS 532.060 and KRS 532.030 respectively.

Juveniles face sanctions that may include fines up to five hundred dollars (\$500.00) (KRS 635.085): probation or supervision subject to court imposed conditions and graduated sanctions for violations (KRS 635.060): and more serious sanctions if they have prior adjudications or an offense is determined to involve a deadly weapon. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his or her parent(s) to make restitution (pay expenses) caused by the threat to parties such as District or first responders (KRS 635.060)

