PARENT/GUARDIAN/CUSTODIAN VERIFICATION FORM

ELLIOTT COUNTY SCHOOLS
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE,
STUDENT GUIDE, AND
ATTENDANCE POLICIES

VERIFYING RECEIPT

**This form should be returned to the student's homeroom teacher.**

I have received and read the Code of Acceptable Behavior and Discipline, Student Guide, and Attendance Policies of the Elliott County School System.

____________________________________
Student's Printed Name

____________________________________
Student’s Signature (required for grades 7-12) Date

____________________________________
Parent/Guardian/Custodian Printed Name

____________________________________
Parent/Guardian/Custodian Signature Date
MEMORANDUM

TO: Parents/Guardians
FROM: Carl T. Potter, Superintendent
SUBJECT: Code of Conduct – Student Guide
DATE: July 15, 2013

This Code of Acceptable Behavior and Discipline—Student Guide was officially reviewed and updated by the Elliott County Board of Education at a regular meeting of the Board held July 15, 2013. Several changes have been approved during this revision. Please read and become familiar with this document.

If you have questions or need further clarification concerning this Code of Acceptable Behavior and Discipline—Student Guide, please contact your child's principal or this office.
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DEVELOPMENT AND REVIEW
The Code of Conduct—Student Guide for the Elliott County Schools was developed and revised by a committee after a careful review of applicable federal and state laws, Kentucky Administrative Regulations, and Conduct Codes—Student Guides currently being used throughout the country. This will be reviewed annually after the close of each school year and any necessary or desirable changes will be implemented prior to the opening of the next school year.

ORIENTATION
Orientation of the public and school community shall be done at the beginning of each school year or upon initial entrance into the system. On-going activities shall be utilized in order to keep appropriate parties appraised and informed.

Students will receive specific oral instructions upon entering school each year. Students will be provided a copy of the “Code of Acceptable Behavior and Discipline—Student Guide” as either a separate document or incorporated into a student handbook. Copies will
also be available for distribution or review in the superintendent’s office, school principal or counselor’s office, as well as the school library.

Parents will receive a copy of the Student Guide by one of the methods described above. In addition, appropriate administrators and teachers will be available for organizations that would like a presentation, clarification or explanation.

Initial introduction of the Student Guide to teachers will be at Opening Day each school year. All teachers will receive a written copy as well as explanatory instructions and an opportunity for asking questions. The school principal/administrator will provide on-going information as needed or requested.

**STATEMENT OF NON-DISCRIMINATION**

As required by federal law, the District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups. The District’s Title IX Coordinator, Joseph Markwell, and Section 504 Coordinator, Jennifer Whitt, may be contacted at PO Box 767, Sandy Hook, KY 41171 or by calling 606-738-8002.

**STATEMENT OF PHILOSOPHY**

It is the intention of the Elliott County Board of Education to provide a safe environment where learning can take place without unnecessary confusion, disruption or misunderstanding; a place where children can enjoy positive interactions with their peers as they develop knowledge, skills and experiences, providing a successful transition into adulthood. In order to bring about these goals, students, teachers and parents/guardians/custodians must have a clear understanding of the rules of conduct necessary in our educational society. It is expected that this Code of Acceptable Behavior & Discipline—Student Guide will provide all interested parties with the guidelines established for that purpose. When these guidelines are uniformly followed and enforced with attention to possible extenuating circumstances, the quality of the educational program and product cannot help but be improved. Consistent enforcement of the Code of Conduct—Student Guide and school rules should be utilized at all times.

**STUDENTS SHOULD EXPECT THE OPPORTUNITY FOR:**

A. A system of public education that meets the needs of the individual student.
B. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
C. Physical safety and protection of their personal property.
D. Consultation with teachers, counselors, administrators, and other school personnel.
E. Free election of their peers in student organizations in which the students have the right to seek and hold office.
F. Involvement in school activities without being subject to discrimination.
G. Respect from other students and school personnel.
H. Presentation of complaints of grievances to school authorities and receipt of replies from school officials regarding such matters.
I. Academic grades based on academic performances.
J. Examination of personal school records by their parents/guardians or authorized representatives. This right transfers to the student at age 18. In addition, students/guardians/custodians may seek correction of student record information deemed inaccurate.
K. Students, parents and/or guardians to file grievances as provided in general board policies.

PARENTS/GUARDIANS/CUSTODIANS HAVE THE RESPONSIBILITY:

A. To instill in their children the values of an education.
B. To instill in their children a sense of responsibility.
C. To help children understand that disruptions in the school are detrimental to the educational program of all students.
D. To become familiar with the educational program and procedures.
E. To inform children about the disciplinary procedures of the school and emphasize the importance of following rules.
F. To see that children attend school regularly and promptly.
G. To determine the facts of any situation before passing judgment.
H. To recognize that school personnel must concern themselves with education.
I. To support the good efforts of the school personnel.
J. To demonstrate respect for the teachers, administrators, and school personnel at school and all school related activities.

TEACHERS HAVE THE RESPONSIBILITY TO:

A. Present subject matter and experiences to students and to inform students and parents/guardians/custodians of achievement and/or problems.
B. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
C. Assist in the administration of such discipline as necessary to maintain order throughout the school without discrimination.
D. Evaluate students’ assignments and return them within a reasonable time frame.
E. Exhibit exemplary behavior or work of students/Reward exemplary behavior or work of students.
F. Exhibit neatness and cleanliness of personal dress and hygiene.
G. Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students.
H. Recommend for retention in a class any student who fails to meet the basic standards.
I. Maintain necessary records of student's progress and attendance as accurately as possible.
J. Follow and enforce rules and regulations of the Board of Education and/or school administration.
K. Care for the equipment and physical facilities of the school.

TEACHERS HAVE THE RIGHT TO:

A. The support of co-workers, administrators and parents.
B. Work in an educational environment with a minimum of disruptions.
C. Expect all assignments, including homework, to be completed.
D. Remove any student from class, whose behavior significantly disrupts a positive
learning environment, for no more than one class period during which time the
student will be in the office or other designated area.
E. Safety from physical harm and freedom from verbal abuse.
F. Provide input to aid in the formulation of policies that relate to their relationship with
students and school personnel.
G. Take action necessary to protect their own person and property or that of persons in
their care.
H. Be involved with parents/guardians/custodians on student behavior counseling, as
well as with the principal and/or counselor.

PRINCIPALS/ADMINISTRATORS HAVE THE RIGHT TO:

A. The support of students, parents/guardians/custodians, and teachers in carrying out
the educational programs and policies established by the school system.
B. Provide input for the establishment of procedures and regulations that relate to the
school.
C. Safety from physical harm and verbal abuse.
D. Take necessary action in emergencies to protect their own person or property or
the persons or property of those in their care.
E. Impose discipline action for any student whose conduct is in violation of this code
of acceptable behavior and discipline.
F. Utilize the Alternative Program for discipline cases as an alternative to suspension.
G. Administer the school environment to provide the proper learning atmosphere.
H. Utilize In-School Suspension Program (ISS) for discipline cases as an
alternative to suspension.
I. Utilize Saturday School for discipline cases as an alternative to suspension.

PRINCIPALS/ADMINISTRATORS HAVE THE RESPONSIBILITY TO:

A. Create and foster an atmosphere of mutual respect and consideration among pupils
and staff members.
B. Administer discipline fairly and equally, following the guidelines set forth herein,
but in doing so use his/her own best judgment.
C. Exhibit exemplary behavior in action, dress and speech.
D. Implement and evaluate all aspects of the educational program to improve learning
and comply with policies, regulations, procedures, and laws of the district, state and
federal government.
E. Direct a program of dissemination of information explaining the Code of Conduct
to the school community.

SUPERVISION OF STUDENTS
Students will be under the supervision of a qualified adult. Each teacher and administrator
shall 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, except that a non-faculty coach
or non-faculty assistant may accompany students on athletic trips as provided in statute.
Students shall not be excused to leave the school grounds for lunch.
ACCESS TO SCHOOL PROPERTY DURING THE SCHOOL DAY

Unless they are authorized visitors, only those students who are enrolled in the District and on property for an official school purpose, such as receiving instruction or participating in a school sponsored extra-curricular activity, shall be permitted on the property during the school day. If a student who is officially absent or on home/hospital instruction wishes to come onto property during the school day, the student shall first go to the Principal/designee, seek permission to be on the property, and check in. Permission may be granted for the student to be on school property if the purpose relates to educational needs of the student that cannot be accomplished outside of school hours, and the student remains on the property only for the time needed to accomplish that purpose. This requirement is necessary to address supervision and safety concerns of students (09.221).

<table>
<thead>
<tr>
<th>Discipline Event and Resolution Levels</th>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Behaviors which impede orderly classroom procedures, or interferes with the orderly operation of the school.</td>
<td>More frequent or severe behaviors which impede orderly classroom procedures or interferes with the orderly operation of the school.</td>
<td>Behaviors that are directed against persons or property, but do not seriously endanger the health or safety of others.</td>
<td>Behaviors which result in violence to another’s person or property, or which pose a direct threat to the health or safety of others.</td>
</tr>
<tr>
<td><strong>Procedures:</strong></td>
<td>Teacher/staff intervention and redirection. Event and resolution are maintained by teacher either formally or informally.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BEHAVIOR EVENT EXAMPLES</th>
<th>BEHAVIOR EVENT EXAMPLES</th>
<th>BEHAVIOR EVENT EXAMPLES</th>
<th>BEHAVIOR EVENT EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(and continued Level 1 behaviors)</td>
<td>(and continued Level 1 and Level 2 behaviors)</td>
<td><em>(and continued Level 1, 2, and 3 behaviors)</em></td>
<td><em>(and continued Level 1, 2, and 3 behaviors)</em></td>
</tr>
<tr>
<td>Tardy to class</td>
<td>Bus disturbance</td>
<td><strong>Fighting (1st offense)</strong></td>
<td>*Fighting (2nd offense and over)</td>
</tr>
<tr>
<td>Dress code violation</td>
<td>Bullying</td>
<td>Vandalism (&lt; $100)</td>
<td>**Assault-Felony</td>
</tr>
<tr>
<td>Failure to complete assignments</td>
<td>Cyberbullying</td>
<td>Stealing, Theft (&lt; $100)</td>
<td>Assault-Misdemeanor</td>
</tr>
<tr>
<td>Disruptive behavior</td>
<td>Harassment</td>
<td>Profanity or Vulgarity</td>
<td>**Terroristic Threatening</td>
</tr>
<tr>
<td>Failure to follow staff instructions</td>
<td>Hazing</td>
<td>Inappropriate sexual behavior</td>
<td>(Bomb Threat, Arson, False Alarms)</td>
</tr>
<tr>
<td>Electronics/Cell phone infraction</td>
<td>Menacing</td>
<td>Cheating</td>
<td>**Vandalism (&gt; $100)</td>
</tr>
<tr>
<td>Inappropriate displays of affection</td>
<td>Harassing communication</td>
<td>Failure to serve assigned ISS</td>
<td>**Stealing, Theft (&gt; $100)</td>
</tr>
<tr>
<td>Verbal harassment</td>
<td>Stalking</td>
<td>**Assault-Felony</td>
<td></td>
</tr>
<tr>
<td>Behavior Event Examples (Level 1 (Cont.))</td>
<td>Behavior Event Examples (and continued Level 1 behaviors) (Level 2 (Cont.))</td>
<td>Behavior Event Examples (and continued Level 1 and Level 2 behaviors) (Level 3 (Cont.))</td>
<td>Behavior Event Examples (and continued Level 1, 2, and 3 behaviors) (Level 4 (Cont.))</td>
</tr>
<tr>
<td>-----------------------------------------</td>
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<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Cheating</td>
<td>Assault-Misdemeanor</td>
<td><strong>Arson</strong></td>
<td><strong>Arson</strong></td>
</tr>
<tr>
<td>Disruptive behavior</td>
<td>Violation of Computer Access (AUP)</td>
<td><strong>Weapons possession/use/transfer</strong></td>
<td><strong>Weapons possession/use/transfer</strong></td>
</tr>
<tr>
<td>Failure to follow staff instructions</td>
<td><strong>Fraud or falsely reporting an incident</strong></td>
<td><strong>Drug distribution (Includes alcohol, controlled substances, inhalants, prescriptions.)</strong></td>
<td><strong>Drug possession/Use (Includes alcohol, controlled substances, inhalants, nonprescription, look-alike drugs)</strong></td>
</tr>
<tr>
<td>Electronics/Cell phone infractions</td>
<td><strong>Drug possession/use</strong></td>
<td><strong>Distribution, possession, and/or use of intoxicating substances, including but not limited to, synthetic marijuana, bath salts, or any simulated controlled substance</strong></td>
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</tr>
<tr>
<td>Gambling</td>
<td></td>
<td><strong>Arson</strong></td>
<td><strong>Arson</strong></td>
</tr>
<tr>
<td>Inappropriate behavior</td>
<td></td>
<td><strong>Weapons possession/use/transfer</strong></td>
<td><strong>Weapons possession/use/transfer</strong></td>
</tr>
<tr>
<td>Leaving campus</td>
<td></td>
<td><strong>Fraud or falsely reporting an incident</strong></td>
<td><strong>Fraud or falsely reporting an incident</strong></td>
</tr>
<tr>
<td>Signing parent/staff note or excuse</td>
<td></td>
<td><strong>Drug distribution (Includes alcohol, controlled substances, inhalants, prescriptions.)</strong></td>
<td><strong>Drug possession/Use (Includes alcohol, controlled substances, inhalants, nonprescription, look-alike drugs)</strong></td>
</tr>
<tr>
<td>Skipping school</td>
<td></td>
<td><strong>Drug possession/use</strong></td>
<td><strong>Drug possession/use</strong></td>
</tr>
<tr>
<td>Truancy (4th school tardy or 4th unexcused absence)</td>
<td><strong>Drug possession/use</strong></td>
<td><strong>Distribution, possession, and/or use of intoxicating substances, including but not limited to, synthetic marijuana, bath salts, or any simulated controlled substance</strong></td>
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</tr>
<tr>
<td>Tobacco—possession or use</td>
<td></td>
<td><strong>Arson</strong></td>
<td><strong>Arson</strong></td>
</tr>
</tbody>
</table>

**BEHAVIOR RESOLUTION OPTIONS**

- Verbal redirection
- Privileges withheld
- Special seating
- Behavior charting
- Conference with student
- Team conference with student
- Parent contract/conference
- In School Suspension (ISS)

- Bus privilege revoked
- Warning
- Conference
- Parent contact
- Counseling
- Schedule change
- Referral to outside agency
- Peer counseling
- Detention hall
- Driving privileges revoked
- Extended ISS
- Restricted activity
- Behavior contract

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- Behavior contract
- Restitution
- Out of school suspension
- Alternative placement
- Referral to Law Enforcement
- Expulsion

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- Extended ISS
- Restricted activity
- Behavior contract
- Restitution
- Out of school suspension
- Alternative placement
- Referral to Law Enforcement
- Expulsion

*A physical struggle, contact, or quarrel where no participant is identified as a victim.

**These behavior events require reports to Law Enforcement.
CORPORAL PUNISHMENT

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

Definition: Corporal Punishment shall refer to the deliberate infliction of physical pain as a punishment for misbehavior.

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

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

Parental Notification: Within one (1) school day of the occurrence, the principal or designee shall notify the student’s parent/guardian/custodian in writing that corporal punishment has been administered on their child.

Who Can Administer: Corporal punishment may be administered by the principal or assistant principal in the presence of another certified staff member. The principal or assistant principal who administers corporal punishment shall be the same gender as the student being punished. If an administrator of the same gender as the student being punished is not assigned to the school, either the person who administers corporal punishment or a witness shall be the same sex as the student.

Reason: Prior to punishment, and in the presence of the witness, the student shall be informed of the reason for the punishment and permitted to give his/her account of the incident or infraction.

Other Pupils Not Present: Corporal punishment shall not be administered in the presence of other students.

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

Excused on Request: At the parent/guardian/custodian’s written request, a student shall be excused from corporal punishment. When parents request that it not be used with their child, other appropriate punishment; including suspension, shall be administered in lieu of corporal punishment.

Required Records: Each use of corporal punishment shall be documented by a written record that includes the student’s name and age, the name and the gender of person administering the punishment; and the name and gender of the witness. The written record shall also include a complete description of the circumstances requiring this punishment, including the misbehaviors for which the punishment was administered, the severity of the punishment recorded by the number of strikes administered. The principal who administers the punishment, as well as the official witness shall provide written verification of this information. Each school shall maintain all corporal punishment records that may be required by law.

Students With Disabilities: In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.
BULLYING
Bullying includes behavior commonly understood as bullying, as well as cyberbullying, hazing, menacing, harassing communications, stalking, and other abusive behavior toward students or staff members. This behavior will not be tolerated because every student and staff member deserves a safe environment in which to work and learn. This School District is committed to dealing with bullying behaviors in our schools to create a safe environment.

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

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

Hazing:
Hazing involves behavior used as a way of initiating new members into a group. It usually consists of some ritualistic test involving the new member being required to perform a task or a series of tasks which are intended to be demeaning, degrading, harmful, or embarrassing to the new member or which require the new member to engage in conduct toward others which is demeaning, degrading, harmful, or embarrassing. Hazing can include the forced or coerced consumption of drugs or alcohol or the forced or coerced performance of lewd or suggestive acts.
**Menacing:**
Menacing involves actions, sometimes accompanied by words, used to intentionally place another person in reasonable apprehension of imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe they are about to be slapped or punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck, or raise their hands in anticipation of being struck.

**Harassment:**
Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, 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. Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in Board policy 09.42811, 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 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 education 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.

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

1. Communicating with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
2. Making a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
3. Communicating with or about another student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.
**Stalking:**
Stalking involves intentional conduct which is directed at a specific person or persons; which seriously alarms, annoys, intimidates, or harasses the person or persons; which serves no legitimate purpose, and which would cause a reasonable person to suffer substantial mental distress. Stalking does not involve merely following another person or regularly observing another person’s actions, but includes behavior which conveys a threat of harm to the other person or which can be reasonably anticipated to cause the other person to fear harm.

Conduct fitting the above definitions and other similar definitions which injures, degrades or disgraces the victim, disrupts the educational process and/or interferes with other students’ opportunities to obtain an education, will be subject to disciplinary action. Students should generally maintain a “hands-off” policy with regard to other persons’ bodies and possessions, and no student should engage in behavior toward someone else which they would not want directed toward themselves.

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

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

**SATURDAY SCHOOL**
Saturday School provides a constructive and meaningful alternative to suspension. It is important in modifying student behavior that the student remains in school as much as possible. By requiring students to correct misbehavior on their own time rather than taking time away from school, Saturday School will serve as a deterrent. Saturday School offers students a provisional educational program that allows them to make up work missed due to excessive absence.

Parents/guardians/custodians will be notified when a child has been assigned Saturday School. Saturday School will meet in the designated school with assigned teacher(s). No lunch facilities are available. Students are responsible for bringing lunches. They will not be permitted to leave the campus.

Saturday School is from 9:00 am to 1:00 pm. The principal will have the option of assigning more than one day depending on the severity of the offense. Pupils who are tardy to Saturday School will be assigned additional time in Saturday School. There will be a morning and afternoon break permitted by the teacher in charge. Pupils are not permitted to talk without permission from the teacher. No drinks or snacks are permitted in the room at any time.
All makeup work that is completed while in Saturday School will be counted toward a grade. Students will be responsible for bringing assignments to be completed due to school/class absence or tardiness. Failure to do assigned work or cooperate with the teachers may result in additional time in Saturday School. Additional skills will be part of the Saturday School curriculum such as basic skills in reading and math, study skills and behavior management skills. Parents/guardians/custodians are strongly encouraged to attend the last hour of each Saturday their child is in attendance, as family involvement/social skills will be addressed. Student refusal to attend Saturday School will be viewed as insubordination and will result in further disciplinary action.

Transportation to Saturday School is the responsibility of the student and his/her parent/guardian/custodian. Students will not be permitted to use the telephone except in an emergency. Families should have transportation plans in place.

Valid reasons for absence from Saturday School include: 1) family death or emergency, and 2) medical emergency or illness verified by a health care professional.

All school rules apply while in Saturday School.

Saturday School does not do away with suspension as a viable alternative for discipline. Gross violations may still necessitate suspension. Pupils who are issued several Saturday School days without correction of the problem may be considered beyond control and eligible for suspension or expulsion from school.

The following characteristics/criteria will be used in determining whether a student is a candidate for Saturday School:

- Students at risk of academic failure as measured by formal and informal data.
- Students who engage in continued acts of disruptive behavior or drug-related problems as measured by school records or court reports.
- Placement by the court system.
- Students who have chronic truancy problems as measured by attendance reports and other data provided by the district’s Director of Pupil Personnel.

It is of utmost importance that the goal of this program be in the forefront at all times – increasing student achievement, self-esteem and decreasing the factors that lead to dropping out of school.

**ALTERNATIVE PROGRAM SEE POLICY 09.4341**

The program is designed for a maximum of fifteen (15) students from grades 7-12, who may be assigned on a long-term basis, (defined as a minimum of the remainder of a semester) or a short-term basis (a minimum of two weeks at any one time). In addition to the general curriculum, students assigned to the Alternative Program will receive instruction in social skills. Students may be referred if they meet the definition in one or more of the following areas:
1. Student has committed an infraction where the next step is suspension or expulsion.
2. Student returning to Elliott County Schools during a semester from a program that dealt with behavior problems and his/her moving into the general student population may be considered to be detrimental to themselves or other students.
3. Student who was in the Alternative Program the previous year and has not met the exit criteria.

Long Term Placement Procedures
1. Any certified member of the school staff using the alternative program referral form may refer students to the program.
2. After a student is referred to the program his/her parents will be notified and offered a preadmission conference with the Alternative Program Committee.
3. The Alternative Program Committee, consisting of the principal/assistant principal(s), counselor(s), referring teacher, and alternative program teacher will review information on the referral form, information forms from the student's other teachers, and information from the counselor/s. The committee may hear testimony from other individuals as necessary.
4. Parents/guardians/custodians will be notified in writing of the decision of the Alternative Program Committee. The decision of the committee is final.
5. The Alternative Program committee will review students’ progress in the alternative program at the end of each semester.
6. Placement of students under Individuals with Disabilities Education Act (IDEA) P.L. 105-17 must be consistent with forgoing statutory provisions.

Short Term Placement Procedures
1. The principal will assign students for placement for a minimum of two (2) weeks.
2. The parent/guardian/custodian will be notified in writing of the student's placement.
3. The student must attend every day assigned to the alternative program in a compliant manner before they may return to the regular classroom.
4. Placement of students under Individuals with Disabilities Education Act (IDEA) P.L. 105-17 must be consistent with forgoing statutory provisions.

SUSPENSION

All students have specific rights related to due process when they encounter a suspension or expulsion procedure. A pupil shall not be suspended until after at least the following due process procedures have been provided:

1. The pupil has been given oral or written notice of the charge or charges against him/her that constitutes cause for suspension.
2. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them.
3. The pupil has been given the opportunity to present his/her own version of the facts relating to the charge or charges.
These due process procedures shall precede any suspension unless immediate suspension is essential to protect persons or property to avoid disruption of the on-going academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practical, but no later than three (3) school days after the suspension.

**EXPULSION**

The Elliott County Board of Education has the right to expel any student whose misconduct falls into the appropriate category as shown in this code. Before expulsion, the parent/guardian/custodian and child have a right to a hearing before the Board of Education. The decision of the Board shall be final. As a result of the violation, the principal may recommend expulsion of the student to the superintendent who, in turn may schedule a hearing. Prior to the scheduling of the hearing the pupil will be given a written notice of the charge(s) which constitute cause for expulsion, be advised of the right and opportunity to present witnesses on his/her behalf: and be advised of the opportunity for a hearing before the Board. The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drugs or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others (09.435).

**EXPELLED/CONVICTED STUDENTS**

The parent/guardian/custodian, 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 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 shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five working days of official notification that a student has requested enrollment in the new school.

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.
**GRADING**

Grades earned on end-of-course exams required for high school courses designated by Kentucky Administration Regulation shall count as twenty percent (20%) of a student’s final grade in a course. (08.221)

**IN SCHOOL SUSPENSION (ISS)**

ISS provides a beneficial and meaningful alternative to suspension. It is important in modifying student behavior that the student remains in school as much as possible. ISS is a temporary isolation of a student from one or more classes while under supervision. It may be imposed by the principal or designee for violation of school rules or policies where the infraction does not necessarily warrant another form of discipline. Students under Individuals with Disabilities Education Act (IDEA) P.L. 105-17 must be placed in ISS consistent with forgoing statutory provisions and any and all applicable statutes.

**STUDENT SEARCHES**

School officials have the right to search students or their property, if a reasonable suspicion exists that the search may reveal evidence the student has violated a school rule, Board policy, or the law. The purpose of searching students, their belongings, lockers, desks, or automobiles is to protect the safety and property of others. Additionally, a search may be made to maintain the ongoing educational process of the school. In no instance shall the school official strip-search any student.

**DRESS AND APPEARANCE**

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions that significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils is prohibited. Please refer to individual school’s SBDM dress and appearance policies for information specific to that school.

**SPECIAL EDUCATION**

In cases involving sanctions short of suspension, students with disabilities are generally subject to this code as any other student unless the program devised by the child’s Admissions and Release Committee provides otherwise. Suspensions and expulsion may be discipline options insofar as they are consistent with the Individuals with Disabilities Education Act (IDEA) 20 U.S.C. ~ 1400 et.seq. and corresponding state law and regulations.

In addition, children identified with disabilities may be subject to placement in interim alternative educational settings in the case of disciplinary infractions involving dangerous weapons or drugs insofar as consistent with the forgoing statutory provisions. (See particularly KRS 158.150 and 20 U.S.C. section 1415(K)(G.)
**WEAPONS**

**Weapons Prohibited**—This policy applies to all persons on school property, per KRS 527.070. Knowingly carrying, bringing, using, or possession of any (dangerous or deadly) weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited.

**Dangerous Weapons**—A dangerous weapon is any device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. **Knives—including pocket, hunting, and multi-tools—are included in the list of weapons prohibited at school.** 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 school district should be filed under Policy 09.435. Violations by visitors shall be reported to a law enforcement agency.

**Federal Requirements**—The penalty for students bringing a firearm or destructive device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under policy 09.435. However, the board may modify such expulsions on a case-by-case basis. Any student who brings to school a firearm or weapon, as defined by federal law, may be referred to the criminal justice or juvenile delinquency system.

**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.

**State Reporting Requirements**—Employees of the District shall promptly make a report to a school administrator and 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. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
2. Any knife other than an ordinary pocket knife or hunting knife;
3. Billy, nightstick, blackjack, slapjack, nunchaku karate sticks, shrunken/death star;
4. Artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding the above conduct must report the information in the same manner as stated above.

**Enforcement**—In the enforcement of this policy, principals may be authorized, if they have reasonable suspicion, to conduct searches in compliance with applicable board policies.
ATTENDANCE POLICY

It is the policy of the Elliott County Board of Education to enforce all laws pertaining to the compulsory attendance of all students enrolled in the District. We expect every student to be in attendance each day that school is in session, in class on time, and participating in a full day of instruction. We believe that attendance is the responsibility of the student and parent/guardian/custodian, with support provided by the school.

Individual schools shall encourage good attendance and follow-up on student absences. (See your school’s “Student Information Packet” for more details.) If a determination of excused absences cannot be made, it will be reported to the Director of Pupil Personnel who will ascertain the reason for the absences and assist in eliminating any problems encountered. If efforts to correct the attendance are not successful it will be necessary to proceed against the child/parent/guardian/custodian in an appropriate court of law as prescribed by officers of the court and state law.

Any student who is absent from school for the day must submit a WRITTEN excuse to the principal/designee the first day the student is in attendance. Any student who is absent from school any portion of a day (sign-in/sign-out) should submit a written excuse to the principal/designee the first day the student is in attendance. The maximum number of written excuses (parent notes) is FIVE (5).

Parent Or Custodian To Send Child To School (KRS 159.010) / Age Limits For Compulsory Attendance

Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or charge of any child between the ages of six (6) and sixteen (16) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session (or to the school that the board of education of the district makes provision for the child to attend). A child’s age is between six (6) and sixteen (16) when the child has reached his sixth birthday and has not passed his sixteenth birthday. SB 35 (April 2006) clarifies that a student who is at least 5 years of age can enter and advance in the primary program if the student is determined to have acquired the academic and social skills taught in kindergarten as determined by local board policy.

704 KAR 5:060 states that 5-year-old Kindergarten students’ parent/guardians/custodians can be subject to the Compulsory Attendance Law. This regulation applies only after the first two (2) months of school to allow for withdrawal of 5-year-olds demonstrating a lack of maturity or readiness for beginning the primary school program. The Elliott County School District mandates a full day kindergarten program.

Any unmarried student between the ages of sixteen (16) and eighteen (18) who wishes to terminate his/her education before graduation from high school may do so only:

• After a conference regarding dropouts with the guidance counselor or principal.
• Securing signed written permission for withdrawal from school from the parent or other person having custody of the child. The student/parent/guardian/custodian must also complete a Student Dropout Questionnaire listing the reason(s) for dropping out.
ABSENCES
In accordance with revisions to 702 KAR 7:125 and effective July 1, 2006, attendance for all students will be calculated based on the actual time the student is absent from school. A student who is absent for sixty (60) minutes or less of the regularly scheduled school day is tardy.

VALID (EXCUSES) ABSENCES may include the following:
• Death in student’s immediate family* - requires note from parent/guardian/custodian
• Illness of an immediate family member* requiring the treatment of a health care professional – requires note from the parent/guardian/custodian
• Attendance at a funeral of an immediate family member\(^1\) - requires note from parent/guardian/custodian
• Family emergency – requires note from parent/guardian/custodian
• Court appearances requiring the student’s presence – requires note
• Driver’s permit/license – ½ day only
• Religious holiday – requires note from parent/guardian/custodian
• Illness of student – requires note from parent/guardian/custodian
• Medical or dental appointments (only a portion of the day should be used and students must bring to school a statement showing that they kept the appointment)
• Documented military leave
• One day prior to departure of parent/guardian called to active military duty
• One day upon the return of parent/guardian from active military duty
• Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities

INVALID (UNEXCUSED) ABSENCES may include the following:
• Working at home/business (farming, gardening, babysitting, etc.)
• Missing the bus (oversleeping)
• Non-school trips/vacations that do not qualify as education enhancement opportunities
• Distance from school and/or bus stop

EXTRA-CURRICULAR PARTICIPATION
Students should not be allowed to participate in extra-curricular activities (ball, cheerleading, etc.) unless they are in attendance that day. A student not in attendance the day following any extra-curricular activity should not be allowed to participate in the next succeeding extra-curricular activity in which he/she is scheduled to participate.

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

\(^1\) “Immediate family” shall mean brothers and sisters, parents, grandparents, and any other blood relative who resides in the student’s home.
Any student enrolled in a public school who has attained the age of eighteen years, but has not reached his/her twenty-first birthday, who has been absent from school without valid excuse for three or more days, or tardy without valid excuse on three or more days, is a truant. Any student who has been reported as a truant two or more times is a habitual truant (KRS 159.150).

Any public school student who has attained the age of 18, but who has not reached his or her 21st birthday, will be held accountable for school attendance and subject to penalties associated with school truancy laws. The parent, guardian, or custodian of a public school student who has not reached his or her eighteenth birthday will be accountable if the student fails to comply with school truancy laws. Any court-appointed guardian of a public school student who has not reached his or her twenty-first birthday will be accountable if the student fails to comply with school truancy laws (HB 72-2005 Legislative Session). KRS 159.990 states that parents, guardians, or students (depending on student ages, as described above), who intentionally fail to comply with attendance requirements shall be fined one hundred dollars ($100) for the first offense, and two hundred fifty dollars ($250) for the second offense. Subsequent offenses are classified as Class B misdemeanors.

Teachers and principals are seen as the first defense against truancy. Manifesting an interest in the child and his/her problems, telephone or otherwise contacting the home of the child, and assisting in legal proceedings, if necessary, can demonstrate this.

Students who are absent from school should be allowed and encouraged to make up the work that they miss. If the absences are excused, students may make up work missed on their own time.

Elliott County Schools shall implement the following truancy procedures for students in Kindergarten through high school:

- Three (3) unexcused absences – a letter is mailed to parent/guardian/student notifying them of the unexcused absences and that the student is truant.
- Six (6) unexcused absences – a letter is mailed to parent/guardian/student and to the Director of Pupil Personnel notifying them of the unexcused absences. The Director of Pupil Personnel will serve a FINAL NOTICE on the parent/guardian/student. This notice states that legal action may be taken and either the parent/guardian/student will be referred to district court.

If a Final Notice has been served, ONLY the following will be accepted as "excused absences":

- Doctor's excuse for the appointment time with allowance for travel time
- Other valid reason as determined by the Principal

SUMMARY OF ECHS ATTENDANCE POLICY

Each school year, a student will lose privileges to participate in extracurricular and/or co-curricular events sponsored by Elliott County High School if his/her attendance or behavior results in any of the following:

- An accumulation of twelve (12) or more unexcused absence days;
- Fifteen (15) or more unexcused tardies to/from school; or
• Behavior referrals that result in three (3) or more separate referrals to ISS and/or suspension.

Loss of privileges until the end of the school year includes, but is not limited to, the following:

• Participation in the ECHS graduation ceremony (for seniors only);
• Co-curricular activities that meet during/after school;
• Extracurricular activities that meet during/after school;
• Senior events;
• School dances including the Sweetheart Dance, Prom, etc.; and
• Driving and parking privileges for Seniors and Juniors.

For more information regarding the ECHS Attendance Policy, refer to your child’s Student Information Packet.

**NO PASS/ NO DRIVE**

In addition to the sanctions previously described, the implementation of "No Pass/No Drive" (KRS 159.051) became effective August 1, 2007.

"No Pass/No Drive" allows the denial or revocation of a student's driver’s license for academic deficiency or dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be considered unexcused absences for the purpose of “No Pass/No Drive.”

Effective August 1, 2007, any sixteen (16) or seventeen (17) year old applying for a driver’s permit will be required to have a completed school Compliance Verification Form to verify that the student is in compliance with the components of the “No Pass/No Drive” statute. Additionally, the school is required to report sixteen (16) and seventeen (17) year old students (who hold a license or permit) to Kentucky’s Transportation Cabinet when they accumulate nine (9) or more unexcused absences or are deemed to be academically deficient.

**REPEATED INFRACTIONS**

In dealing with repeated infractions, a series of varied consequences should be used rather than the same response over and over. If possible, the teacher or administrator should record the nature of the repeated infraction, the disciplinary action applied, and the apparent effectiveness of each method used. This information can be beneficial in several ways. For example, it can be referred to in determining what strategies to use for other infractions and it will supply documentation of the number of alternative strategies that have been used with each student. It may be necessary to increase the disciplinary action for repeated infractions when alternatives are exhausted and the repeated misconduct continues.

**TELECOMMUNICATION AND RECORDING DEVICES**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall comply with provisions in Board policy
concerning possession and use of telecommunication and recording devices. **Students are permitted to possess telecommunication devices, but shall keep them for after school use only. (Cell phones, etc. are not to be visible at any time during the school day.)**

When use is permitted, the following conditions shall apply:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian/custodian, or to the student, if he/she has reached the age of eighteen.

2. 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.

3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication devices. This policy applies to any electronic device including, but not limited to, cell phones, paging devices, beepers, and portable media players (iPods, CD players, etc.)

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

**ACCESS TO ELECTRONIC MEDIA**

The Board supports reasonable access to various information formats for students, employees, and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. The required permission/agreement form shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations. Individuals who refuse to sign this required acceptable use document or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technology. **Disciplinary action for violating this policy, up to and including expulsion will be enforced.**

Internet safety measures shall be implemented that effectively address the following:

1. Controlling access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Preventing unauthorized access, including “hacking” and other unlawful activities by minors online.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restricting minor’s access to materials harmful to them. 

The network administrator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. The administrator may review files and communications to maintain system integrity and ensure that individuals are using the system responsibly. Users should not expect files stored on District servers to be private. Generally, behavior including, but not limited to, the following is not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computer systems, computer networks, or school/District websites
5. Violating copyright laws
6. Using another user’s password
7. Trespassing in another user’s folder, work, or files
8. Intentionally wasting limited resources
9. Using the network for commercial purposes
10. Using technology resources to bully, threaten, or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to, MySpace.com, Facebook.com, or Xanga.com

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Defacing or otherwise making unauthorized changes to a District web site shall result in disciplinary action up to and including expulsion.

**TOBACCO**

Students shall not be permitted to use or possess any tobacco product on property owned or operated by the Elliott County Board of Education, 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.

**SCHOOL FOOD SERVICE**

The Elliott County School District strives to provide students with the best possible nutrition while they are at school because proper nutrition is important for both physical and educational development. Nourishing meals assist children in making the most of their educational opportunities. Accordingly, it is the policy of this school system that the sale of foods of minimal nutritional value shall be prohibited throughout the school grounds between the start of the school day and the end of the last lunch period.

This prohibition applies to all food sales on school grounds in compliance with the National School Lunch Program 7 CFR Part 210.11- Competitive Food Services. Further, 702 KAR 6:090 Competitive Food and Beverage Sales and Service requirements is a necessary regulation "to ensure that students have an opportunity to fully avail themselves of at least one (1) meal planned with dietary and nutritional needs in mind." Specifically, the sale of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus.
Elliott County Schools offer school breakfasts and lunches to students each day. Breakfast and lunch are served at different scheduled periods each day. There is no charge for student meals, although extra student meals may be purchased for $0.75. Adult staff members’ breakfast price is $1.75 and lunch is $3.00. Adult non-staff members’ breakfast price is $2.50 and lunch is $4.50.

Elliott County Schools have a closed lunch period, which means that no student is permitted to leave campus for lunch and no restaurants will be permitted to deliver to any school campus between 7:30 a.m. and 3:30 p.m. All students are to go to the cafeteria during the lunch period. All students will return all plates and utensils to the dishwashing area and leave the table and floor in a clean condition. The lunchroom supervisor will dismiss students from the cafeteria.

**INTEGRATED PEST MANAGEMENT**

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

If you want to be notified Twenty-Four (24) hours in advance of a planned pesticide application, other than when bait is used, or as soon as possible when an emergency pesticide application is necessary, please call 606-738-8002.

**NOTIFICATION**

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians/custodians 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 or more of the following 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 parent/guardian/custodian;
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 parent/guardian/custodian; 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 a 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 hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law); and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

1. Protected information surveys of students;
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 Elliott County School District shall annually notify parents and eligible students of the specific or approximate dates for the activities listed above. This will serve as notification that the forms are available in each school and the district office for a student who wishes to opt 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.

**ASBESTOS MANAGEMENT PLAN FOR ELLIOTT COUNTY SCHOOLS**

This notice is being issued to inform concerned individuals that the Elliott County Board of Education meets both National and State regulations that relate to asbestos-containing building material (ACBM).

An inspection for building materials that contain asbestos has been completed for all buildings owned, leased, or otherwise occupied by the Elliott County Board of Education. This inspection has been conducted by a certified inspector and the material samples were evaluated by an accredited laboratory. Building materials with as little asbestos as one percent (1%) have been identified and made a part of an Asbestos Management Plan for the school system. A complete Asbestos Management Plan for the school district is on file at the Elliott County Board of Education Superintendent’s Office. Also, a copy of the Asbestos Management Plan for each individual school is on file in each respective School’s office. We will continue to notify the public at least once each year on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued from additional inspections, normal surveillance practices, response actions, or remodel work that might disturb building materials that contain asbestos. Every precaution will continue to be used to protect the well being of students and employees of the Elliott County Public School System.
REPORTING OF CODE VIOLATIONS
Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

NOTICE TO PARENTS OF TEACHER’S QUALIFICATIONS
Parents may request the District to provide information regarding the professional certification of their child’s classroom teachers. In complying with such requests, the District shall provide the information designated by federal law (03.112).

STUDENT MEDICATION
A student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil. Provided the parent/guardian and physician file a completed authorization form each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication. Students shall not share any prescription or over-the-counter medication with another student. Violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion (09.2241).

HARASSMENT/DISCRIMINATION
Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. Students who engage in harassment/discrimination of an employee or another student shall be subject to disciplinary action, including but not limited to suspension and expulsion. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. 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, Joseph Markwell (09.42811).

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

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

2. **The right to inspect and review logs documenting disclosures of the student’s education records.**

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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 or eligible student, 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 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 disclosure 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 education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.

c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

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 will 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 parents/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 its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.**

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

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 Avenue, SW
   Washington, DC 20202-4605