

*Pulaski County Board of Education*  
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# *Pulaski County School System*

## *Code of Acceptable Behavior and Attendance Policy*

*2018-2019*

*JULY 1998; AMENDED JUNE 2018*

**Pulaski County Board of Education**  
**PO Box 1055**  
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Students learn best in a safe, orderly environment. We take a proactive approach to ensuring a safe and healthy school environment for students and staff through clear expectations, prevention/intervention services, and professional training.

Districts and schools must develop and implement discipline policies and practices that promote safe, orderly educational environments. Such policies and practices are presented in this Student Code of Acceptable Behavior and Attendance Policy (Code) that is approved by the Pulaski County Board of Education and put into practice by each individual school's site-based-decision-making council. It gives a rather concise outline of expected behavior in our schools so that a safe and productive education environment can be maintained. All policy and procedures are also on our web site at [www.pulaski.net](http://www.pulaski.net).

One very important way parents can assist in making sure schools are safe and drug free is to discuss with your children the importance of telling school personnel if they hear anyone talking about a violent act, drugs, or any other concern that would impact their safety. If you, as a parent, see or hear something that concerns you, immediately contact the school, the district office, or law enforcement personnel.

It takes a team effort to keep our schools safe. Thank you for doing your part.

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# **Introduction**

## **Mission Statement**

The Pulaski County School System will provide a safe, supportive environment to meet the individual needs of all students and ensure they are college and career ready.

## **Student Code of Acceptable Behavior and Attendance Policy**

The Pulaski County School System requires high standards of personal conduct from all employees, parents, and students. It is expected that each respect the rights of others as well as comply with state and federal law, the administrative procedures and policies of the school district, and procedures and policies of each individual school.

## **Code Development and Review**

This Code was initially developed during the summer of 1988. Revisions have been made since that time and may be made at any time with proper notification to parents and students. The Code is reviewed annually by a committee consisting of the administration staff of the Pulaski County School System appointed by the Superintendent. The committee recommends annual changes, which are then approved by the Board.

## **Annual Orientation to the Code**

Each school shall develop an effective distribution and orientation process by which student, parents, legal guardians, teachers, administrators, and other school employees, become fully familiar with the Code, and all procedures contained therein including teacher review of the Code with students in the first week of the school year. Annual orientation to the Code for school employees will include awareness, orientation, and /or training on identifying, documenting, and reporting incidents/violations contained here within.

Copies shall be made available to students, parents, legal guardians, and employees. Parents, legal guardians, students (if applicable), and school employees are required to verify receipt of this Code through signature. All new students entering this system throughout the school year shall also receive a copy of this Code. A copy of the Code is available at the Principal's office at each school and at the office of the Pulaski County Board of Education.

## **Implementation**

The Superintendent/designee shall be responsible for overall implementation and supervision of the Code and each Principal shall be responsible for administration and implementation of the Code within each school.

The Principal at each school shall apply this Code and discipline uniformly and fairly to each student at the school without partiality or discrimination. This Code shall be referred to in all student handbooks. Under the provisions for Kentucky's school-based decision making councils, school councils shall select and implement the appropriate discipline and classroom management techniques necessary to carry out this Code at the school level. The Pulaski County School System encourages and supports schools in using Positive Behavior Interventions and Supports (PBIS) as an evidenced-based framework for carrying out these strategies and techniques.

For additional policies specific to your child's school, please refer to your child's Student handbook, which is an addendum to the District Code.

### **Reporting of Code Violations**

Students wishing to report a violation of the Code of Acceptable Behavior and Attendance Policy may report it to a classroom teacher, Principal or district personnel, 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. Employees and other students shall not retaliate against a student because he or she reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

*References: Board Policy 09.438*

# **Section I: Attendance**

All students are expected to be on time and attend class every day school is in session. The progress of a student at school depends greatly on the punctuality and regularity of attendance. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefit from the discussions. The intent of this attendance procedure for the Pulaski County School System is to provide a structure within which students can gain maximum benefit from the instructional program.

## **Compulsory Attendance**

Except as provided in KRS 159.030, each parent, guardian or other person residing in the state and having custody or in charge of any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) 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 public school the board of education of the district makes provision for the child to attend. A child's age is between six (6) and eighteen (18) when the child has reached his sixth birthday and has not passed his eighteenth birthday.

Per 704 KAR 5:060, any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months, at the end of such trial period of time such a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159.010 and 159.020

Any parent, guardian, or other person having in custody or charge any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) who removes the child from a school district during the school term shall enroll the child in a regular public day school in the district to which the child is moved, and the child shall attend school in the district to which he is moved for the full term provided by that district.

Within three (3) months of the date of a student's withdrawal from school, District personnel designated by the Superintendent shall contact each student who has withdrawn from school to encourage reenrollment in a regular, alternative, or High School Equivalency Diploma program. If the student does not reenroll at that time, personnel shall make at least one (1) more attempt toward reenrollment of the student before the beginning of the next school year.

## **Excused Absences**

When a student must be absent from school, arrive late, or leave early it is the responsibility of the parent/guardian to write a note to the school where the child is enrolled to inform the Principal of the reason for absence. Anytime a student misses any part of a school day, a note or other valid documentation must be submitted in order to determine if the absence is excused or unexcused within five (5) school days of the absence. The written statement shall include the full name of student, date or dates, reason and full signature of the

parent/guardian or medical professional. Students shall have their absences excused only for reasons designated in this policy as excused. Absences for reasons other than those listed below will be unexcused. Excused absences include:

1. Illness/injury. Parent notes will be accepted for student or family illness/injury up to six (6) days per school year. After a student has used six (6) parent days in a school year, a doctor or dentist statement must be presented for the absence to be excused. Forged parent notes may result in parent notes being disallowed by the Principal or Director of Pupil Personnel.
2. Medical or dental appointments. Doctor statements will be accepted for student absences up to ten (10) days per school year. After a student has used ten (10) doctor days in a school year, no further absences will be excused unless approved by the school's Attendance Appeals Committee. Parents may present any information to the school's Attendance Appeals Committee but must include a "Statement of Chronic Illness" form which can be obtained from the school's front office or attendance secretary. Requests and all documentation for absences to be excused after a student has used ten (10) doctor days must be made within five (5) school days of the absences. All decisions of the Attendance Appeals Committee are final.
3. Death in the pupil's immediate family.
4. Students participating as part of a school-sponsored interscholastic athletic team who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA that occurs on a regularly scheduled school day on the date or dates of the competition for the maximum of two (2) days per student per school year.
5. Order of a court with proper verification from the court.
6. Attendance at a funeral of a relative or close friend. (Must have prior approval by Principal/designee)
7. Interviews or tests with college, vocational/technical school, or military (Must have prior approval by Principal/designee)
8. Driver's license or permit (1/2 day) limited to one occurrence.
9. Documented religious holidays. (Must have prior approval by Principal/designee)
10. Educational enhancement opportunities. (Must have prior approval by Principal/designee)
11. One (1) day for attendance at the Kentucky State Fair. (Must have prior approval by Principal/designee)
12. Parent or Guardian called to federal active duty limited to one day for deployment and one day for return, or for up to ten (10) days for visitation when the parent/guardian is stationed out of the country and is granted rest and recuperation leave.
13. One (1) day prior to departure of parent/guardian called to active military duty
14. One (1) day upon the return of parent/guardian from active military duty
15. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces.
16. Other valid reasons as determined by the Principal.



School sponsored trips and properly organized 4-H club activities in which the student is accompanied by or under the supervision of a county extension agent or a designated 4-H club leader for the 4-H club education activity are not absences as they relate to the Attendance Policy. Students participating in such trips are required to do work missed while away.

If due to an illness or an injury of the student, it is believed by the Principal, assistant principals, teacher, counselor, family resource/youth service center staff, or parent that a student will be absent from school for five (5) or more days, efforts are to be made to place that student on Home Hospital instruction. Home Hospital referral forms, to be completed by the attending medical authority, will be provided to the parent/guardian of the student by the school or Director of Pupil Personnel.

### **Unexcused/Excessive Absences**

Excessive absences, whether excused or unexcused, will have an impact on a student's academic performance. Students with excessive absences, whether excused or unexcused, may be required to make up homework, class work, or missed instruction through a variety of options including but not limited to Extended School Services (ESS), before/after school programs, in school makeup programs, or other options as developed by the individual school. The student shall accept the responsibility to see the teacher and ask what work is to be made up and shall complete make-up assignments within the time specified by the school.

Any student, including students between the ages of 18-21, who has been absent from school without valid excuse for three (3) or more times, whether it is for a partial day or full day, is a truant. Any child who has been reported as a truant two (2) or more times within one calendar year period is a habitual truant. Any student considered habitually truant (six or more unexcused absences or tardies) must be referred to the Director of Pupil Personnel, the District Truant Officer, and/or other applicable agencies as required or allowed by Kentucky Revised Statute, Board, and/or Council Policy. Truancy, by Kentucky Revised Statute, must be reported to Juvenile Services and/or other applicable agencies and the student and/or parents may be referred to court. The Principal/designee must notify parents or students with excessive absenteeism in a prompt and timely manner and school-parent conferences must be held to determine the causes of the absenteeism. Documentation of meetings/home visits shall be kept by the school.

*References: KRS 156.070; KRS 159.035; KRS 159.150; KRS 159.030; KRS 159.020; Board Policy 09.122; 09.123*

# **Section II: Law and Board Policy**

## **Violations**

Disciplinary actions for violations may range from student conference to expulsion depending on the infraction and individual circumstances surrounding the incident. Common disciplinary consequences include, but are not limited to, in-school suspension, confiscation of items in question, referral to proper authorities, behavioral contracts, counseling, special seating, mediation, alternative placements, and restitution, as well as reports to law enforcement and/or other applicable agencies.

Board policy and Kentucky statutes require certain penalties for some offences. Listed are Law and Policy violations including reportable violations contained in Duty to Report, Bullying, Harassment, and other sections, but are not meant to be an all-encompassing list of conduct warranting disciplinary action. Such reports may result in criminal charges. Serious or repeated violations of school rules and Kentucky/federal laws may result in the suspension or expulsion of a student. Kentucky statutes declare that willful disobedience or defiance of authority, profanity or vulgarity, assault, battery or abuse of other persons, threat or force of violence, use or possession of alcohol or drugs, stealing, destruction or defacing of property, carrying or use of dangerous weapons, or encouraging bad conduct on school sponsored activities constitutes cause for suspension or expulsion.

### **Abusive Language/Vulgarity**

No student shall purposefully speak or behave in a profane, vulgar or obscene manner. Students shall not cause, create or distribute nor attempt to cause, create or distribute profane, vulgar, or obscene material. Violation shall constitute reason for disciplinary action.

*References: Board Policy 09.425*

### **Alcohol and Drugs**

No pupil shall purchase, possess, attempt to possess, use, be under the influence, sell, or transfer any of the following on school property, at any location of a school-sponsored activity, or in route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled drug substances and drug paraphernalia;
3. Substances that “look like” a controlled substance. In instances involving lookalike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance; or
4. Unauthorized prescription, OTC (over-the-counter), and other abused or controlled substances.

## **Drugs Defined**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to 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. All prescription drugs obtained without authorization, and
2. 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.

## **Penalty**

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams/extracurricular activity and/or other school-sponsored activities. 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 involved student possession of a controlled substance on school property in violation of the law.

## **Reporting**

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 use, possession, or sale of controlled substances 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.

The Superintendent shall establish a comprehensive and on-going drug-free-/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for drug/alcohol abuse violations.

This program consists of two components:

1. Prevention and Awareness
2. Random Drug-Testing Program for school athletes, extra-curricular participants, student drivers, and voluntary participants.

### **Prevention and Awareness Program**

***Education for Students.*** Education on alcohol and drug abuse will be conducted to provide information to assist with prevention. These seminars shall be accessible to middle and high-school students.

***Training in Drug Awareness.*** Teachers and staff will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. An increased teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of the training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component.

***Education for Parents/Guardians.*** Education for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of these sessions will be to provide parent/guardians with necessary information to assist with drug prevention.

***Prevention Curriculum.*** All grade levels shall receive tobacco/alcohol and/or substance abuse prevention through existing curriculum. In addition, lesson and activities are implemented on making healthy choices and staying drug-free.

### **Random Drug-Testing Program**

The random student drug-testing program is based on a health and safety rationale with the purpose of prevention. Drug use encourages truancy, disruptive class behavior, bullying, violence, and interferes with learning making it a threat to not only the drug users but to all students and teachers. We recognize that the unlawful use of drugs seriously impairs the health, safety, education, and future success of all students and adults in the school environment.

The student drug-testing program is just one part of a larger, comprehensive prevention and intervention effort to keep students safe from drugs. Drug-testing programs are an effective means of identifying those in need of drug counseling and discouraging others from ever starting. The goal is to keep students from using drugs and to guide users into counseling or drug treatment. Through participation in athletics/extracurricular activities and driving, using illegal drugs pose a threat to their own health and safety, as well as that of other students and adults.

***Statement of Purpose.*** This program is intended to support the comprehensive educational policies and strategies of the Pulaski County School District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The program is further intended to provide encouragement to middle and high-school students who voluntarily choose to participate on athletic/extracurricular teams and/or drive on school

property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect Pulaski County students from impairing their health, safety, education, and future success through the unlawful use of alcohol and drugs;
2. To protect Pulaski County students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs;
3. To protect Pulaski County student drivers, passengers, and others drivers from potential injury resulting from the unlawful use of alcohol and other drugs;
4. To assure students, parents/guardians, teachers, and the community that the health, safety, education and future success of student participants are the primary concerns of the Pulaski County School District.

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the athletic/extracurricular teams and/or driving privileges, and/or school events when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific athletic/extracurricular team or campus driving privileges.

***Applicability.*** This policy applies to all students choosing to participate in Southern Middle, Northern Middle, Pulaski County High, Southwestern High, and Pulaski Central Alternative athletic/extracurricular team (athletic/extracurricular teams covered by this Policy shall apply to: baseball, softball, basketball, cheerleading, dance team, speech & drama, cross-country, football, volleyball, swimming, golf, soccer, tennis, track, archery, academic team, and competitive J-ROTC teams. The subsequent addition of any sport or team shall immediately fall under the purview of this policy) and to students who drive and/or park on school property. Any student who transfers into Southern Middle, Northern Middle, Pulaski County High, Southwestern High School or Pulaski Central Alternative and chooses to participate on an athletic /extracurricular team or drive on campus, must sign the appropriate forms and shall be subject to testing as outlined in Policy 09.423 and related Procedure.

***Notice to Participants.*** All students who chooses to participate in any sport and/or extracurricular activity outlined in this policy and parent/guardian of that student shall be required to sign a statement (Random Drug-Testing Consent Form) indicating that they have received, read, and understand and fully agree to be bound by the terms, condition, and procedures under the Pulaski County Board of Education Policy 09.423 and related Procedure.

***Implementation, Review, and Evaluation.*** All student participants and their parents/guardians must sign the “Random Drug-Testing Consent Form” before the student shall be permitted to try-out for any athletic/extracurricular team at the middle and high

school level or be authorized to drive or park on school property. A Substance Abuse Prevention Committee shall be established and shall have the overall responsibility for implementing this policy. The Committee may consist of the school Principals, Head Coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, Title IV Coordinator, School Health Coordinator, Counselor, Superintendent, and Board Members.

***Drug-Testing.*** Testing shall be accomplished by the analysis of specimen/s obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with the appropriate student participant;
4. Maintenance of the unadulterated integrity of the specimen; and
5. Integrity of the collection and testing process, as well as the confidentiality of test results.  
(The specific testing process shall be on file at the testing laboratory approved by the Board.)

***Substances Tested.*** Students participants' specimen/s shall be tested for the following, which include, but may not be limited to:

1. Cannabinoids/Marijuana (THC)
2. Amphetamines
3. Ecstasy
4. Cocaine
5. Phencyclidine (PCP)
6. Opiates
7. Barbiturates
8. Benzodiazepines
9. Propoxyphene
10. Methadone
11. Methaqualone
12. Other abused, illegal, or controlled substances as determined by the Committee.

***Self-Reporting.*** An extremely important component of this program is to allow students to self-report if they have used or are using any drug. Students who self-report before being selected to drug testing will fulfill the following:

1. Student shall submit to an immediate drug test. If the test returns positive, the student will be suspended from team practice, conditioning, competition, and/or driving privileges. Students may neither condition on school property nor during school time.
2. Student shall submit to weekly drug tests until test returns negative. Student may then resume team and/or driving privileges. However, students shall submit to drug testing each time random testing is performed for one calendar year.

3. Student must enroll in their school's Student Assistance Program (SAP) and positively participate and complete a SAP support group and/or Substance Abuse Counseling program.
4. Student's failure to submit to drug testing or participate in the SAP/Substance Abuse Counseling will cause student to be suspended from athletic/extracurricular activities and/or driving privileges according to stated sanctions.

### *Sanctions.*

#### **First Violation**

1. A student testing positive will be suspended from four (4) weeks of the athletic/extracurricular season or off-season practice/conditioning. Student drivers may be denied permission to drive and/or park on school property for the next four (4) consecutive weeks of school. The suspension will begin the date that the results are received. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic /extracurricular team the following season. Student may **sit in** on team practices, but can in no way participate in team practice, conditioning, and/or competition. Students may neither condition on school property nor during school time. The student must also enroll in their school Student Assistant Program/Substance Abuse Counseling Program and observe the requirements of the program, including attendance with a positive attitude.

Before reinstatement after the first violation, the student participant must receive an assessment or evaluation for chemical dependency. Prior to readmission to participation to the athletic/extracurricular team or reauthorization to drive on campus, the student must submit to a new drug test administered by the district qualified personnel. A positive result shall be treated as a second violation. In addition, the student will be drug tested for one year each time random drug-testing is administered. A positive result will be treated as a second violation.

2. If a student is reinstated to the athletic/extracurricular team or driving privileges following the first violation, the student's participation in another activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension, successfully participated in the Student Assistant Program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after a first violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion of the suspension before becoming eligible for participation of any other sport/extracurricular activity.

The student must complete all forms required for participation on another extracurricular activity and the student must submit to a new drug test administered in accordance with the same procedure utilized for random drug testing. A positive result shall be treated as a second violation.

### **Second Violation**

1. For a second violation, (a positive test result within one year of reinstatement into the extracurricular team/driving privileges) the student participation shall be suspended for the next twelve (12) weeks of the athletic/extracurricular season or off-season practice/conditioning. Student drivers with a second violation may be denied permission to drive and/or park on school property for the next twelve (12) consecutive weeks of school. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic/extracurricular team the following season. Student may **sit in** on team practices, but can in no way participate in team practice, conditioning, and/or competition. Students may neither condition on school property nor during school time. The student must also enroll in their school Student Assistant Program and observe the requirements of the program, including attendance with a positive attitude.

Before reinstatement to the activity after a second violation, the student participant must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a substance abuse and/or treatment counselor. The student must submit to a new drug test administered by district qualified personnel. A positive result shall be treated as a third violation. In addition, the student will be drug tested for one year each time random drug-testing is administered. A positive result will be treated as a third violation.

2. If a student is reinstated to the activity following a second violation, the student's participation in another activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to an activity after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion of the suspension before becoming eligible for any other extracurricular activity.

### **Third Violation**

(A positive test result within one year of reinstatement into the extracurricular team/driving privileges) The student participation or driver shall be excluded from participation in any sport/extracurricular activity or driving privileges on campus for **one calendar year**.

***SBDM Policy.*** Individual schools may have extracurricular/athletic policies adopted by the Site Based Decision Making Council that are more restrictive than district policy.

***Masking.*** If evidence exists that a sample has been adulterated or tampered with in any way to give a false or inconclusive result, the sample will be treated as a positive result, therefore sanctions based on this policy will take effect. If the sample indicates no concrete evidence of drug use, but there is the possibility the sample is not normal (e.g. dilution), the student may be subject to testing at future random drug testing dates.



Any refusal by a student participant to be tested shall result in the immediate suspension of the student from all athletic/extracurricular teams or driving on school campus for one calendar year. The student's parent or legal guardian shall be notified by the Principal of the refusal and suspension from participation on an athletic/extracurricular team or driving privileges.

If the student does not produce a specimen within an acceptable amount of time, except due to a medical condition prohibiting the ability to produce a specimen, the test will be considered as a positive result and will cause the student to be suspended from athletic/extracurricular activities and/or driving privileges according to stated sanctions.

**Cost of Testing.** The Pulaski County Board of Education shall be responsible for the cost of random drug testing on student athletes/extracurricular participants and drivers. Subsequent testing cost due to a first, second or third offense shall be at the request and the responsibility of the student.

*References: OAG 82-633; KRS 160.290; KRS 161.180; KRS 218A.020; KRS 158.150; KRS 158.154; KRS 158.155; Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981). Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie City. v. Earls, U.S 242 F.3d 1264 (2002). Improving America's Schools Act of 1994 (IASA), Title IV: Safe and Drug-Free Schools and Communities; OAG 93-32; Board Policy 09.2241*

### **Bullying/Hazing**

Students shall not engage in behaviors such as bullying, hazing, menacing, taunting, intimidation, subjecting others to physical contact, or other threatening language or behavior, including but not limited to the use of electronic or online methods. Any student who engages in behavior that is sufficiently severe, pervasive, or objectively offensive that it denies or limits another students' ability to participate in or receive the benefits, services or opportunities of the school's program or creates a hostile/abusive educational environment, shall be subject to appropriate disciplinary actions. Prohibited behaviors, actions, and conduct also include, but not limited to, those specified under the harassment/discrimination section of this code.

Bullying means 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, while on school premises, on school-sponsored transportation, at a school sponsored event, or that disrupts the educational process.

Students or employees who believe they have been a victim of bullying or who have observed incidents involving other students that they believe to be bullied shall report it. In each school building, the Principal is the person responsible for receiving reports of bullying. Otherwise, reports of bullying, whether verbal or written, may be made directly to the Superintendent.

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not

limited to, 09.425, 09.426 and/or 09.42811. Policy 09.42811 shall govern Harassment/discrimination allegations.

*References: KRS 160.290; KRS 160.340; KRS 158.150; KRS 158.148; KRS 525.070; Board Policy 09.422*

### **Cheating/Forgery**

Cheating in academic or athletic activities or the act of falsely using the name of another person or falsifying documents shall not be tolerated. The offending student shall be subject to appropriate disciplinary action, including, but not limited to, loss of privileges and removal of the student from school, class, or school related activity.

*References: Board Policy 09.4293*

### **Destruction of Property (Theft/Vandalism/Arson)**

Any student, organization, or group of students participating in activities that destroy, deface, damage or remove school property or personal property on school property or at school-sponsored activities shall be subject to suspension or expulsion and liable for the cost of restoring the property.

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 damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving intentional harm and damage beyond minor loss or breakage, excluding normal wear and tear. Students shall be held responsible for damages to school property. Parents shall be liable for property damage caused by their minor children.

*References: KRS 157.140; KRS 405.025; KRS 158.150; KRS 160.290; 740 KAR 3:450 (20); Board Policy 09.421*

### **Disrupting the Educational Process**

Behavior, which is disruptive of the educational process, whether on school property or at school sponsored events and activities, shall not be tolerated and shall subject the offending student to appropriate disciplinary action. For purposes of this section, behavior, which disrupts the educational process, shall include, but not limited to:

1. Willful disobedience, insubordination, or defiance of authority of teachers or administrators;
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may potentially damage property;
4. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities;

5. Conduct which may cause harm to others through written school publications;
6. Illegal activity; or
7. Conduct which interferes with or hinders the orderly administration of the school and school-related activities

*References: KRS 160.290; KRS 158.150; Board Policy 09.426; 09.34*

### **Dress and Appearance**

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions, which in the judgment of the Principal significantly disrupts schoolwork, interrupts scholastic endeavors, or threatens the health and/or safety of other students, is prohibited. Repeated violations may result in suspension from school.

*References: OAG 73-233; OAG 73-28; Board Policy 09.427*

### **Electronic Resources**

#### **Internet and Networking**

We are pleased to offer students access to the district computer network and the Internet. However, access is a privilege – not a right. To gain independent access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the form located at the front of the Code to the school. Students 18 and over may sign their own names. Access to network services is given to students who agree to act in a responsible manner. Students are responsible for good behavior on school computer networks just as they are in the classroom. Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve profanity or obscenity, or harassing or intimidating communications.
3. Damaging computer systems, computer networks or school/District websites.
4. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
5. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
6. Trespassing in another user's folder, work, or files.
7. Intentionally wasting limited resources including, but not limited to, chain letters, and downloading/storage of non-instructional games and downloading of freeware or shareware programs.

8. Using the network for commercial purposes, financial gain or any illegal activity.
9. 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

Communications on the network are often public in nature and users of the district computer networks are responsible for their behavior and communications over those networks. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. It is presumed that users will comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of the individuals using the network.

### **Telecommunication 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. Each school SBDM Council shall develop and govern policy regarding possession and use of telecommunication devices. A violation also may result in a report being made to law enforcement.

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to use that:

10. Poses a threat to academic integrity, such as cheating
11. Violates confidentiality or privacy rights of another individual
12. Is profane, indecent, or obscene
13. Constitutes or promotes illegal activity or activity in violation of school minutes, or
14. Constitutes or promotes, sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device

*References: KRS 158.165; Board Policy 08.2323; 09.2323; 09.426; 09.436; 09.438*

### **Fights/Assaults**

Any student who assaults, batters, or physically, sexually or verbally abuses a teacher, another student or other school personnel shall be subject to disciplinary action up to and including expulsion from school and/or legal action. When they have reasonable belief that a violation has taken place, Principals shall immediately report to laws enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

*References: KRS 158.150; KRS 160.290; KRS 161.190; KRS 161.195; Board Policy 09.425*

### **Gambling**

Gambling of any nature on school premises, on the way to and from school, or at school sponsored or school-related activities is prohibited. Violation shall constitute reason for disciplinary action.

*References: Board Policy 09.4292*

### **Harassment/Discrimination**

Harassment/Discrimination is intimidation, annoyance, or alarm to another person by threats of or actual physical contact or violence; the creation, by whatever means, of a climate of hostility, intimidation, fear of harm, humiliation, or embarrassment; or the use of language, conduct or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment/Discrimination is behavior based on race, color, national origin, age, religion, marital status, political beliefs, 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.

Those who engage in harassment/discrimination of an employee or another student on the basis of race, color national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action including but not limited to suspension and expulsion. Conduct and/or actions prohibited under this policy include but are not limited to:

1. Name calling, stories, jokes, picture, or objects that are offensive to protected categories;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on protected categories;
5. Limiting student's access to education tolls, such as computers, based on protected categories;
6. 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;
7. Teasing a student's subject choice or assignment based on protected categories;
8. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories;
9. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;

10. 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;
11. Destroying, damaging, or theft of an individual's property based on any of the protected categories.
12. Making an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present;
13. Following a person in or about a public place or places;
14. Engaging in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose;
15. Damaging or commits a theft of the property of another student;
16. Substantially disrupting the operation of the school;
17. Creating a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

A person is guilty of harassing communications when with intent to intimidate, harass, annoy, or alarm another person he or she communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

Students or employees who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination. Otherwise, reports of harassment/discrimination, whether verbal or written, may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, whether verbal or written, reports may be made directly to the District Title IX Coordinator.

The Superintendent shall develop procedures providing for:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than ten (10) 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.
2. A process to identify and implement, within ten (10) 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. Annual dissemination of written policy to all staff and students;

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

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent. If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority. Failure by an employee, Principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action. District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

No one shall retaliate against any employee or students because he/she files a written grievance, assists or participates in an investigation or proceeding, or because he/she has opposed language or conduct that violates this policy. Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

*References: KRS 525.080; KRS 525.070; 42 USC 2000e; US Supreme Court-Franklin vs. Gwinnett County; Civil Rights Act of 1964 Title VII; 20 U.S.C. 1681, Education Amendments of 1972, Title IX; 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights; Board Policy 03.162; 03.262; 09.13; 09.227; 09.422; 09.426; 09.42811*

### **Threats**

Students shall not threaten to cause injury or harm to another person. Threat shall refer to a communication made by any means including but not limited to electronic and/or online methods. Violation shall constitute reason for disciplinary and/or legal action.

*References: KRS 158.150; KRS 160.290; KRS 161.190; KRS 161.195; KRS 525.070; KRS 525.080; Board Policy 09.425*

### **Tobacco**

The use or possession of any tobacco product including e-cigarettes and other similar products, is prohibited twenty-four (24) hours a day, seven (7) days a week in any building and on any property owned or operated by the Board. Students shall not be permitted to use or possess any tobacco product on property owned or operated by the Board, inside Board owned vehicles, on the way to and from school, stadiums/athletic fields and during school-sponsored trips and activities. Activities occurring before, during and after school hours, on weekends and during vacation periods are included in this prohibition. Students

who violate these prohibitions while under the supervision of the school shall be subject to disciplinary actions.

*References: P.L. 107-110 (NCLB Act 2001; KRS 161.180; KRS 160.290; KRS 160.340; KRS 438.050; KRS 438.305; KRS 438.350; OAG 81-395; OAG 91-137; Board Policy 09.4232*

### **Weapons**

Carrying, bringing, using, or possessing any weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. 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. 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. In addition, 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. Violations by visitors shall also be reported to a law enforcement agency.

Students who are found to possess a firearm at school will be expelled for not less than one calendar year from their regular school setting. However, the Board may make modifications on a case-by-case basis and follow IDEA requirements.

Any instrument that is capable of causing harm to another person may be considered a weapon.

For state reporting purposes, a deadly weapon shall be defined as a weapon of mass destruction; any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged; any knife other than an ordinary pocket knife or hunting knife; billy, nightstick or club; blackjack or slapjack; nunchaku karate sticks; shuriken or death star; or artificial knuckles made from metal, plastic, or other similar hard material.

*References: KRS 527.20; KRS 527.070; KRS 500.080; KRS 158.150; KRS 158.154; KRS 158.155; KRS 160.340; KRS 161.790; KRS 237.110; KRS 508.075; KRS 508.078; The Gun-Free Schools Act of 1994; Board Policy 5.48*



# **Section III: Transportation**

## **Bus Transportation**

This Code applies to all students while at school, on their way to and from school, while on the bus, and while they are participating in school-sponsored trips and activities. The bus is an extension of the student's school and all district and school behavioral expectations apply in the same manner as if a student were in the school building or on school grounds. *Consequences for bus violations will be consistent with consequences for similar school violations as outlined in this Code. However, violations that endanger the safety and welfare of students and/or driver of the bus may carry more severe consequences than a similar violation in a non-bus setting.*

The privilege of any student to ride a school bus is conditioned upon his/her good behavior. The conduct of students on a school bus has a direct relationship to safety. There is no room for variance from the rules and regulations, as any variance could endanger the safety and welfare of several children. Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. Should the conduct of a student on the bus endanger the safety and welfare of other individuals, and the offending student fails to cease such conduct when requested to do so by the driver, it shall be the duty of the driver to put the offender off the bus at the first opportune moment and report his/her action to the Principal as soon as possible in compliance of KAR 5:808. This will be done only in extreme cases and as a last resort to protect other students on the bus.

Conduct that is distracting or might interfere with the driver's concentration or ability to hear or that may endanger others will not be tolerated including violations listed in this Code and bus specific violations including but not limited to throwing articles or objects in or from the bus; refusing to sit in assigned seat; verbally or physically abusing the driver; having body parts and/or other items out of windows; obstructing the aisle in any manner; occupying more space in a seat than is needed; refusing to allow another passengers to sit down; possessing any weapons, fireworks, glass containers, live animals, water guns, squirt bottles, or balloons; and eating and drinking on the bus. In addition, only the following instruments may be transported on the school bus: trumpet, flute, piccolo, clarinet (B-flat and base), oboe, violin, viola, trombone, saxophone, and French horn.

Any student who violates this Code shall be reported to the Principal of the school for disciplinary actions. The disciplinary action taken will depend on the nature of the student's behavior. If the behavior is severe and jeopardized the safety and welfare of others, suspension can occur with the first offense and be immediate. For less serious infractions, the stated range of consequences will be given to the student by the Principal as appropriate. Written notice of the action taken by the Principal shall be furnished to the parents or guardian and to the director to transportation; however, such notice need not precede the action of the Principal. Video/audio cameras will be in use to record student activities on the bus, and the tape will be used as evidence in disciplinary hearings. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child and bus riding privileges may be suspended until restitution is paid.

**The Principal is authorized to withhold bus riding privileges up to a maximum of ten (10) school days per occurrence and in the case of habitual or serious conduct violation may withhold bus riding privileges for the remainder of the school year.** If a student is suspended from one school bus, he/she is suspended from all other buses as well. A school bus suspension is not an excused absence from school. Students will be expected to be at school each day of their bus suspension.

When actions taken by the driver or other school employees are not supported by the parent or guardian, the proper channel for the hearing of the issues shall follow the same grievance procedures as applied to other violations.

For your child's safety and the safety of others, students should:

Prior to Loading (on the road and at school)...

1. Students shall be at their bus stop at least 5 minutes before bus is scheduled to arrive. The bus cannot wait for those who are late.
2. Students are to wait until the bus has come to a complete stop and driver signals before moving toward the bus and attempting to board. While on the Bus...
  1. The driver is in full charge of the bus and the students. Students shall comply fully and promptly with the driver's instructions and without arguing viewpoints.
  2. Upon boarding the bus, students shall immediately be seated and remain in that seat for the remainder of the route, unless given permission by the driver to change seats.
  3. The driver shall assign seats on the bus, and students shall sit in their assigned seat.
  4. Students shall not mar or otherwise deface the bus.
  5. Students are not to tamper with mechanical equipment, accessories or controls of the bus.
  6. Students are to refrain from loud talking, excessive noise, and unnecessary movement, which can divert the driver's attention and may result in an accident.
  7. Students are not to throw litter of any kind on the floor of the bus.
  8. Students shall keep all body parts and clothing inside the bus at all times.
  9. Students shall never leave the bus through the rear door, except during an emergency situation or when directed during an evacuation drill.
  10. In case of a road emergency involving the bus, or the bus and another vehicle, the students are to remain in the bus, unless given other instructions by the driver.
  11. Buses are not permitted to transport any item (including backpacks or gym bags) that the student cannot hold in his/her lap without the item protruding into another student's space or extending above the seatback in front of that student. Leaving the Bus...
    1. Students are to remain in their seats until the bus has come to a complete stop before standing, entering the aisle and attempting to leave the bus at school or at their bus stop.
    2. The driver will not let students off the bus at places other than the regular bus stop at home or at the school attended without written authorization of the parent signed by the principal/designee.
    3. Students who must cross the road after leaving the bus shall cross at least ten (10) feet in front of the bus after a signal from the bus driver.

The Board will make a reasonable effort to pick up students near their homes on public roads and streets, subject to these limitations:

1. Students will be required to walk to certain specified points to be picked up on the public roads where traffic hazards would not make it feasible to stop the school bus in front of their homes.
2. Students living close together will be required to assemble themselves at a central point to be picked up by the school bus.
3. In general, in the subdivision areas, stops will be made at designated points.
4. Buses will not run spurs of 1/2 of a mile or less by the nearest traveled road.

### **Plan B**

There will be days when it is necessary to completely close school because of hazardous road conditions. Please have a plan in place for your child to stay with neighbors or relatives in the event you cannot stay at home. Under Plan B, only cleared, safe roads will be traveled by our buses. Bus drivers will inform all students where their Plan B pick-up and drop-off location will be. Please make sure you and your child know the designated bus stop. Be prepared to get your child to the Plan B bus stop when we are operating under this plan. Local media sources will always announce any changes in transportation routes and times. Once implemented, plan B will remain in effect for the entire school day due to the impossibility of notifying all parents of changes.

### **Driving and Parking Areas**

With parental request and under conditions prescribed by the school Principal, high school students may be permitted to drive motor vehicles onto the school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be visited or moved during the school day unless the Principal gives permission.

There is no “right” for any student to drive a personal motor vehicle to school or to store or park the same on school premises. Any student who drives to school must park in his/her designated school area only. All students who drive to school shall have agreed to all rules and regulations of the school to which such transportation is permitted. The applicable rules and regulations shall be in writing and copies shall be made available from the school Principal. No student-operated motor vehicles shall be parked on school property without the student operating the same having waived all claims of privacy pertaining to such vehicle.

### **No Pass/No Drive Law**

In accordance with KRS 159.051, when a student age sixteen (16) or seventeen (17) has excessive absences or is declared to be academically deficient, the Superintendent shall report the student’s name and Social Security number to the Transportation Cabinet. As soon as possible thereafter, the cabinet shall notify the student that his/her operator’s license, intermediate license, permit, or privilege to operate a motor vehicle has been revoked or denied. A student shall be deemed to have excessive absences when he/she has nine (9) or more unexcused absences in the preceding semester, or six (6) or more unexcused absences in the preceding trimester. Any absences due to suspension shall be unexcused absences. A student shall be deemed to be academically deficient when he/she has not received passing

grades in at least (4) courses, or the equivalent of four (4) courses in the preceding semester/trimester. The report shall be made at the end of each semester/trimester but may be made earlier in the semester/trimester for accumulated absences.

In order for a student to have his/her license reinstated, a request for a hearing can be made to the District Court Office. A student may reapply for his/her driver's license as early as the end of the semester/trimester during which he/she enrolls in school and successfully completes the educational requirements. A student shall provide proof issued by his/her school within the preceding sixty (60) days that he/she is enrolled and is not academically deficient. A student's privilege of driving on school property is revoked when the report is made to the Transportation Cabinet. Driving privileges will resume with license reinstatement.

*References: KRS 159.051; KAR 005:080; KRS 158.150; KRS 158.110; 702; KRS 159.051; KAR 005:050; 702 KAR 005:090; 702 KAR 005:100; 704 KAR 7:050; 704 KAR 7:100; OAG 77-419 Board Policy 09.4294; 09.223; 09.226; 09.425; 09.434; 09.438*

# **Section IV: Procedural Guidelines**

## **Alternative Education**

The Principal/designee shall notify the parents by letter, telephone, or conference of their child's assignment to an alternative education program. Notifications shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

Opportunities shall be provided for the student to continue regular schoolwork under the supervision of the school staff and counseling and therapeutic services shall be provided to address school-related problems.

For conduct that disrupts the educational process, a student may be assigned to an off campus alternative education program by the Superintendent/designee. The Superintendent/designee shall determine the duration of assignment.

*References: 704 KAR 7:050; OAG 77-419; Board Policy 09.4341*

## **Corporal Punishment**

Corporal punishment may be administered in the Pulaski County School System under the following guidelines if approved by the school council or Principal in schools without councils.

1. It is defined as punishment administered with a paddle to the buttocks of a student.
2. Before corporal punishment is administered to any student in a public school, the student's school or district shall have on file a form with the student's parent/guardian's signature indicating permission for the parent/guardian's child to receive corporal punishment. For those students without such parental/guardian permission, parents shall be contacted to discuss alternative punishment or misbehavior.
3. Corporal punishment may be administered by a certified staff member, but only in the presence of another certified employee. At the middle and/or high school, the certified staff member who administers corporal punishment or the witness shall be the same gender as the students being punished.
4. Official witnesses shall be informed beforehand, and in the student's presence, of the reason(s) for the use of corporal punishment.
5. Corporal punishment shall not be administered in the presence of other students.
6. Principals and certified staff shall keep accurate records on the use of corporal punishment. Such records shall list the student's name, age, gender, race, and educational status. These records shall include written account of the circumstances, including past and present student behaviors, resulting in the punishment and a description of the punishment.
7. Prior efforts to work with the student, student's parent/guardian, and school staff shall also be noted. Each use of corporal punishment shall be documented by a

written record that includes the student's name, age, gender, race, educational status, and required parental permission; the name and the gender of person administering the punishment; and the names and gender of witnesses. 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, a listing of previous misbehaviors of the student and the intervention utilized to correct the misbehaviors preceding corporal punishment and all previous attempts to work with the student, parent, and school staff prior to this incident. The certified employee, who administers the punishment, as well as the official witnesses, shall provide written verification of this information. The records required to document the administration of corporal punishment also shall include forms required by the US Office of Civil Rights for student receiving corporal punishment. Each school shall maintain a list of students who have received corporal punishment in that school during the current school year. A list of the names of all students who have received corporal punishment in district schools during the current school year shall be maintained in the Central Office.

8. The administrator of the corporal punishment, as well as the official witnesses, shall provide written verification of this information. Complete copies of these reports shall be filed for at least three years as required by the Kentucky Department of Education. The student's parent/guardian shall also receive a copy of the reports.
9. Schools and districts, which permit corporal punishment, shall maintain a current list of all the students who receive corporal punishment during the district's school year. A written behavior improvement plan shall be developed for those students who received two or more acts of corporal punishment during the current school year. This written behavior improvement plan shall be developed with input from the student, the student's teacher(s), and other appropriate school personnel. This plan shall have the goal of eliminating the need for further corporal punishment for the student. For students identified as having an education disability and receiving special education services, this behavior improvement plan shall be considered by the student's Admission and Release Committee for inclusion in or consistency with the Individualized Education Plan (IEP).
10. The parents/guardians of all children receiving any act of corporal punishment shall receive notification of the acts within seven calendar days for the act's occurrence. District and schools shall develop policies for implementation of this parental notification process. Within one (1) school day of the occurrence, the principal or designee shall notify the student's parents in writing that corporal punishment has been administered on their child. This notification shall be sent by certified mail, return receipt required.

*References: 704 KAR 7:056; OAG 78-704; OAG 69-534; OAG 75-693; KRS 160.290; KRS 160.340; KRS 161/180; KRS 503.110; 704 KAR 7:056; Board Policy 09.433*

### **Detention**

The principal or his/her designee may establish after school or Saturday school detention as an alternative disciplinary method. A student's parent/guardian shall be notified prior to the detention so that transportation may be arranged by the parent.

*References: KRS 160.290; KRS 160.340; Board Policy 09.432*

### **Disciplinary Probation**

As an alternative disciplinary method, the Principal may place a student on probation. Prior to placing the student on probation, the Principal shall convene a conference involving the student, the student's parent(s)/guardian(s), and others. The purpose of the conference shall be to develop a behavioral contract. The behavioral contract shall include the name and title of each person involved, behavior required or expected of the student, length of probation and consequences of violating the agreement. The contract becomes effective when signed by the student, parent/guardian and the Principal or his designee.

*References: Board Policy 09.4342*

### **Dismissal from School or a School-Sponsored Activity**

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

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

No student shall be dismissed early from a school-sponsored activity without permission from the Principal or the Principal's designee. Any student who leaves the school grounds or a school-sponsored activity at any time without permission shall be subject to appropriate disciplinary action.

During the school day, the Principal or the Principal's designee may permit students to leave school property if:

1. The student is in the company of a parent or guardian who has legal custody;
2. The student's custodial parent/guardian has given written permission or has verified consent for the student to keep an appointment;
3. The student is accompanied by a school employee;
4. The student is engaged in a school activity or other authorized cooperative program;
5. The student has a valid work permit and is presently employed in a job requiring early dismissal; or
6. The student is an emancipated minor.

If the student is to be picked up early from school the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release. Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall

require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

A student who participates in a school-sponsored activity outside of the school day and under the supervision of a Board employee may be released prior to the conclusion of the activity if the student has approval from the Principal and written permission or verification of consent from his custodial parent/guardian; the student is an emancipated minor; or the supervisory employee releases the student to a parent/guardian who has legal custody.

A student may be released to a person with lawful authority to take custody of the student. In such case, the student's parent shall be notified at the earliest opportunity.

A student who leaves school grounds or skips class without proper release authorization or permission will be subject to disciplinary action.

*References: 702 KAR 007:125; Board Policies 09.1231; 09.12311; 09.432; 09.434; 010.5*

### **Due Process**

Before being punished at the school level with suspension, a student shall have the right of the following due process procedures.

1. The pupil shall be given oral or written notice of the charge(s) against him/her.
2. If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/her.
3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).
4. In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.

*References: KRS 158.150; P.L. 101-476; 707 KAR 1:180; Honiz vs. Doe, 108 S. Ct. 592 (1988); Board Policy 09.431*

### **Expulsion**

The Board may expel any student for misconduct as defined in subsection (1), KRS 158.150. All expulsion cases shall be recommended by the Superintendent to the Board. The Superintendent shall present to the Board for its approval options for providing educational services to expelled students. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program. Action to expel a student shall not be taken until the parent of the student has had an opportunity for a hearing before the Board.

School level responsibility for the Principal:

1. Conduct an investigation of the incident
2. Interview witnesses and record their statements.
3. Interview perpetrator and record their statements.



4. Collect and record other documentation.
5. Consult other resources/personnel deemed necessary.
6. Notify the student and parent/guardian of suspension and recommendation for expulsion.
7. Submit report and supporting documentation along with recommendation for expulsion to Superintendent or designee.

A student carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school sponsored activity will be immediately reported to the Superintendent. The penalty for bringing a firearm to school shall be expulsion for a minimum of one (1) calendar year. However, the Board may make modifications on a case-by-case basis.

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 expulsion hearing is completed.

Students who have been expelled may be readmitted to school under the conditions imposed by the Board at the time of expulsion or at the beginning of the next school year. In cases that involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

*References: KRS 158.150; OAG 78-673; KRS 158.000; P.L. 101-476; 707 KAR 1:180; Public Law 103-227 Part C, Honig vs. Doe, 108 S. Ct.592 (1988); Board Policy 09.435*

### **Grievance Procedures**

Any custodial parent or guardian desiring to question actions taken by school personnel should follow these steps.

Every school in the Pulaski County School System except Alternative Education Programs, Memorial Education Center, and the Pulaski County Area Technology Center has school based decision-making authority. Any school-based problem must first be appealed to the school before contacting the district office.

1. If the problem is related to the classroom, the parent/guardian will contact the school to arrange a conference with the teacher as soon as possible to discuss the problem.
2. If the conference does not resolve the situation, the parent will arrange a conference with the Principal or designee with a minimum of delay.
3. If the problem is not related to the classroom, the parent will contact the Principal directly.
4. If the conference does not resolve the situation, the parent will arrange a conference with the school council.
5. If none of the above procedures results in a satisfactory solution to the problem, the parent shall state his/her complaint in writing and may request a conference with

personnel at the Pulaski County Board of Education. During this conference, either party may have present individuals having knowledge relative to the factors involved.

6. The district office will advise the parent of the disposition within fourteen (14) days after the conference.
7. The parents may appeal in writing to the superintendent if the parents/guardians are not satisfied with the recommendation.

### **Nontraditional Instructional Days**

Pulaski County Schools were approved to implement nontraditional instruction days where students engage in learning and complete lessons during a day when school is not open (i.e. snow days or other emergencies). Both online and hard copy lessons will be available for students on nontraditional instruction days. The plan will not be enacted on the first “snow day” but will be announced as necessary through the regular means of communication such as media outlets and One-Call. Students will be required to complete all tasks assigned during a nontraditional instruction day. Your child’s school and teacher will communicate the details of the process and expectations for a nontraditional instruction day with you during the school year

### **Parents Responsible for Children’s Violations**

Every parent, guardian, or custodian of a child residing in any school district in this state is legally responsible for any violation of KRS 159.010 to 159.170 by the child. Before any proceedings are instituted against the parent, guardian, or custodian for violation of KRS 159.010 or 159.170, a written notice of the violation shall be served on the person by the Director of Pupil Personnel/designee, and one (1) day shall be given for the termination of the violation. After such notice, if the violation is continued or if the provisions of KRS 159.010 to 159.170 are again violated during the school term by the child, no further notice shall be necessary and the parent or guardian shall be punishable as provided in KRS 159.90. A notice by certified mail, return receipt requested, or by personal service by the Director of Pupil Personnel/designee shall be a legal notice.

1. Any parent, guardian, or custodian who intentionally fail to comply with the requirement of KRS 159.010 to 159.170 shall be fined one hundred dollars (\$100) for the first offense, and two hundred fifty dollars (\$250) for the second offense. Each subsequent offense shall be classified as a Class B misdemeanor. A new offense shall not be constituted until any previous offense has been finally adjudicated. The court trying the case may suspend enforcement of the fine if the child is immediately place in attendance at a school, and may finally remit the fine if the attendance continues regularly for the full school term. School attendance may be proved by an attested certificate of the principal or teacher in charge of the school.
2. Any principal, teacher, director of pupil personnel, assistance director of pupil personnel, or other school officer who intentionally fails to comply with the provisions of KRS 159.010 to 159.250, or of KRS 160.330 shall be fined not less than twenty-five dollars (\$25) no more than fifty dollars (\$50). Upon conviction

under this subsection, a director of pupil personnel or assistant director of pupil personnel shall be removed from office and have his certificate revoked, and a principal, teacher, or other school officer may have his certificate revoked.

3. Any person, other than those persons mentioned in subsection (1) and (2) of this section, who fails to comply with any of the provisions of this chapter relating to compulsory attendance, or who violated any of the provisions of KRS 159.130, shall be fined not less than fifty dollars (\$50) nor more than two hundred dollars (\$200), or imprisoned in the county jail for more than sixty (60) days, or both.
4. Any person who violates any of the provisions of KRS 159.270 shall be liable to a fine of not less than fifty dollars (\$50) and shall be liable to the punishment prescribed by law for the crime of false swearing. If he is an officer, he shall be removed from office; and if he is a director of pupil personnel, his certificate shall be revoked.
5. All fines imposed and all sums required to be paid as penalties under this section shall, after payment of the costs of prosecution and recovery thereof, be paid into the treasury of the district board of education and become a part of the school fund of the district.

*References: KRS 159.180*

### **Physical Restraint/Seclusion**

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

*References: 704 KAR 7:160; Board Policy 09.2212; 09.092212 AP.21*

### **Police Officers in the Schools**

School employees, shall cooperate with law enforcement agencies in cases involving students (i.e., serving of subpoenas, juvenile petitions or warrants, or taking students into custody.) As soon as possible, officials shall endeavor to notify the parents of students who are arrested.

When students are arrested at school, the Principal/designee shall make a written record of the identity of the officer making the arrest, the nature of the offense charged, the name of the issuing authority of any arrest warrant, and the place of custody.

In the interest of the student's welfare, the following requirements shall be followed when police officers ask to question or remove a student from the school whom they suspect of committing a crime off school property:

1. School officials shall notify Parents/guardians as soon as possible.
2. If the parent(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.
3. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order or juvenile petition or arrange to interview the student off the school grounds.

4. If the student is an alleged victim of abuse or neglect, the school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent, and shall provide the cabinet access to a child subject to an investigation without parental consent.

Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the law enforcement officials are called to question students concerning crimes committed on school property, the Principal shall make an effort to notify their parent(s).

*References: OAG 76-129; OAG 85-134; OAG 92-138; Board Policy 09.4361*

### **Release of Students and Student Information to Divorced, Separated, or Single Parents**

The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

When custody of a student is granted to the Cabinet by a court order as a result of dependency, neglect or abuse, the Cabinet shall notify the Principal, Assistant Principal, or Guidance Counselor of the names of persons authorized to contact the child at school or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet.

- a) Verbally and documented in writing by the Principal, Assistant Principal, or Guidance Counselor on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. The verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By written document within ten (10) calendar days following a change of custody or change in contact or removal authority.

*References: 20 U.S. C. 1232g, 34 C.F.R. 99.1-99.67; OAG 85-130; OAG 90-52; Board Policy 09.12311*

### **Religious Activities**

The District shall observe the rights of students to voluntarily engage in religious activities or express religious viewpoints while at school, as established by the United States Constitution and law, provided they do not infringe on the rights of the school to: maintain order and discipline; prevent disruption of the educational process; determine education

curriculum; harass other persons or coerce other persons to participate in the activity; or otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Principal, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

*References: Board Policy 09.13*

### **Removal of Student**

Any person who threatens violence (both vocal and written expressions) or commits violent acts against staff and/or students of the Pulaski County School System may face felony charges under current Kentucky laws. 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 transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not limited to:

1. Verbal, written, or electronic 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.

For the protection of students and staff, the district reserves the right to use video surveillance of each building and campus as well as on district buses regularly or periodically.

*References: KRS 160.290; KRS 160.180; Board Policy 09.4; 09.425; 09.438; 09.42*

### **School Employee Duty to Report**

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, bully, or endanger the safety of students, other staff members, or visitors to the school or District. Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall take appropriate action.

School officials are responsible for reporting to the proper authorities, which includes the Board of Education, law enforcement having jurisdiction, the Department of Community Based Services, and any applicable investigative body when there is reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, arson, a sexual offense, kidnapping, bomb threat, assault involving the use of a weapon, possession of a firearm in violation of the law, possession/use/transfer of unauthorized substances in violation of the law, possession/use/transfer of dangerous instruments/weapons in violation of the law, or damage to property and others, or applicable instances of bullying/harassment/discrimination as deemed appropriate by school or district officials.

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
  - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to carrying, possession or use of a deadly weapon, or use, possession or sale of a controlled substance; or
  - b. Any felony offense under the laws of this Commonwealth; and
  - c. The conduct occurred on the school premises or within one thousand (1,000) feet of the school premises, on a school bus, or at a school sponsored or sanctioned event.

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the principal of the school attended by the victim. The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The principal shall file with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report a written report containing:

1. The names and addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision;
2. The student's age;
3. The nature and extent of the violation;
4. The name and address of the student allegedly responsible for the violation; and
5. Any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an

employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

Anyone acting upon reasonable cause in the making of a report required under this section in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report or action.

Neither the husband-wife nor any professional-client/patient privilege, except the attorney client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding student harassment, in any judicial proceedings resulting from a report pursuant to this section.

*References: KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030*

### **Search and Seizure**

It is the policy of the Pulaski County Board of Education to protect the constitutional rights of its students regarding search and seizure activities within the school as interpreted by appropriate courts and governmental agencies.

A student in the Pulaski County School System has the constitutional right to be secure in his or her person from unreasonable searches and seizures. A search of a student, or of the student's locker, desk, purse or other personal belongings, is reasonable if it is related to an educational interest and is based upon reasonable suspicion of illegal or improper activities. A search without a warrant by a school official does not violate constitutional standards if the school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order. The school official need not obtain a warrant before searching a student or the student's locker, desk, purse or other personal belongings.

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

Searches of a student's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the student or the Principal of the school which the student attends. When a pat down of student's person is conducted, the person conducting the search shall be the same sex as the student and a witness of the same sex as the student shall be present during the search. No strip searches of students shall be permitted. Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

When reasonable suspicion exists that a student's automobile or the contents thereof pose a threat to student health, safety or welfare or of disruption to the educational process, the automobile may be searched.

Law enforcement officials may bring trained dogs onto school property to search for contraband (prohibited items). The alert of trained dog to an item or area shall qualify as reasonable grounds on which to base a further search.

Items that may be used to disrupt or interfere with the educational process may be removed from the student's possession by a staff member. Such items may be returned to the student by the staff member or through the Principal's office. All items that have been seized shall be turned over to the proper authorities or returned to the true owner.

All desks, lockers, and storage bins located on school premises, which have been provided by the school system are school property. Although such storage areas are permitted to be used by students for storage of books and articles of personal property, the students have no ownership interest in the desks, lockers, and storage bins. The same may be inspected at any time without notice. All students accepting the use of such storage areas shall, as a condition of being permitted such use, be deemed to have waived any possessory claim to such storage areas and students shall not have any expectation of privacy in such use.

*References: KRS 161.180; OAG 79-168; New Jersey vs. T.L.O., 105 S. Ct. 733 (1985); Board Policy 09.436; New Jersey vs. T.L.L., 469 U.S.-L ED.2d 720,105 S. CT. (1985); and OAG 79-168*

### **Social Events**

Student social events may be approved by the Principal under the following conditions:

1. The door shall be controlled and admission limited to eligible students, guests, chaperones, and school personnel.
2. No one under the influence of alcohol or drugs shall be in attendance.
3. Adequate administrator and/or faculty supervision shall be provided.
4. Law enforcement shall be present for any event where it is anticipated that the nature of the crowd may pose conduct or safety problems.
5. In case of any disturbance which would jeopardize the safety of students present or threaten to deface or destroy school property, the Principal or the Principal's designee shall immediately close the event and send students from the campus.
6. The Principal may impose additional regulations as needed.

*References: KRS 161.180; KRS 160.290; Board Policy 09.12311*

### **Student Disciplinary Processes**

Primary responsibility for classroom discipline shall rest with the teachers. Every teacher in the system should strive to maintain a classroom in which students are interested in learning and in which mutual trust and respect prevail. Minor or routine discipline problems should be handled by the classroom teacher and should be referred to the Principal after efforts to



alleviate the problem have failed. Serious disciplinary problems shall be promptly reported to the Principal.

Study of individual differences, conferences with student and parents, assistance from other teachers, the Principal, and support personnel should be used in helping a student improve behavior patterns, which are retarding his/her own development or interfering with the rights of others.

Discipline should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the student to lose status before his peer group. Teachers should guard against making remarks to other students concerning a student's shortcomings. Discipline for students with disabilities shall observe, and be in conformity with, the federal and state procedures and guidelines. Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children. In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

The authority of the Board, in matters of student behavior, is not limited to school buildings and grounds or to times when the student is on his/her way to or from school, but extends to any activity which is school related or school sponsored.

*References: KRS 161.180; KRS 160.290; KRS 160.340; P.L. 94-142; 707 KAR 1:051; 707 KAR 1:060; Board Policy 09.43*

### **Student Records**

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act and to ensure District compliance with applicable state and federal student record requirements.

To the fullest extent permitted by law, Pulaski County Schools accepts e-signatures as legally binding and equivalent to handwritten signatures to signify an agreement and confirm information concerning student records.

Student information shall be made available to the parent of a dependent student or eligible student on request. Eligible students include those 18 years of age or over or those duly enrolled in a post-secondary school program. Parents or eligible students shall be provided a copy of records on written request, including files maintained in electronic format. Such copies shall be provided in a manner that protects the confidentiality of other students.

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information to local schools and colleges, to military authorities, and to other groups which offer opportunities of sufficient merit.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing.

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. Only school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. However, in compliance with FERPA, when a lawfully issued court order or subpoena requires disclosure be made without notification of the student or parent, the District shall comply with that requirement. If the District receives such an order, the matter may be referred to local counsel for advice.

*References: KRS 7.110; KRS 15A.067; KRS 17.125; KRS 158.032; KRS 158.153; KRS 159.160; KRS 610.320; KRS 610.340; KRS 610.345; KRS 159.160; KRS 159.250; KRS 160.990; KRS 161.200; KRS 161.210; OAG 80-33; Kentucky Family Education Rights and Privacy Act; KRS 160.700; KRS 160.705; KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730; KRS 365.734; KRS 600.070; KRS 369.101-369.120*

### **Suspension**

In accordance with KRS 158.150, the superintendent, principal, assistant principal may suspend a student 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.

A student 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. In such cases, due process shall follow the suspension as soon as practical, but no later than three (3) school days after the suspension. 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.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site. When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

The Principal or assistant principal shall report any suspension in writing immediately to the Superintendent and to the parent of the student being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the condition for reinstatement.

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

*References: KRS 158.150; OAG 77-419; OAG 77-427; OAG 77-547; OAG 78-392; OAG 78-673; Goss vs. Lopez, 419 US 565 (1975); P.L. 101-476; 707 KAR 1:180; Honig vs. Doe, 108 S. Ct. 592 (1988); Board Policy 09.434*

### **Visitors to the Schools**

The Pulaski County School System encourages parents and other community members to become involved in our school volunteer programs. To ensure the safety of our children, visitors are to report to the Principals office upon entering the building for identification and purpose of visit. All visitors must conduct themselves as to not interfere with the daily operation of the school programs or to infringe on instructional time. Frequency of visits must not interfere with the scheduled instructional program.

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Information explaining the reason for any request must be submitted to the school and/or Central Office as soon as possible and, except for service dogs, at least ten (10) days prior to the date of the activity.

*References: OAG91-137; Board Policy 10.6*

# **APPENDIX**

## **Non-Discrimination Notice**

The Pulaski County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs and/or activities.

All students, staff and parents shall be afforded the protections guaranteed by the United States Constitution, Title I, II, IV, V, & IX, Individuals with Disabilities Education Act (IDEA), and other state and federal laws.

## **Notification of FERPA Rights**

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age 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.*

Except for disclosure to school officials, disclosure 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 them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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, 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 or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the District. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

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. Disclosure to state and local education authorities and accrediting organizations subject to requirements of FERPA regulations.

5. *The right to notify the District in writing to withhold information the Board has designed as directory information as listed in the annual director information notice the District provided to parents/eligible students.*

To exercise this right, parents/eligible student 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, the Kentucky Army National Guard, and institutions of higher education.*

Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number shall be released to Armed forces recruiters and institutions of higher education upon 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **Notification of Directory Information Release**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Pulaski County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

Directory information is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to the news media, athletic organizations, scholarship committees, military recruiters, or other outside organizations. School officials may disclose directory information without consent if the school has given public notice to parents and eligible students of the types of personally identifiable information designated as directory information and provides them an opportunity to refuse to permit all or part of such disclosure. Directory information includes but is not limited to the student's name, address, telephone listing, photograph, dates of attendance, grade level, date and place of birth, participation in school recognized sports and activities, height and weight of members of athletic teams, dates of attendance, awards received, major field of study and the most recent/previous educational institution attended.

The parent, guardian, or eligible student currently enrolled may request all or part of the directory information be withheld. The request must be in writing to the Principal of the child's school within 30 calendar days after notification has been distributed. The written request must specifically state what information may not be classified as directory information.

*References: KRS 160.725(1); KRS 160.700(1)*

## **Notification of Rights under the Protection of Pupil Rights Amendment**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collections and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one 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 (ED) -
  1. Political affiliations or beliefs of the student or student's parent;
  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, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- 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; 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 Pulaski County School System will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of sales, or other distribution purposes. The Pulaski County School System will directly notify parents and eligible student of these policies at least annually at the start of each school year and after any substantive changes. The Pulaski County School System will directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parent/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 Avenue, SW  
 Washington, DC 20202-4605

### **Notification of Every Student Succeed Act (ESSA)**

Parents have a right to request information on the professional qualifications of their children's teachers and paraprofessionals, and information of any state or district policy regarding student participation in assessments.

### **Notification of Parent Involvement Policy**

It is the intent of the Board that parents of participating students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on changing needs of parents and the schools.

All comments indicating parents' dissatisfaction with the Title I plan shall be collected and submitted along with the plan to the Department of Education.

The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will give them: (1) timely information about programs; (2) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet; the achievement level of their child on each of the state academic assessments; and (3) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

The District will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

Each school shall submit to the Superintendent and Board, for review and comment, its Title I school parent involvement policy, which must meet all legal requirements, including a school-parent compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to, parents of participating students.

A copy of each school's parent involvement policy and accompanying checklist shall be kept on file in the Central Office.

*References: Section 1118 of Improving American's Schools Act (LASA of 1994 P.L. 107110 (NCLB) KRS 158.645; KRS 158.6451, Board Policy 03.112, 08.1345, 09.11*

### **Notification of Destruction of Records (Due Process Folders)**

In accordance with the Kentucky Department for Libraries and Archives (KDLA) Public School Model Records Retention Schedule, Special Education Due Process Folders will be destroyed/purged three (3) years from the last possible activity of the student.

Authorized parties (students or parents/guardians) wishing a copy of student's records before the destruction, must contact the Special Education Director's office no less than 30 days



prior to the day that the student reaches age 24 and must pick up the records no later than the day the student reaches 24 years of age.

### **Notification of Waiver of Fees**

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary school supplies including textbooks.

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced price meals. At the beginning of the school year or at the time of enrollment, all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.

*References: KRS 158.108; KRS 160.330; 702 KAR 003:220; Board Policy 09.15; 09.15; AP.1*

# Pulaski County Schools Directory

## Elementary Schools

Burnside Elementary	561-4250
Eubank Elementary	379-2712
Nancy Elementary	636-6338
Northern Elementary	423-1040
Oak Hill Elementary	679-2014
Pulaski Elementary	678-4713
Shopville Elementary	274-4411
Southern Elementary	678-5229

## Middle Schools

Northern Middle	678-5230
Southern Middle	679-6855

## High Schools

Pulaski County High School	679-1574
Southwestern High School	678-9000

## Programs

Area Technology Center	678-2998
Day Treatment Center	679-1303
Memorial Education Center	678-4100
Sunrise Children's Services	561-0500