

# Raceland- Worthington Independent

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Board of Education

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**Code of Acceptable Behavior &  
Discipline  
2020-21**

## **Notification of Right to Request Teacher Qualifications**

Raceland-Worthington Independent Schools  
100 Ram Blvd.  
Raceland, KY 41169

Dear Parent or Guardian:

The educators in Raceland-Worthington Independent Schools are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I, Part A program as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
4. Whether your child is provided services by Para educators, and if so, their qualifications.

If you would like to request this information, please contact Kristen Waller by phone at (606) 836-0715 or by email at [Kristen.waller@raceland.kyschools.us](mailto:Kristen.waller@raceland.kyschools.us). Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Kristen Waller  
Director of Pupil Personnel

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### Individual Review Procedures

The Raceland-Worthington school system has strived to develop codes which address the unique standards and expectations of the community by allowing for flexibility and individual review in consideration of extenuating circumstances.

The building principals will handle each case referred to them on its own merit using appropriate methods of counseling and guidance suitable to each situation.

### Annual Review Procedures

The local school district discipline code shall undergo an annual review by the local administrative staff. If amendments and revisions are recommended, the superintendent shall make such recommendations to the local board of education.

### Annual Orientation Procedures

Each building principal shall develop an effective distribution and orientation process by which students, parents, teachers and administrators may become fully familiar with the student discipline code. Each student will receive a copy of the student discipline code at the beginning of the year. Students entering during the year will be given a copy of the code during the enrollment process. All amendments and revisions shall be distributed in the same manner. The students are to receive orientation relative to the code during the first week of the school year in a general student assembly or in individual classrooms.

### Students Rights

Students in the Raceland-Worthington School District have the right to:

- a free public education until they have successfully completed a twelve-year educational program or have reached the age of 21;
- examine their school records if they have reached the age of 18 years;
- participate in school activities and programs to organize and have memberships without being subject to discrimination based on sex, race, religion, marital status, or handicap, as long as the is does not disrupt the orderly educational process;

- freedom of expression as related to speech, appearance, assemble, association, publication, and petition, as long as this can be exercised without violation of other's rights and does not interfere with the educational process related to board policy 09.426;
- procedural due process related to disciplinary actions;
- be treated in a fair and equitable manner;
- consultation with teachers, counselors, and administrators;
- protection of property and physical well-being, and from verbal and physical abuse;
- be given reasonable and timely notice of all rules, regulations, notices, and penalties to which they may be subject;
- receive academic grades based only upon academic performance; and,
- make up any work missed from excused absence(s) within the timeframe established by the policy.

### Student Responsibilities

Students in the Raceland-Worthington School System have the responsibility to:

- Become informed of rules and regulations and be accountable for conduct in consideration of other's rights and property;
- Dress and groom in a manner that meets reasonable standards of health, cleanliness and safety;
- Be present, punctual and prepared for school and class work;
- Will refrain from any illegal or prohibitive activities, obscenities, libel or slanderous remarks;
- Respect the reasonable exercise of authority by school personnel in maintaining discipline in the school;
- Become actively involved in the educational process in preparation for life;
- Practice self-control;
- Care for physical facilities and equipment of the school;
- Abstain from possession and use of all illegal substances and materials;
- Exhibit pride in self and school and
- Be honest and act with integrity in all conduct.

## Parent/Guardian Rights

Parents/guardians of students in the Raceland-Worthington School System have the right to:

- Expect that their children are sent to a valued learning environment;
- Expect that unacceptable behavior will be dealt with quickly and effectively;
- Expect effective instruction conducted with minimal interruption;
- Expect a safe and healthy environment free from harassment and physical harm;
- Examine their child's personal school records (providing the child is not emancipated);
- High academic and accreditation standards;
- Address questions or grievances to the proper school authority and expect a reply; and
- Expect students to be treated in a fair and equitable manner.

## Parent/Guardian Responsibility

Parents/guardians in Raceland-Worthington School System have the responsibility to:

- Instill a respect for education and academic pursuit;
- Instill a sense of respect for fellow students and school personnel;
- Become familiar with educational programs, policies and procedures;
- Help their children attend school and class regularly, facilitate getting their children to the bus stop on time, arrangement of alternative transportation for their children in the event of denied bus privileges due to disciplinary reasons;
- Demonstrate respect for school personnel;
- Ensure that their children complete assignments and establish good work habits;
- Develop good rapport with their children's teachers; and
- Discuss issues needing clarification with school officials.

## Teacher Rights

Teachers in the Raceland Worthington School System have the right to:

- Be involved in formulation of policies relating to student;
- Expect that students comply with reasonable directives and assignments;
- Expect that all assignments be completed in a timely manner;
- Freedom from verbal abuse and physical harm;
- The support and cooperation of fellow teachers and administrators;
- Expect cooperation from parents in dealing with students;
- Carry out appropriate disciplinary action when behavior is disruptive;
- Work in a positive learning environment;

- Take prudent action in emergencies to protect students or property;
- Expect a safe and orderly environment and
- May use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students or others from physical injury.

### Teacher Responsibilities

- Teachers in Raceland-Worthington School System have the responsibility to;
- Present subject matter in such a manner as to enhance maximum learning;
- Evaluate student's progress. Inform parents and recommend retention of students who do not meet requirements;
- Aid in planning a differentiated curriculum which meets student needs;
- Maintain high academic standards;
- Exhibit exemplary standards in actions, speech, personal dress and hygiene;
- Use good judgment and prudence in the scope of their job;
- Maintain an orderly classroom;
- Exhibit respect for the individual rights of students and parents;
- Cooperate with school personnel and parents;
- Treat each student in a fair and consistent manner;
- Enforce rules and regulations of the board of education; and
- Maintain accurate records

### Principal/Administrator Rights

Principals in Raceland-Worthington School System have the right to:

- Expect all students, teachers and other personnel to comply with school policy;
  - The support and respect of students, parents, and teachers in implementing procedures and policies of the board of education;
  - Take necessary action to protect their own person or property or the persons or property of those in their care;
  - Remove any person whose conduct disrupts the educational process;
- 
- Provide input into procedures, policies and regulations that relate to the school;
  - Safety from physical harm and verbal abuse; and
  - May use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students or others from physical injury.

## Principal/Administrator Responsibilities

Principals in Raceland-Worthington School System have the responsibility to:

- Administer the school in a manner which fosters a proper learning environment;
- Administer discipline fairly following guidelines in the code of conduct;
- Exhibit exemplary behavior in action, speech, personal dress and hygiene;
- Follow board of education policy;
- Disseminate the code of conduct to school and community;
- Evaluate and revise the educational program to best meet student needs;
- Use good judgment and prudence in dealing with problems in the school;
- Be knowledgeable of regulations of federal, state and local agencies;
- Treat all school personnel, parents and students in a fair and equitable manner; and
- Respond to appropriate concerns of students, parents, and staff.

### Attendance

Pupils are required to attend regularly and punctually the school in which they are enrolled. Students are expected to be in school every day unless there is a valid reason to be absent, attendance events occur when a student is absent from school for any reason at any time of the day.

A student who is absent for sixty (60) minutes or less of the regularly scheduled school day is tardy.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year. Students may accumulate no more than six (6) attendance events per year, without valid excuse. Parents may write a note from home in order to excuse **an attendance event**. If a student has produced the maximum of five (5) written excuses (any combination of medical and/or parent), covering the first five attendance events, a medical excuse is required for any subsequent attendance event.

When a student accumulates **five (5) unexcused attendance events**, the Director of Pupil Personnel is required to deliver in person or by certified letter, a **Final Notice**. This letter explains that the student has reached a critical point with attendance and must not be absent without valid excuse.

When a student continues to accumulate attendance events beyond the Final Notice, the Director of Pupil Personnel is required to proceed against the student/parent through the **Greenup County Juvenile Court System**.

When a student accumulates more than **ten (10) attendance events, whether**

**excused or unexcused**, the following consequences may be incurred:

- 1) Exclusion from activities considered extra or non-essential to the academic process.
- 2) Forfeiture of the driving privilege.

#### EXCUSED ABSENCES

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

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil (written verification from a medical professional is required for the fourth and all subsequent days of absence for personal illness);
3. Emergency medical or dental appointments as verified by a statement from a medical professional (students are excused only for the time required to meet and complete the appointment);
4. Religious holidays and practices;
5. One (1) day for attendance at the Kentucky State Fair;
6. Documented military leave;
7. One (1) day prior to departure of parent/guardian called to active military duty;
8. One (1) day upon the return of parent/guardian from active military duty;
9. Scholarship interviews with written verification from the institution; and
10. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

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

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

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

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

The parent/guardian shall notify the school stating the reason for the student's absence. Without prior notification, an attendance event shall be designated unexcused. Written excuse will not be accepted after three (3) school days. All absences for reasons other than those stated above shall be considered unexcused.

Make up work shall be permitted for excused attendance events only and must be completed within the time specified by the principal. It is the student's responsibility to contact the teacher for make-up work.

Days missed due to suspension shall be considered unexcused attendance events for which a teacher may not grant credit.

If a student accumulates more than the allowable six (6) unexcused attendance events during a school year, an appeal may be made to the school's attendance committee. If the committee declares the attendance event excused, the work missed that was made up within the required time frame will be allowed for credit. No credit is allowed for any unexcused attendance event.

An appeal to the attendance committee must be made within three (3) days of the students' return to school after each attendance event beyond the six-day limit. Requests shall not be granted after the three days limit has passed.

#### TARDIES

- 1) When a student is absent from school for a portion of the day, that is less than 60 minutes, the student is considered tardy.
- 2) When a student accumulates tardies, adding up to more than 60 minutes, it will constitute an attendance event.

#### CLASS TRUANCY

No student may leave the school premises or classroom without permission during regular school hours. Infraction of the policy may result in suspension and/or expulsion.

#### NOTIFICATION

Parents of students who are absent should call the school office by 9:00 a.m. on the morning of the absence. Students must bring written excuses signed by the parent when they return to school.

Prior notification is required for absences due to family trips.

#### SECONDARY ATTENDANCE

In addition to these provisions, the following shall be applied without exception to all students in grades nine (9) through twelve (12).

#### CREDIT REQUIREMENTS

To receive academic credit for a course, a student must meet all course requirements and must be in regular attendance.

## PROCEDURE ON RETURN

After an absence, a student shall report to the attendance clerk to obtain an admit slip to be taken to all classes that were missed. Teachers shall not admit any absent student back to class without an admit slip.

## STUDENTS WITH DISABILITIES

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

### Dismissal from School

No student shall be dismissed early from school without permission from the Principal. Any student who leaves the school grounds without permission from the Principal shall be subject to appropriate disciplinary action, including assignment to detention hall or suspension.

## RELEASE OF STUDENTS

No student shall be dismissed early from school without permission from the custodial parent given in writing, in person, or by phone.

The custodial parent/guardian or designee who picks up the student shall report to the Principal's office.

Emancipated students may sign for their own dismissal.

## EXCEPTION

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

### Bicycle Use

## SCHOOL TO DEVELOP RULES

Pupils shall be permitted to ride bicycles onto school grounds under rules developed by the Principal of each individual school.

### Motor Vehicle Use

## CONDITIONS FOR USE

With parental request and under conditions prescribed by the school Principal<sup>1</sup>, high school pupils 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 permission is given by the Principal.

## PRIVILEGE MAY BE REVOKED

Driving on the school grounds is a privilege, which may be revoked if conditions are violated.<sup>2</sup>

## Conduct on School Bus

### PUPILS' RESPONSIBILITIES

Pupils shall conform to transportation rules and regulations prescribed under state statutes<sup>1</sup> and under state and local regulations.

### INSTRUCTION IN BUS CONDUCT AND SAFETY

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

#### PUPILS TO WAIT AT ASSIGNED STOP

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

#### CROSSING ON DRIVER'S SIGNAL

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

#### CROSSING IN DRIVER'S VISION

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

#### SEATING

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

#### SEATED UNTIL COMPLETE STOP

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

#### BODY NOT TO PROTRUDE FROM WINDOW

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

#### CHANGING SEATS

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

#### PUPIL NOISE

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

## Care of School and Personal Property

### PUPILS RESPONSIBLE

Pupils shall be held responsible for damage to school property.

### SCHOOL PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability 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.

### PERSONAL PROPERTY OF SCHOOL PERSONNEL

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school.

### STUDENTS' PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action.

### PARENTS LIABLE

Parents shall be liable for property damage caused by their minor children.<sup>1</sup>

## Bullying/Hazing

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

### ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities

offered.

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

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

#### REPORTS

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/ hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

#### OTHER CLAIMS

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, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

#### TRAINING

All staff will undergo training specific to bullying in accordance with KRS 158.148. Students will be informed through specific assemblies, and classroom instruction geared to raise awareness of acceptable and unacceptable behavior. Students should be aware of the correct reporting procedures found under Student Reporting of Code Violations and retaliation for reporting is strictly prohibited.

### Drug and Alcohol Procedures

The Raceland-Worthington School System's drug/alcohol policy and procedures are enforceable on all students as a cumulative record within the district.

#### I. Drugs, Look-A-Like and Alcohol

\*Prescription medications are to be construed as exception to the policy when used by the individual for whom they are prescribed in the manner and amount prescribed.

\*\*Any substance possessed, sold or transferred with the representation or upon the creation of an impression that the substance, which is sold or transferred, is a controlled substance, or any substance designed in any manner, including but not limited to design of the item or its container, markings, or color, to simulate a controlled substance.

- A. For the purpose of determining whether a substance is a "look-a-like" drug or controlled substance, the administrator or other authority shall include in consideration the following:
1. Whether the non-controlled substance was packaged in a manner normally used for the illegal sale of controlled substances.
  2. Whether the sale or attempted sale included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable value of the non-controlled substance.
  3. Whether the physical appearance of the non-controlled substance is substantially identical to that of a controlled substance.

For possession, use or being under the influence of alcohol or mood-altering drugs not prescribed by a physician\*, look-a-like\*\* drugs or in possession of related drug paraphernalia at any time on school property, at school-sponsored activities on or away from school grounds, shall automatically be subject to the following:

**First Offense:** Any student verified to be in violation of this policy for the first time during his or her enrollment in the Raceland-Worthington School System will be automatically suspended according to the following procedures:

- Detained under administrative supervision until parents or legal guardians are called and informed of the violation. No suspensions until parents are contacted.
- A letter documenting the charges of suspension must be mailed or given to the parents or legal guardian. A copy of this letter must be delivered to the superintendent.
- Juvenile charges must be filed on the violation. Confiscated substance will be given to the police for laboratory analysis.
- The student will be suspended from 5 to 10 days. Student expulsion or alternative placement may occur under certain circumstances, provided KRS guidelines are followed.
- A hearing with the superintendent, principal, and parents is scheduled before the student may be readmitted to school or put in an alternative placement. **The failure of the student to comply will result in an expulsion hearing.**

**Second Offense:** is defined as the second violation of this policy while attending Raceland-Worthington Schools.

Parents or legal guardians will be contacted immediately upon verification of the violation. The student will be suspended for 10 days and a hearing with the superintendent, principal, and parents must be scheduled. The superintendent may recommend expulsion or alternative placement.

**If the superintendent recommends expulsion to the board, the board of education may hold the expulsion in abeyance, if there are extenuating circumstances reasonably related to the offence and the drug and alcohol policy.**

If the board does not expel the student, then that student will be required to adhere to a behavioral contract or alternative placement.

II. Sale of Drugs or Look-A-Like Drugs. Drug  
Paraphernalia or Alcohol on School Ground s,  
at School-Sponsored Activities on or Away from School

For the sale, possession or transmission of alcoholic beverages, narcotics, drugs, counterfeit controlled substances or look-a-like, the student will immediately be suspended and a hearing will be held with the superintendent.

USE OF MEDICATION AT SCHOOL

The use of medications at school by students must conform to all state and federal laws as well as local school board policy.

All medication (prescription or non-prescription) must be brought to school in its original container with the label intact and given to school personnel for appropriate storage and dispensing.

Only medication authorized by a physician and parental guardian will be dispensed.

Students may be permitted to carry medication for certain medical conditions (such as an inhaler for asthma) provided there is a prior physician authorization and school personnel are aware the student is carrying it.

Students who violate this procedure are subject to disciplinary action by the principal.

NOTE: This will be generally classified as a Level II violation.

## Tobacco

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, and during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

## Assault and Threats of Violence

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

### PUPILS

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.<sup>1</sup>

### SCHOOL PERSONNEL

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action<sup>1</sup> up to and including expulsion from school and/or legal action.

### REMOVAL OF STUDENTS

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

Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.

Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 005:080.

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/designee 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.

#### REPORT TO LAW ENFORCEMENT AGENCY

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 assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

#### NOTIFICATION

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of weapons violation and/or physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

#### Disrupting the Educational Process

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

- Conduct which threatens the health, safety, or welfare of others;
- Conduct which may damage public or private property, including the property of students or staff;
- Illegal activity;
- 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; or
- Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

## OTHER CLAIMS

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.

### Telecommunication Devices

#### POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law,<sup>1</sup> and other related electronic devices, provided they observe the following conditions:

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

### Dress and Appearance

The wearing of any item that materially or substantially disrupts the educational process or threatens the health or safety of the wearer or of other students or staff members is prohibited. If a school/council chooses

to develop a dress code, it shall be consistent with Board standards set out in the District's Code of Acceptable Behavior and Discipline.

### Harassment/Discrimination

Students, parents, and potential employees of the Raceland-Worthington School District are hereby notified the Raceland-Worthington School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, gender, or disability in employment programs, career and technical education (vocational) or activities set forth in compliance with the Office of Civil Rights Laws, Title VI, Title VII, Title IX, ADA and/or Section 504.

Any person having inquiries concerning Raceland-Worthington School System compliance with the Office of Civil Rights Law, Title VI, Title VII, Title IX, ADA, and/or Section 504 is directed to contact Frank Melvin, Superintendent, who has been designated by the Raceland Worthington School System to coordinate the District's efforts to comply with the Office of Civil Rights Laws, Title VI, Title VII, Title IX and the American's with Disabilities Act and Section 504.

Harassment/discrimination is unlawful behavior based on race, color, national origin, age, religion, marital status, political beliefs, gender 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.

Students who engage in harassment/discrimination of an employee or another student based on race, color, national origin, age, religion, marital status, political beliefs, gender or disability shall be subject to disciplinary action as directed by the Superintendent.

Conduct and/or actions prohibited under this policy include, but are not limited to:

- Name calling, stories, jokes, pictures or objects that are offensive to one's race, color, national origin, age, religion, marital status, political beliefs, gender or disability;
- Unwanted touching, sexual advances, requests for sexual favors and spreading of sexual rumors;
- Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an education decision will be based on whether or not the student submits to unwelcome sexual conduct;
- Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;

- Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students because of disability are unable to comprehend fully or consent to the activity and;
- Destroying or damaging an individual's property based on any of the protected categories.

No one shall retaliate against a student because he or she filed a written grievance, assists or participates in an investigation, proceeding or hearing regarding the charge of harassment discrimination of an individual or because he or she has opposed language or conduct that violates this policy.

Upon resolution of allegations the superintendent shall assume that students are protected against retaliation.

### Cheating

Cheating in academic or athletic activities 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.

### Driver's License Revocation

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.<sup>1</sup>

#### ACADEMIC AND ATTENDANCE DEFICIENCIES

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

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

#### REINSTATEMENT OF DRIVING PRIVILEGE

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

## Levels of Behavior and Response

### Level I

#### DEFINITION

Minor misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school such as classroom disturbance, classroom tardiness, inappropriate language, failure to complete assignments or carry out direction, disrespect, inappropriate dress, and any other violations which we expressly listed in the written school rules and related procedures that fall within this category, are usually managed by a classroom teacher.

#### DISCIPLINARY PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may result in a parent/teacher conference, and/or a conference with the counselor or administrator. The staff member maintains a proper and accurate record of the offenses and disciplinary action.

#### RESPONSE OPTIONS

Verbal reprimand; written reflection; a behavioral contract; counseling; withdrawal of privileges; strict supervised study; and school or teacher assigned detention. Other options deemed appropriate by the principal or designee.

## Level II

### DEFINITION

Misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school are managed by the teacher and administrator. These infractions, which usually result from the continuation of level I misbehaviors, may result in the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation. Some of these misbehaviors are repeated violations of Level I offenses, out of assigned area (e.g. skipping class, etc., truant behavior, using forged notes or excuses, disruptive classroom behavior including use of profanity, and/or obscene behavior, trespassing, disrespectful including use of profanity, and/or obscene gesture(s) or disrespectful speech towards another person.

### DISCIPLINARY PROCEDURES

The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and determines the most appropriate response. The teacher is informed of the administrator's action. The administrator maintains a proper and accurate record of the offense and the disciplinary action. A parental conference may be held.

### RESPONSE OPTIONS

Behavior modification; social probation; referral to an outside agency; transfer alternative educational setting; strict supervised study; written reflection; detention; denial of bus privileges; suspension; and work details. Other options deemed appropriate by the principal or designee.

### Level III

#### DEFINITION

Acts against persons or property whose consequences indirectly endanger the health or safety of others in the school can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for mediation of the situation in the best interests of all students. Examples of Level III misbehaviors are repeated violations of Level I and/or Level II offenses, fighting, vandalism (minor), defacing or dis-figuring school property, interfering with school personnel in impeding their ability to carry out their responsibilities, possessing and/or using a lighter, matches, or tobacco products at school, stealing, harassment/discrimination, assaulting or threatening to assault another student, encouraging or inciting discord or civil disturbance, gambling, improper use of a motor vehicle while on school property.

#### DISCIPLINARY PROCEDURES

The administrator initiates action by investigating the infraction. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. The administrator maintains a proper and accurate record of the offenses and disciplinary actions.

#### RESPONSE OPTIONS

Temporary removal from class, referrals to outside agencies, alternative education setting, Saturday school, suspension, and denial of bus privileges. Other options deemed appropriate by the principal or designee.

## Level IV

### DEFINITION

Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school are so serious that they require administrative actions, which may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the board of education. This will include repeated violations of Level I, II, and III. Examples of Level IV misbehaviors are federal and state offenses such as: arson, the intentional setting of fire, assault, physical threat to life or violence directed towards persons; school related trespassing; criminal mischief; burglary or larceny; possession of explosives (explosives are not permitted on school property or at school sponsored events); possession, use or transfer of dangerous weapons; extortion, blackmail, or coercion of another student; gambling; malicious computer hacking; property damage, vandalism, or activating a false fire alarm; robbery; sale, exchanging, possessing or under the influence of alcohol or drugs or any substance purported to be alcohol or drugs; sexual contact, and unlawful interference, interfering with school personnel by force or violence.

### DISCIPLINARY PROCEDURES

The administrator verifies offense, confers with those involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified. School official must then contact law enforcement agency and assist in prosecuting the offender. A complete and accurate report is submitted to the superintendent and a hearing is held to determine appropriate consequences.

### RESPONSE OPTIONS

Suspension; expulsion; alternative placement; and, follow drug and alcohol policy procedures.

## Due Process

### RIGHT TO DUE PROCESS

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

- Pupils shall be given oral or written notice of the charge(s) against them.
- If the pupils deny the charge(s), they shall be given an explanation of the evidence against them.
- Pupils shall be given an opportunity to present their own version of the facts concerning the charge(s).

### STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.<sup>2</sup>

## Detention

### PRINCIPAL TO ESTABLISH

The Principal or the Principal's designee may establish a detention hall as an alternative disciplinary method.

### NOTICE TO PARENTS

A pupil's parent/guardian shall be notified prior to the detention so that transportation may be arranged by the parent.<sup>1</sup>

## Corporal Punishment

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

### DEFINITION

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

### APPLICATION

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

#### USE OF PHYSICAL RESTRAINT

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

#### PARENTAL NOTIFICATION

Within one (1) school day of the occurrence, the Principal or designee shall notify the student's parents in writing that corporal punishment has been administered on their child.

#### WHO CAN ADMINISTER

Corporal punishment may be administered by a certified staff member, but only in the presence of another certified employee.

The certified staff member who administers corporal punishment shall be the same gender as the student being punished, except when a staff member of the appropriate gender is not assigned to the school.

#### REASONS

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

#### OTHER PUPILS NOT PRESENT

Corporal punishment shall not be administered in the presence of other students.

#### LAST RESORT

Corporal punishment is a last resort to be utilized only after other disciplinary means have been tried and found to be ineffective. Prior to exhibiting the misbehavior resulting in corporal punishment, the student shall have been made aware that the misbehavior could result in corporal punishment.

#### NOT EXCESSIVE

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

## EXCUSED ON REQUEST

At the parent's written request, a student shall be excused from corporal punishment. When parents request that it not be used with their child, other appropriate punishment, including suspension, shall be administered in lieu of corporal punishment.

## REQUIRED RECORDS

Each use of corporal punishment shall be documented by a written record that includes the student's name and age; the name and the gender of person administering the punishment; and the name and gender of the witness.

The written record shall also include a complete description of the circumstances requiring this punishment, including the misbehaviors for which the punishment was administered and the severity of the punishment recorded by the number of strikes administered. The certified employee who administers the punishment, as well as the official witness, shall provide written verification of this information.

Each school shall maintain all corporal punishment records that may be required by law.

## STUDENTS WITH DISABILITIES

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

## Suspension

### WHO MAY SUSPEND

In accordance with KRS 158.150, the Superintendent or the Principal may suspend a pupil up to a maximum of ten (10) days per incident.

### LENGTH OF SUSPENSION

A pupil may not be suspended for more than a total of ten (10) days per incident.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

#### PRIOR DUE PROCESS REQUIRED

A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431)<sup>1</sup>, unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

#### IMMINENT DANGER

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

#### WRITTEN REPORT REQUIRED

The Principal shall report any suspension in writing<sup>1</sup> immediately to the Superintendent, the Director of Pupil Personnel and to the parent of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement. One such condition shall be that one or both parents will be requested to accompany the student for a conference with school officials prior to reinstatement.

#### STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.<sup>2</sup>

#### RESTRICTIONS

A student on suspension shall not be allowed to participate in school related activities or to come onto school property, without permission of school personnel.

### Alternative Education

#### ASSIGNMENT

For conduct that disrupts the educational process, a student may be assigned to the alternative education program by the Principal or the Principal's designee. The duration of assignment shall be fixed by the Principal or the Principal's designee.

#### NOTIFICATION

The Principal or the Principal's designee shall notify the parents by letter of their child's assignment to the alternative education program.

The letter 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.

#### SUPERVISION

The student shall remain in the regular school setting but shall be isolated from the regular school schedule. Opportunities shall be provided for the student to continue regular school work under the supervision of the school staff, and counseling services shall be provided to address school related problems.

### Expulsion

#### BOARD MAY EXPEL

The Board may expel any pupil from the regular school setting for misconduct as defined by law. 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.<sup>1</sup>

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

The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

Except for extreme cases, a pupil shall be brought before the Board for expulsion only after reasonable efforts on the part of the school have failed. Such efforts shall include conferences involving the Principal, teacher(s), parents and pupil, as well as the full use of guidance services and other appropriate social agencies.

#### HEARING AND RECORDS REQUIRED

Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board. <sup>1</sup>

The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.<sup>3</sup>

#### BOARD DECISION FINAL

The Board's decision shall be final.<sup>1</sup>

## STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)<sup>1&3</sup>

## TRANSFER OF RECORDS

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.<sup>2</sup>

### Search and Seizure

#### REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.<sup>1</sup> Search of a pupil's person shall be conducted only with the express authority of the Principal/designee.

#### AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off-site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

#### WITNESS/PERSONAL SEARCHES

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

no search of a pupil shall be conducted in the presence of other students. These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

#### STRIP SEARCHES

No strip searches of students shall be permitted.

#### FAILURE TO COOPERATE

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

#### REGULAR INSPECTION

School property, such as lockers and desks are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items, which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

#### ILLEGAL ITEMS

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

#### OTHER DISRUPTIVE ITEMS

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

#### DISPOSTION OF ITEMS

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

### Police Officers in the School

School officials 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.<sup>1</sup>

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.

#### CRIMES OFF SCHOOL PROPERTY

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:

- Parents/guardians shall be notified by school officials as soon as possible.
- If the parent(s) come to the school or consent to permit the officer(s) to interview the student in a private place for the interview shall be provided.
- 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.
- Parental notification/permission shall not be required if the student is an alleged victim of abuse by the parents.<sup>2</sup>

#### CRIMES ON SCHOOL PROPERTY

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

### Grievances

#### GENERAL

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

- From student to teacher;
- From teacher to Principal;
- From Principal to Superintendent;
- From Superintendent to Board.

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

the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

#### PROCEDURES

Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

#### EXCEPTION

Sexual harassment allegations shall be governed by Policy 09.42811.

#### Students Reporting of Code Violations

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate, action as defined by the code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

#### RETALIATION PROHIBITED

Employees and other students shall not retaliate against a student because s/he 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.

## Employee Reports of Criminal Activity

To promote the safety and well-being of students, the Raceland-Worthington School District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

- When the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of *this* section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.
- 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:

=> The person knows or has a 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:

1. Carrying, possession, or use of a deadly weapon;

or

2. Use, possession, or sale of controlled substances;

or

B. Any felony offense under the laws of this Commonwealth; and

=> The conduct occurred 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.

## Supervision of Students

Students will be under the supervision of a qualified adult.

STRICT ACCOUNT

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities, except that a non-faculty coach or non-faculty assistant may accompany students on athletic trips as provided in statute.

## ACCESS TO SCHOOL PROPERTY DURING THE SCHOOL DAY

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

## ERRANDS

No employee shall send a student on an errand off school property without the prior approval of the Principal.

## AFTER HOURS

Only those students who are involved in school activities and under the direct supervision of a faculty member or other approved school personnel shall be permitted in school buildings on weekends or after school hours.

## Computer & Network Access to Electronic Media Acceptable Use Policy

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

## SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

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

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor's access to materials harmful to them.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

#### PERMISSION/AGREEMENT FORM

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

The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

#### EMPLOYEE USE

Employees shall use electronic mail only for purposes directly related to work-related activities.

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

## COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

## DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating any part of this acceptable use policy rules and regulations established by the school and/or District.

## RESPONSIBILITY FOR DAMAGES/THEFT/ABUSE

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District website or otherwise make unauthorized changes to a web site shall be in subject to disciplinary action, up to and including expulsion and termination, as deemed appropriate.

## RESPONDING TO CONCERNS

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

## AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or with respect to computers with Internet access by minors, harmful to minors.
- Maintaining and securing a usage log.
- Monitoring and/all online activities.
- A comprehensive use policy can be referenced in the Raceland-Worthington Board of Education Policy Manual located under Curriculum and Instruction. 08.2323

Raceland-Worthington Ind. Schools

Acceptable Use Policy  
Acknowledgement

As the parent(s) or guardian of

\_\_\_\_\_, we have read and discussed the Acceptable Use Policy with our child. We understand the rights/responsibilities and guidelines outlined within and understand that it is our responsibility to convey to our child the importance of using the technology resources responsibly.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Please detach and return to  
homeroom teacher

For office use only

\_\_\_\_\_  
Date

Each school must note the  
date of distribution

Please remove page and return, signed, to your child's homeroom teacher

Raceland-Worthington Independent  
Raceland, Kentucky

Code of Conduct Acknowledgement

As the parent(s) or guardian of \_\_\_\_\_  
we have read and discussed the Student Code of Acceptable Behavior  
& Discipline with our child. We understand the rights/responsibilities  
and guidelines outlined within. Further, I/we expressly acknowledge  
and understand that the provisions of this Code of Conduct may, at the  
discretion of the Board of Education, be amended or modified from time  
to time, in collaboration with the District Superintendent, school  
discipline committees, building Principals, School Based Decision-  
Making Councils, and/or school administrators, which amendments or  
modifications shall become fully enforceable upon the posting of same  
at the Office of the Principal at each district school.

---

Parent/Guardian's Signature

*Date*

---

Student's Signature

Date

Please detach and return to  
homeroom teacher

Each school must note  
the date of distribution

For office use only

---

Date

Raceland-Worthington Independent  
100 Rams Blvd.  
Raceland, KY 41169  
606-836-2144

Contact Person

Larry Coldiron, Superintendent  
606-836-2144

District Discipline Team

Larry Coldiron, Superintendent  
Kristen Waller, Chair

Tom Collins, RWHS Principal  
Andrea Coldiron, RWHS Counselor

Kyle Russell, WES Principal  
Abby Laber, CES Principal  
Geni Ison, Elementary Counselor

*"Learners Today, Leaders Tomorrow"*