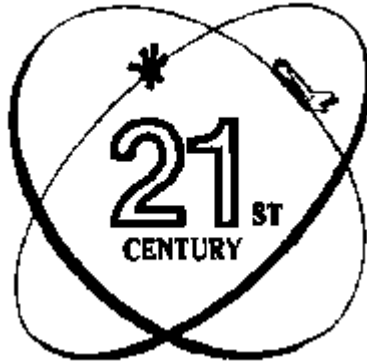


LESLIE COUNTY BOARD OF EDUCATION



“Preparing

21st Century and Beyond!”

Students for the

Code of Student Conduct and Substance Abuse Policy

2011-2012

Leslie County Board of Education

Box 949

Hyden, Kentucky 41749

Telephone: (606) 672-2397

[www.http://leslie.k12.ky.us/](http://leslie.k12.ky.us/)

Superintendent: Larry Sparks

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DISTRICT CONTACTS

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Principal

Mt.

View
672-2425

Vicki Buckle

Finance
director

District Office

Darlene Campbell

672-2397
Family
Resource
Director
Hayes Lewis/
WBM

Roy Napier
Edith Collett

Elementary Counselor

District Wide

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672-2397
Finance
Officer

Vacant

District
Office
672-2397

Family
Resource
Director
Stinnett

Dana Coots

374-3641

Principal

Britt Lawson

LCMS

672-5580

Principal

Stinnett

Elbert Estep, Jr.

374-3641

Technology/
Maintenance
Technician
District
Office
672-7577

CODE OF STUDENT CONDUCT

Barbara Hoskins

Doug Coots
Kevin Gay
Anthony Little

Principal
Principal

W.B. Muncy
LCHS

Federal
Programs
Director/
Preschool
District
Office
672-2397
279-4155
672-2337

Director
of Pupil
Personnel
District

Office
672-2397

District
Technology
Coordinator
District

Office
672-7577

Youth
Service Center
Director
LCHS

Harold Morgan

Leslie Horton

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672-2337
Food
Service
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Tony Morgan

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Deborah Brock
Patricia Childers

Guidance Counselor

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Instruction
Coach

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Larry Sparks

672-2337

Superintendent

District
Office
672-2397

Tim Sizemore

Family
Resource
Director
Hyden

Brett Wilson

672-2425

Assistant
Superintendent
District

CODE OF STUDENT CONDUCT

Lisa Wilson

Office
672-2397

Curriculum
Coach

LCHS

Todd Horton
Jerry D. Combs
672-2442
Patrick Morgan

Asst Principal
Transportation Director

LCHS
District

672-2337
672-2337

Principal

Hayes
Lewis
279-4121

INTRODUCTION

The Leslie County Discipline and Attendance Code Task Force has worked together to formulate a uniform Discipline and Attendance Code Handbook, which will apply to all students in our schools. The code was developed by a committee of teachers, guidance counselors, supervisors, students, parents, principals, and district office personnel and was approved by the Leslie County Board of Education in August 1991. The committee was expanded to become a task force which developed the Discipline Code contained in this handbook.

The Discipline and Attendance Code was received and approved by the Leslie County Board of Education and the Kentucky Department of Education in August 1991.

MISSION & BELIEFS

The Mission of the Leslie County School District is to provide a quality, equitable education for all students.

What we believe:

- We believe all children can learn;
- We believe the school is the best place to make decisions about what happens in the school;
- We believe high standards produce high achievement;
- We believe results matter;
- We believe equity is critical.

STATEMENT OF NONDISCRIMINATION

Students, their parents, and employees of the Leslie County School System are hereby notified this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, parental status, veteran status, or disability in educational programs, services, or activities or in employment and required by law and set forth in Title V, Title VI, Title IX, and Section 504. Individuals who have questions concerning compliance with this requirement should contact Barbara Hoskins, Leslie County Board of Education, P.O. Box 949 Maple Street, Hyden, Kentucky 41749.

Parents (of students) who have a disability may request the district to make reasonable accommodations necessary for them to participate in essential instructional activities. Students who are at least eighteen (18) years of age may submit their own request. Reasonable accommodations shall be provided as required by law.

TITLE IX/SECTION 504/ADA COORDINATOR

Title IX/Section 504/ADA Coordinator: the employee designated to coordinate the District's efforts to comply with equity regulations and facilitate processing of complaints. Barbara Hoskins, telephone number 672-2397, address Leslie County Board of Education, P.O. Box 949 Hyden, Kentucky 41749, office hours 8:00 A.M. - 4:00 P.M.

Each school shall have designated Title IX/Section 504/ADA Compliance Officer who shall: (a) be familiar with the discrimination policy and procedures; (b) maintain a resource manual in each school; and (c) keep on file copies of the discrimination policy and procedures and grievance forms. (09.13)

CODE OF STUDENT CONDUCT REVIEW COMMITTEES

Leslie County High School

Shannon Crisp - Athletic Director
Tim Shickell - Teacher
Tishia Dixon - Special Education Teacher
Kevin Gay – Principal
Todd Horton- Asst. Principal

Leslie County Middle School

Dana Coots – Principal
Merlene Lewis - Assistant Principal
Bobby Boggs- Teacher

Hayes Lewis Elementary

Darlene Campbell, FRC Director
Sandra Gross- Teacher
Patrick Morgan- Principal

Stinnett Elementary

Britt Lawson- Principal
FRC Director

Hyden Elementary

Herman Randall Williams - Principal
Michelle Wilson- Teacher
Patricia Childers- Inst Coach
Roy Napier- Counselor

W.B. Muncy

Elementary

Doug Coots- Principal
Darlene Campbell - FRC Director

Superintendent's Office

Larry Sparks - Superintendent
Brett Wilson - Assistant Superintendent
Anthony Little - Director of Pupil Personnel
Barbara Hoskins - Federal Programs Director/Supervisor
Melissa Morgan - Director of Food Services
Garry Morgan – Director of Special Education

Adopted: August 31, 1991

Revised 2011

LETTER FROM THE SUPERINTENDENT

I would like to take this opportunity to welcome all Leslie County Students, Parents and Staff back for the 2011-2012 school year.

Each year, we distribute student handbooks to establish the rules, regulations and policies approved by the School Board concerning dress, behavior and consequences for behavior violations. All students will receive a copy of the handbook, which will be reviewed by the teacher, principal or counselor.

The application of this code to matters of student behavior is not limited to school buildings and grounds or to times when the student is in route to or from school, but extends to any activity that is school related or school sponsored, either on or off the school campus. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

The mission of the Leslie County School District is to provide a quality, equitable education for all students. By clearly defining our expectations and consequences of behavior violations we will avoid many problems as well as provide a safe and orderly environment for all our students.

Sincerely,

Larry Sparks, Superintendent

ORIENTATION & REVIEW

Students

At the beginning of each school year orientation activities will be provided for the students to acquaint them with the Discipline and Attendance Code of Leslie County.

A copy of the Leslie County Discipline and Attendance Code will be made available to students and their parents or guardians.

Students entering school after completion of the orientation activities will receive Orientation from the principal or designee. A copy of the Leslie County Discipline and Attendance Code will be made available to the student and his/her family. It will also be available for review in each public school, in the Leslie County Board of Education office, and on the district Internet Web site.

Teachers

Every teacher will be trained in methods of orientating students to the Discipline and Attendance Code. This training will be done prior to the opening of school.

Parents

Upon request, parents will have the opportunity to attend a session on the Discipline and Attendance Code at each school. A complete copy of the Leslie County Discipline and Attendance code is available for review in each school.

Directory Information

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information.

Approved directory information shall be: student names and addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended by student.

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

PHILOSOPHY

It is the intent of the Leslie County Board of Education to prepare students to fulfill positive roles in society. In order for this to be accomplished, a school climate in which respect and trust between students, teachers, administrators, and parents/guardians is an absolute necessity. This code of conduct has been developed to ensure that federal and state laws which guarantee rights and freedoms to every citizen are followed. At the same time, every citizen has the responsibility to respect the individual rights of others. For students to have a successful educational experience, they must understand that individual rights and responsibilities go hand in hand. In this regard, the student discipline code becomes an integral component of the educational process and a symbol of the commitment of parents, students, and administrators to maintain an effective learning environment.

RATIONALE

Each student is an individual with specific needs and characteristics. It is the school's responsibility to meet those needs and help each child reach his/her potential. However, in order to serve the students, it is necessary for the school to provide a complete understanding of the specific rights and responsibilities of each student, their parents, and all others involved in the education process. The primary objective of this handbook is to explain these rights and responsibilities.

ASSURANCE OF LEGAL COUNSEL

This is to certify that the discipline and attendance code for the Leslie County School District has been reviewed by Legal Council for Leslie County Board of Education

Larry Sparks, Superintendent

SUBSCRIBED AND SWORN TO BEFORE ME
BY _____
AT HYDEN, KY THIS THE _____

NOTARY PUBLIC, STATE AT LARGE
MY COMMISSION EXPIRES _____

Student handbook revised and approved by Leslie County Board of Education on July 26, 2011.

**STUDENT ASSISTANCE PROGRAM
SUBSTANCE ABUSE POLICY**

Let it be known by all students of the Leslie County School System the policies and rules governing the illegal and/or illicit use of mood-altering chemicals as prescribed by the Leslie County Board of Education are as follows:

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be “under the influence” of narcotics, drugs, alcohol, materials/substances represented to be drug controlled substances, or use chemical substances which can affect psychological functioning or affect the educational system of the schools. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to all applicable school policies, Federal and State laws governing prescription use.

Let it be clear that this policy is effective at or on “property owned, leased, or maintained” by the school district, all “school sanctioned activities on or off campus,” on “vehicles used to transport students to and from school or at other activities,” and in any vehicle (belonging to the school or to another owner) “parked on school property.”

*This policy defines “under the influence” as manifesting signs of chemical use/misuse such as staggering, or odor or chemicals on breath on person, reddened eyes, nervousness, restless, falling asleep, memory loss, or inappropriate behavior.”

“SAP participation” refers to participation in school requested meetings/conferences, participation in school sponsored or school based services programs, which may be deemed appropriate/necessary by school personnel, or a student who seeks the professional assistance/advice (and take appropriate/recommended Action based on assistance recommendation).

***REFER TO THE STUDENT ASSISTANCE PROGRAM SUBSTANCE ABUSE POLICY HANDBOOK
FOR ADDITIONAL POLICY INFORMATION.
(SEE APPENDIX I FOR COMPLETE HANDBOOK)***

DRUGS AND ALCOHOL

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a schoolsponsored activity, or en route to or from school or a schoolsponsored 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.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

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](#).

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other schoolsponsored 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 involves 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.

DRUG TESTING PROGRAM

This policy applies to all students choosing to participate in any extracurricular activity, including students/players at the varsity and sub varsity levels and to students who drive or park on school property.

Athletic teams covered by this policy shall apply to all high-school varsity and sub-varsity athletic activities, including but not limited to baseball, basketball, cheerleading, cross-country, dance team, football, softball, tennis, track, and volleyball. The subsequent addition of any varsity or sub-varsity sport shall immediately be subject to this policy.

DRUG TESTING PROGRAM (CONTINUED)

All student athletes/extracurricular participant/drivers and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

All student athletes/extracurricular participant/drivers and their parents/guardians must sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form before the student shall be permitted to try out for any athletic team at the high-school or middle school level, participate in any extra-curricular activity, or be authorized to drive or park on school property.

A Substance Abuse Prevention Committee (Committee) shall be established and shall establish procedures as needed to implement the policy fairly and efficiently and shall review and evaluate the effectiveness of the drug-testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee shall not have access to any of the test results. The Committee’s purpose is limited to procedures and evaluation of this policy.

Testing shall be accomplished by the analysis of urine specimen 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.

Student participants’ urine specimen shall be tested for the following, which include, but may not be limited to:

1. Amphetamines;
2. Marijuana (THC);
3. Cocaine and its derivatives;
4. Opiates;
5. Phencyclidine (PCP);
6. Benzodiazepine;
7. Methamphetamine;
8. Methadone;
9. Barbiturates; and

10. Other abused, illegal, or controlled substances as determined by the Committee.

NOTE: With the enactment of this policy, all student athletes/extracurricular participants/drivers shall take an initial drug test.

RANDOM SCREENING

The Board has established a random drug testing program that will allow for a random sampling of up to forty-nine percent (49%) of students in the Testing Pool annually.

CONSEQUENCES

First Violation

1. A student testing positive will be suspended for the next four (4) consecutive interscholastic/extracurricular events or the next four (4) weeks of the season, whichever is greater in time. 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 team/extracurricular activity and/or the following season. 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 team/extracurricular activity or reauthorization to drive, the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

2. If a student is reinstated to the athletic team/extracurricular activity 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 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 in any other extracurricular activity. A student serving a suspension for any sport may try out for a second sport if the student provides a negative drug test result from the testing laboratory under contract. If the student successfully makes the team or joins an extracurricular group, prior to participation, the student must serve the unexpired portion of the previous suspension.

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 procedures utilized for random drug testing. A positive result shall be treated as a second violation.

CONSEQUENCES (CONTINUED)

Second Violation

1. For a second violation, the student participant shall be suspended for the next eighteen (18) consecutive interscholastic/extracurricular events or eighteen (18) consecutive weeks, whichever is greater in time. Student drivers with a second violation shall be denied permission to drive and/or park on school property for the next eighteen (18) consecutive weeks of school. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season.

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 treatment counselor. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall 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.

A student serving a suspension for one sport/activity may try out for a second sport or join a second activity if the student provides a negative drug test result from the testing laboratory under contract. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

Third Violation

The student participant or driver shall be excluded from participation in any extracurricular activity for the remainder of the student's eligibility.

A third violation shall disqualify the student's involvement in all extracurricular activities (varsity and sub varsity) or from driving/parking on school property for the remainder of his/her enrollment in the District.

CONSEQUENCES (CONTINUED)

Notice to Participants. Prior to tryouts for an athletic team or joining an extracurricular activity, the Head Coach shall provide all students choosing to participate in the athletic team/extracurricular activity and their parents/guardians with a copy of this policy. Parents of students wishing to take drivers' education or to park on school property shall also be provided a copy. Each student who chooses to participate and a parent/guardian of that student shall be required to sign a statement indicating that they have received, read, and understand and fully agree to be bound by the terms, conditions, and procedures under this policy.

CONFIDENTIALITY

Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results. Access to drug-testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent.

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drugfree/alcoholfree 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.

Adopted/Amended: 11/15/2005

Order #: 58

Bylaw 1. Responsibility for Eligibility

The principal of a school shall be held ultimately responsible in all matters in the school that concern eligibility, and inter-school contests. The Principal of each member school may annually designate an individual at the school to serve as the Designated Representative for the purpose of conducting the interscholastic program at that school. The Principal or Designated Representative shall sign all forms requiring authorized signature. If a member school principal fails to make the designation prior to August 31, the building principal shall automatically be the designated representative for the current year.

Bylaw 2. Physician's Certificate and Parent's Consent

The Superintendent or Principal shall have each student who is trying for a place as a participant on an athletic team or cheerleading squad present a physician's certificate to the effect that he/she is physically fit to participate without undue risk. While the exam and its components may be performed by a variety of health care providers, the form must be signed by a medical doctor or doctor of osteopathy. The parent's consent for the child's participation and acknowledgement of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall also be required.

Any student, prior to participation or trying for a place on athletic team or cheerleading squad shall have in place medical insurance with coverage limits up to the deductible of the of the KHSAA. Catastrophic insurance program and such insurance shall remain in force throughout participation. It is the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

Bylaw 3. Age

A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen on or after August 1 shall remain eligible for the entire school year. The Board of Control and the Commissioner may not adopt administrative procedures that allow for waiver of this rule under any condition.

Due to differences in physical size and age of C-team players, the following age restrictions will be placed upon players- students. Players/students turning 11 before August 1, will not be eligible to play on the C-team. However, these players-students are eligible to play on the B-team.

Students turning 13 before Aug. 1, will not be eligible to play on any elementary sports team.

Bylaw 5. Minimum Academic Requirement

On the first day of each school year, a student must be at his /her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous credit grading period, and must be on schedule to graduate on the first day of school.

*A one time reinstatement of students failing an academic year may occur during elementary, however a student who fails an additional year should no longer be eligible. The reinstated student may play as long as he or she **passes all** academic classes.*

Sec. 3 Pre-Secondary School Students

Pre-secondary students grades (1-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled in order to be eligible.

School Council policies may set stricter guidelines on academics.

Bylaw 6. Transfer Rule

Sec. 1 Domestic Students

No student enrolled in grades 3-6 who has participated in an in county team game, including scrimmage or panorama shall be eligible to represent a second member school during that school year unless the student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (h) below.

Any student who leaves an elementary school after the sports season has begun must meet one of the understated requirements before he or she may play for the other school:

- A. Child has moved residence (this is valid only if other conditions don't exist at the school the child is leaving)
- B. A divorce where the custodial parents residence is in other school's district
- C. Guardianship/legal custody changes
- D. Death of parents or guardians in unusual situation in which moving the child to another school would be to his benefit
- E. Boarding School
- F. Academic Concern (school is in crisis)
- G. Reassignment by board of education
- H. Transfer from non-member school

Bylaw 7. Conduct-Student or other Representative Under Penalty

Any student, contest official or other official school representative who is under penalty or discipline or whose conduct is such as to reflect discredit upon the school or the KHSAA is not eligible.

Bylaw 11. Practice of Sportsmanship

CODE OF STUDENT CONDUCT

It is a clear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, official representatives of member schools and the general public. The Commissioner and the Board of Control of representatives (*athletic director, superintendent or his designee and principal representatives*) shall have full authority to suspend the coach, student or any member of a school whose representatives may be convicted on competent evidence of the violation of this obligation. Any violation of this rule in interscholastic contest shall be immediately reported to the (*Athletic Director*) by the principal(s) of the school(s) involved and the by the game officials who work in the contest.

It shall also be considered a violation of this rule if any school or school representatives uses or allows the use of illegal equipment which gains a competitive edge in the contest and which is expressly prohibited by the rules adopted for that sport.

Any student, coach, or official team representative ejected from an interscholastic contest due to a violation of this obligation must be reinstated by (*the athletic director, superintendent or his designee*) prior to returning to interscholastic contests. Any student or coach using insulting language to another player or coach or to any official in any interscholastic contest, or who has been ruled out of such contest because of unsportsmanlike tactics, shall be disqualified from competition until reinstated by the (*athletic director, superintendent or his designee*).

The name of the student or coach shall be reported to the (*athletic director*) by the principal of the school that the student attends. When an official disqualifies a student or coach he or she shall report the disqualification to the principal or his/her representative and to the (*athletic director*). If the (*athletic director, superintendent or designee, and principal*)

representatives) finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified.

The suspension of the player or coach is for the remainder of the contest for that day and a minimum of a one-contest suspension following the day of ejection. The (*Athletic Director, Superintendent*) may add additional contests or recommend disqualification of the coach or player.

There are more examples in KHSAA manual.

Bylaw 21. Seeding Tournaments

IV. The representative making the written declaration shall decide all issues related to seeding. Though there are no statewide regulations on a seeding method, the most common and recommended means of seeding is the record of games played within a district provided all teams have played all other teams.

In the Leslie County School District, the most common procedure in breaking a two-way tie for a seeding position is by a coin toss. In the event of a 3-way tie, flipping a coin for each school (odd man gets highest seed) and the traditional toss to break the remaining tie is an accepted method. However, a school representative should be invited from each school to view the toss.

V. Tournament Meetings and Pairings
District (seeded)

5 team- Seed 5 plays 4, 2 plays 3, 1 plays the winner of 5 vs. 4 remaining winners meet for championship

6 team- Seed 3 plays 6, 4 plays 5, 2 plays the winner of 3 vs. 6, 1 plays the winner of 4 vs. 5, remaining winners meet for championships.

VI. Officials

CODE OF STUDENT CONDUCT

The officials at the elementary ball games should be licensed officials in good standing. For the County Tournament, the officials should be obtained through the 14th region, assigning secretary, who will impartially designate the referees.

Schools may report improper referees to the AD who may ban them from further calling in Leslie Co. elementary games.

Leslie Co. Cancellation Policy

The schedule will be played as sent out by the Athletic Director with the following exceptions:

Any school, which cancels a game without one of the following emergencies, must forfeit the game in the league championship count.

- a. Death or Grave illness in coaches immediate family
- b. The physical condition of the building is prohibitive to play (the other team must be given the option of hosting the game before cancellation)
- c. Death of a player on the team
- d. Weather is dangerous for travel to the school

A coach's personal emergency such as night class or other work related emergency will not be accepted as good reason to cancel and the team must forfeit. Other school related events such as beauty pageants, dances, open house, etc. will not be accepted as emergencies and the team must forfeit

ATTENDANCE REQUIREMENTS

There is a direct relationship between school attendance and achievement. The academic progress of a student greatly depends on the punctuality and regularity of school attendance. It is the responsibility of the school to provide a meaningful educational program and the responsibility of parents/guardians to send their children to school every day it is in session. The intent of this attendance code is to help students, their parents and school personnel understand the importance of school attendance.

EXPLANATION OF TERMS

Compulsory Attendance: KRS 159.010

Except as provided in KRS 159.030 each parent, guardian or other person residing in the state and having Custody or charge, and child between the ages of (6) six and (16) sixteen, 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 that the Board of Education of the district makes provisions for the child to attend.

Any child enrolling in kindergarten must be (5) five years of age by October 1st of the school year in which enrollment takes place.

A child who enrolls in a school is expected to remain in that school unless the residence is changed or other reasons indicate that a school change is needed.

A unmarried child between the ages of (16) sixteen and (18) eighteen who wish to terminate his/her public education prior to graduation from high school shall do so only after a conference with the principal or designee, and the principal shall request a conference with the parent, guardian or other person residing in the state and having custody or charge of the student.

Definition of Truancy: KRS 159.150

Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy on 3 or more days, is a truant. Any child who has been reported as a truant two (2) or more times is a habitual truant. For the purpose of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year and transfers from school to school with the student. **Parents are responsible for children's violations.**

By definition of truancy (KRS 159.150 and House Bill 900) any child who has been absent or tardy from school without a valid excuse for three (3) or more days is a truant. The Director of Pupil Personnel (DPP) has the authority to initiate truancy proceedings in **Court** after three (3) unexcused absences or tardies are reported to the Central Office. (09.123)

CODE OF STUDENT CONDUCT

All students are expected to attend school regularly. Students who are absent from school are required to have a legitimate excuse. Within two (2) days of a student's return to school, he/she shall present a note signed by his/her parent/guardian to the designated school personnel. **If the note is not received within two (2) days the absence shall be deemed unexcused.** The note should include the current date, the student's name, date of absence, the reason for the absence and the parent/guardian signature. Pupils are not absent when participating in school activities which are provided in KRS 158.240, attending classes for moral instruction; and KRS 159.035, participating in 4-H activities. KRS 159.047 states that boards of education shall allow one day excused absences for attendance at the Kentucky State Fair for students applying for excuse for this purpose."

The following situations are valid reasons for being absent from school and will be considered excused absences. If there is a question about the validity of an excuse, please contact the school.

- Medical and Dental Appointments (times and dates shall be verified by the physician's signed statement. Students will be excused only for the length of time of a scheduled appointment and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused.
- Death in the immediate family (verification required);
- Family emergencies;
- Religious holidays;
- Court summons (verification required);
- Driver's license or permit (½ day of each);
- Transportation (failure of the bus to run);
- School sponsored trips (students required to complete work missed);
- Other approved circumstances (conference with parent/guardian required);
- A student will be excused for one day for the military deployment of a parent/guardian and one day when a parent/guardian returns from military deployment.
- Visitation for up to ten days with the student's parent who while on active military duty stationed outside of the country, is granted rest and recuperation leave.
- **Three parent notes/conferences per semester (Total three days excused absence).**

The Attendance Committee requires prior approval for planned absences. (09.123)

Unexcused Absences

Absences for reasons other than those listed above will be considered unexcused. The following is a list of unexcused absences:

- Indifference of parents/guardians;
- Working;
- Transportation (missed the bus);
- Distance;
- Overslept;
- Suspension;
- Juvenile Detention;
- Baby-sitting;
- Other activities deemed inexcusable by the school personnel.

Make-Up Work

Requesting and completing make-up work is the responsibility of the student.

Students are not entitled to make-up daily work missed for absences because of suspension from school. For all other unexcused absences the following criteria applies:

1. Take major tests, such as final examinations or unit tests, for credit upon returning from a suspension; and
2. Hand in for credit major projects or term papers assigned before the period of suspension but due during the time the suspension occurred.

CODE OF STUDENT CONDUCT

3. Any new material presented/graded/evaluated on date of unexcused absence is not permitted to be made up.

Calculation of Daily Attendance

702 KAR 7:125. Pupil attendance.

Section 3. The guidelines in this section shall be used to calculate student attendance for state funding purposes after June 30, 2010.

(1) A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.

(2) A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.

(3) A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.

(4) A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

Parents will need to send a signed note to school anytime a child is absent including tardies within two days of the student returning to school after an absence. If a valid note is not received within the two day limit, the absence will be recorded as unexcused. A note is required even if the parent noted the reason on the sign-in/sign out log at the time of check in or check out.

A student who is not seated in his/her homeroom, classroom or other assigned areas when the tardy bell rings is considered tardy. **Extended School Services (ESS) may be required to make up lost instructional time due to absences.**

After three unexcused tardies in one class or homeroom in any twenty school days, parents will be notified and may be asked to come to school for a conference.

Documentation of parent contact is required after three (3), and six (6) unexcused absences. If the parent does not attend a school conference or can not be contacted by phone, a home visit may be warranted.

Early Sign-Outs

No student may be signed out of school during school hours by any person other than parent/guardian or anyone listed on the consent to pick-up form. Once a student has signed out, he/she must leave school immediately.

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 (i.e., driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Students coming in late or checked out early from the school day must present an excuse for their absences. (09.1231)

Parents Responsible for Children's Violations: KRS 159.180

Every parent, guardian or custodian of a child residing in any school district in this state is legally responsible for any violations of KRS 150.010 to 159.170 by the child. Before any proceedings are instituted against the parent, guardian or custodian for violation of KRS 159.010 to 159.170, a written notice of the violation shall be served on the person by the Director of Pupil Personnel, and (1) one 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 159.999. A notice by certified mail return receipt or by personal service by the Director of Pupil Personnel shall be a legal notice.

Students with Disabilities

Before a student with a disability is referred to the Director of Pupil Personnel, the Admissions and Release Committee (ARC) shall meet and determine if the disability is related to the absences. If the disability is related, the Individual Education Program (IEP) shall be modified according to Kentucky Administrative Regulations. If the disability is not related to the attendance, the Conference Summary shall be submitted to the Director of Pupil Personnel.

Driver's License Revocation

The Leslie County School District will pursue revocation of the driver's license for students who are academically deficient, drop out of school, or accumulate nine or more unexcused absences in the preceding semester. Students meeting any of the aforementioned criteria shall be reported to the Transportation Cabinet for driver's license.

Visitors to the Schools

As a safety measure, all visitors are required to get permission for their presence in a school building from the principal's office. Possible dangers to students resulting from unauthorized or unknown persons being in the school building make this policy necessary.

The Board of Education also has a policy regarding students visiting other schools and having guests. Students or groups of students shall not visit another school during regular school hours except by written permission from the principals of both schools prior to the visit. Further, a student shall not be permitted to have any visitors or guests during regular school hours unless such persons have previously reported to the office of the principal and obtained permission to visit with the student.

Use of Tobacco Prohibited

The use of any tobacco product is prohibited in any building owned or operated by the Leslie County Board of Education. (10.5)

Dispensing Medication by School Personnel (9.2241)

Schools shall not provide internal medicine, including aspirin, to pupils. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Pupils may take medicine that is brought from home with written parental request, provided the following conditions are met.

1. Medication shall be brought to school in the original prescription container.
2. Information listed on the container shall include the student's name and the name and prescribed dosage of the medicine.

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, (e.g., an asthma inhaler).

Students shall not share prescription or over-the counter medication with another student.

Head Lice

School personnel shall actively pursue the prevention and control of head lice in the District's schools by developing a consistent screening and follow-up program for all students.

STUDENT RIGHTS AND REGULATIONS

Under the democratic system an existence of individual rights is unquestionable. Equally unquestionable is the necessity of corresponding responsibilities. It is to the principals that this code of Student Rights and Responsibilities is directed.

- **STUDENT RIGHTS**

1. To an education preparing the student within the limits of abilities to each maximum potential for contributing to the individual's welfare and that of society.
2. To freedom of speech and expression.
3. To request and explanation of the purpose of rules.
4. To suggest rules or changes.
5. To "due process" in regard to disciplinary action, including the right to hear charges, state his/her side, and to appeal decisions honestly believed unjust from teacher to principal, to Superintendent, to Board of Education according to established procedures.
6. To protection of person and property to the fullest extent possible by the school.
7. To participate in all school programs and activities within the limits of capabilities and the established standards without regard to race, creed, or sex.
8. To confidentiality of personal school records.

- **STUDENT RESPONSIBILITIES**

1. To attend school regularly and to take advantage of the opportunities offered by cooperating with those trying to teach and working at the job of learning and not to interfere with the rights of fellow students to an education.
2. To responsibly use freedom in such a way as not to offend the rights of others with obscene or damaging words or actions and, within the limits of good taste, to avoid the use of language in a discourteous, offensive, or inflammatory manner.
3. To obey rules, and to question them in a way earnestly seeking explanation for understanding and not just for the purpose of an argument.
4. To make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all, not just one or a few individuals.
5. To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals and to refrain from making false accusations for petty or vicious reasons.
6. To refrain from acts or actions which would endanger self or others, including property, and to take precautions necessary to protect self and possessions.
7. To make the best contributions possible within individual abilities, to support the school in all phases of program or activity, and to behave in such a way that participation will be a contribution and not a detriment.
8. To follow established procedures in requesting release of personal records to persons not legally entities to such records without proper consent.

CODE OF STUDENT CONDUCT

- TEACHER RIGHTS. Teachers have the right to:
 1. Expect the support of their fellow teachers and administration.
 2. Work in a positive school climate with a minimum of disruption.
 3. Expect all students' assignments to be completed as requested.
 4. Remove and temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate.
 5. Be safe from physical harm.
 6. Be free from verbal abuse.
 7. Provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel.
 8. Take action necessary in emergency pertaining to the protection of person or property.

TEACHER RESPONSIBILITIES. Teachers have the responsibility to:

9. Present the educational materials and experiences appropriate to their course or grade level.
 10. Inform students and parents/guardians of achievement and progress.
 11. Plan a flexible course of study, which meets the needs of all students.
 12. Maintain high standards of academic achievement.
 13. Administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.
 14. Provide feedback on student assignments as soon as possible.
 15. Exhibit exemplary behavior in terms of dress, action, and voice.
 16. Inform parents/guardians of their student's success, problems and failures.
 17. Reward exemplary student work and/or class room behavior.
 18. Exhibit respect for all students.
 19. Maintain a classroom atmosphere conducive to good behavior.
 20. Follow the rules and regulations of the Board of Education and the local school.
- PARENT/GUARDIAN RIGHTS. Parents/Guardians have the right to:
 1. Send their student to a school with a positive educational climate.
 2. Expect all disruptive behavior to be dealt with fairly, firmly, and quickly.
 3. Enroll their student in regularly scheduled classes with minimal interruptions.
 4. Expect their school maintain high academic and accreditation standards.
 5. Examine their student's personal school record.
 6. Address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances. Generally, building principal or assistant principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department.

PARENT/GUARDIAN RESPONSIBILITIES. Parents/Guardians have the responsibility to:

7. Instill in their student the need for an education.
8. Instill in their student a sense of responsibility.
9. Assist their student in understanding the need for a positive school-learning environment.
10. Become familiar with the educational policies and programs of the Board of Education.
11. Aid their student in understanding the disciplinary procedures of the school.
12. Encourage their students to follow all school policies.
13. See that their student is regular in attendance.
14. Inform the school officials of any long-term illness affecting their student.
15. Demonstrate respect for all school personnel at school and related activities.
16. Inform school officials of concerns pertaining to disciplinary procedures.
17. Instill in their student the need for proper and appropriate student attire and hygiene.
18. Exhibit concern for the progress and grades of their student.

PRINCIPAL/DESIGNATED ADMINISTRATOR. Principals/Designated Administrators have the right to:

19. Expect all participants in the schooling process to comply with school and Board of Education Policy.
20. Suspend any student who disrupts the educational environment.
21. Expect respect from students, parents/guardians, and the school staff.

NOTICE TO INDIVIDUALS COMPLAINING OF HARASSMENT/DISCRIMINATION

CODE OF STUDENT CONDUCT

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

- Are made explicitly or implicitly a term or condition of an individual's educational status or employment;
- Are used as a basis for educational or employment decisions affecting such individual or
- Have the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment. (09.42811)

Two forms of sexual harassment are recognized under this policy:

- Requiring an employee or a student to submit to unwelcome sexual advances or conduct as an express or implied condition of receipt or maintenance of employment benefits or educational programs, grades, etc.
- Subjecting an employee or a student to a demeaning sexual stereotype, innuendo, intimidation or insult such that a pervasively offensive or hostile employment or educational environment is created.

This conduct and other behaviors may constitute sexual harassment and are unacceptable conduct and will **NOT** be tolerated or condoned.

The Leslie County School District prohibits all forms of improper conduct, including sexual harassment and discrimination. Please be aware of the following provisions:

The District Title IX Coordinator is Mrs. Barbara Hoskins. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact her as follows: P.O. Box 949, Hyden, Kentucky 41749. The telephone number is 672-2397.

The Leslie County School District will investigate all allegations of harassment/discrimination brought to its attention. During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness(es); and (c) exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in insuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remedy any harassment/discrimination that may have occurred, please feel free to contact the Title IX Coordinator.

If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board. (09.4281)

If it is concluded following the investigation that the allegations have merit and that action will be taken to remedy the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX Coordinator and/or Investigator.

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation by anyone against an individual, who has reported improper conduct, including sexual harassment/discrimination, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Title IX Coordinator and/or Investigator immediately.

Grievances

The Leslie County Board of Education has adopted policies that provide students with the opportunity to appeal issues regarding equal educational opportunities and educational concerns or practices. When a student or parent has an educational concern, a complaint must be filed using Grievance Procedure (9.4281 AP.1). A copy of the procedure for filing a complaint is available at the local school or at the District Office.

BULLYING

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.

Bullying refers to intentional, repeated hurtful acts, words or other behaviors that involve an imbalance of power. These may include, but are not limited to, name calling, teasing, threatening, social exclusion, and cyberbullying. Cyberbullying refers to the use of Information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else. Cyberbullying is a subset or method of bullying. Cyberbullying can include a wide range of unacceptable behaviors, including harassment, threats and insults, and like face-to-face bullying, cyberbullying is designed to cause distress and harm. Bullying may be physical, verbal, emotional or sexual in nature.

The use of lewd, profane or vulgar language is prohibited. In addition to bullying, students shall not engage in behaviors such as hazing, menacing, taunting, verbal or physical abuse of others, or other behavior that disrupts a student's access to an education or is harmful to his/her well-being. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

CODE OF STUDENT CONDUCT

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. However, students who violate this policy shall be subject to appropriate disciplinary action. Any student who feels he/she has been the victim of bullying/hazing should immediately report the incident to any bus driver, teacher, counselor or administrator in the student's school.

Harassment/Discrimination allegations shall be governed by policy 09.42811.

FOOD SERVICES

The Leslie County Board of Education shall provide a nutritious meal in compliance with applicable statutes and regulations. Students shall be provided with one meal based on his/her free or reduced priced eligibility. All seconds shall be sold as an a la carte sales and the full price charged.

MEAL PRICES

The Superintendent shall annually submit, for Board approval, a fee schedule governing the price of all meals provided by school food services. Contact the Cafeteria Manager of your child's school for more detailed information.

CHARGE POLICY

Students who forget their breakfast and/or lunch money will be allowed to charge for a maximum of five (5) days. Parents or legal guardians will be billed for all outstanding charges on a two (2) week basis.

In the event that your child has outstanding charges from the previous school year, the child will not be allowed to charge any meals until the previous charges are paid in full.

There will be absolutely no adult charges.

FREE AND REDUCED ELIGIBILITY FORMS

Students will be asked at the beginning of the school year to complete and return income eligibility forms in order to determine if they qualify for free or reduced meals. In the event that your family should have a charge in income at any time during the school year, a new application should be completed and a new income eligibility status determined. Applications will be available from the Cafeteria Manager.

STUDENT DISCIPLINARY RESPONSES

Disrupting The Educational Process

The following procedures shall be used when an individual or a group is disrupting the educational process:

- The Principal/designee shall notify the Superintendent, as appropriate.
- The Principal and staff shall make every effort to keep the disturbance isolated and keep uninvolved students from the scene.
- A staff member should accompany the Principal/designee to the area in which the disturbance is occurring. If the students involved do not respond to the Principal's directions, the staff member is to telephone for additional staff assistance or for the police as directed by the Principal.
- School schedules and operations shall be maintained at a normal level.
- Teachers shall continue normal classroom activities unless otherwise instructed.
- Teachers shall not permit students to leave the room; however, teachers should not try to physically restrain students from leaving the room.
- The staff shall avoid physical involvement except for self-protection or protection of students.
- The staff shall cooperate with the Principal and shall identify those involved in the disruption.
- Normal disciplinary action shall be administered to those involved in the disturbance.

DISCIPLINARY RESPONSE TO STUDENTS MISCONDUCT

Teacher Alternatives

Disciplinary problems, which are of a common or minor nature, are handled by the classroom teacher, who may use a variety of methods including the following (which are detailed in the charts on pages 33-37):

- Verbal warning/reprimand;
- Individual conference with student;
- Notifying parents/guardian;
- Temporary isolation within classroom;
- Temporary withdrawal of privileges;
- Establishment of behavior management program;

Factors determining reasonable and appropriate means of discipline:

- Level of Misconduct;
- Age of student;
- Physical condition, stature and strength of the pupil;
- Previous methods attempted and documented;
- Maturity of the pupil.

Administrative Alternatives

Disciplinary problems referred to the school administrator are usually handled by measures short of suspension and/or expulsion. Discipline problems, which are of a serious nature, must be referred to the principal or designee. The staff member making the referral to the principal shall deliver in writing, using a Discipline Referral Form, which includes the following information:

- Name of student;
- Class;
- Date/Time of incident;
- Reason for referral;
- Teacher's signature

The alternatives available to the principal include the following:

- Setting up conferences with the parents/guardians which may include the referring teacher, counselor, or other staff member;
- Extended loss of school privileges;
- Corporal punishment (See additional guidelines on the following pages);
- Detention (after school and Saturdays)
- In-School Suspension
- Out-of-School Suspension
- Alternative Education

Alternative education is the temporary isolation of a student from regular school class in a self-contained classroom taught by a qualified teacher. Alternative education may be imposed by the principal or designee for violation of school rules or policies where the infraction does not necessarily warrant removal from school by suspension. During the time students are participating in the alternative education program, close supervision, guidance and a structured program of studies will be provided.

Discipline problems, which are dealt with in the classroom or those referred to the principal, must be documented. An example of the form, which may be used. Repeated infractions indicate that the disciplinary measures being used are ineffective and alternative methods should be sought. This may require consultation with others in the development of a specific plan of action. Teacher Assistant Teams may be developed in schools to provide consultation and assistance with the development of intervention plans.

CONDUCT WARRANTING DISCIPLINARY ACTION

DISORDERLY CONDUCT

(Including profanity, pornography, and obscene behavior)

Conduct and/or behavior, which is disruptive to the orderly educational procedure of the school. Scuffling and horseplay may lead to more serious conflicts; therefore, it is not allowed in halls, classrooms, or campus, buses, or on the way to and from school. Radios, "jamboxes," lasers, "Walkman", and other items deemed inappropriate by the site-based councils are not appropriate at school and will be taken by the teacher/principal. Parents must pick these items up at school. (Level 1/Level 2) Actions may result in violations being reported to legal and/or social authorities.

DEFIANCE OF AUTHORITY

Refusal to comply with reasonable request of school personnel or disobeying general rules of school conduct such as leaving the school campus without following the proper dismissal procedure. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

UNLAWFUL ASSEMBLY (KRS 525.050)

A person guilty of unlawful assembly when:

- He assembles with five or more persons for the purpose of engaging or preparing to engage with them in disorderly behavior (gang-type activities).
- Being present at an assembly, which either has or develops such a purpose, he/she remains there with intent to advance that purpose. (Level 2/Level 3) Actions may result in violators being reported to legal and/or social authorities.

WANTON ENDANGERMENT (KRS 508.060)

A person is guilty of wanton endangerment when he/she wantonly engages in conduct, which creates a substantial danger of physical injury to him/herself and/or another person. (Level 2/Level 3) Actions may result in violators being reported to legal and/or social authorities.

HAZING (KRS 164.375); (09.422)

Hazing, bullying, menacing or abuse of students or staff members will not be tolerated. Any student or employee who engages in an act that injures, degrades or disgraces another student or staff member shall be subject to appropriate disciplinary actions. Levels I-IV.

FIGHTING

Students who willingly engage in physical contact for the purpose of inflicting harm on the other person. (Level 1/Level 2/Level 3/ Level 4) Actions may result in violators being reported to legal and/or social authorities.

HARASSMENT (KRS 525.070)

Definition: Harassment/discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility, or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, prejudice or to have the effect of insulting or stigmatizing an individual.

Prohibition: Harassment/discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Disciplinary Action: Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national original, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary Action involving but not limited to suspension and expulsion. (Level 2/Level 3/ Level 4) Actions may result in violators being reported to legal and/or social authorities.

Procedures: Students who believe they have been a victim of an act of harassment/discrimination or have observed other students being victimized shall, as soon as reasonably practicable, inform their teacher, guidance counselor or Principal of the incident.

Prohibited Contact: Examples of 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 gender, race, color, national origin, religion, or disability.
- Unwanted touching, sexual advances, request for sexual favors, and spreading sexual rumors;
- Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;
- Impeding the progress of a student in class by questioning the student's ability to do the required classroom based on the gender, race, color, religion, national origin, or disability of the student;
- Limiting a student's access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and
- Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

MALICIOUS REMARKS

To willfully intimidate, insult, or in other manner abuse verbally or in writing any member of the school staff or student body. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

TERRORISTIC THREATENING (KRS 508.080)

A person is guilty of terroristic threatening when:

- He threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to other person; or
- He intentionally makes false statements for the purpose of causing evacuation of building, place of assembly, or facility of public transportation. (Level 2/Level 3/Level 4) Actions may result in violators being reported to legal and/or social authorities.

FORGERY (KRS 516.020)

The act of falsely using the name of another person, or falsifying documents or correspondence such as absences/excuses. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

TOBACCO POSSESSION/USE BY STUDENTS (KRS 438.050); (09.4232)

The possession of and/or use of tobacco, tobacco products, and/or tobacco-related paraphernalia (i.e., lighters, matches, tobacco containers) is prohibited on school property and during school-related trips. Levels I-IV. Actions may result in violators being reported to legal and/or social authorities.

The following disciplinary options may be considered in order: (1) In-school suspension; (2) After-school detention; (3) Suspension; (4) Go before Board for recommendation for parent/child counseling before child is allowed back to school; (5) Board recommendation for expulsion.

If the child refuses to appear for detention, he/she will be subject to additional disciplinary Action.

GAMBLING (KRS 528.010); (09.4292)

Participating in games of chance for the express purpose of exchanging money. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

MENACING (KRS 508.050)

A person is guilty of menacing when he intentionally places another person in reasonable apprehension of imminent physical injury. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

PHYSICAL ASSAULT (KRS 508.010)

Physical attacks of one person or a group of persons upon one or more persons who do not wish to engage in the conflict. Any provocation, verbal or physical, may be considered a mitigation of the charge. A person who finds himself the victim of an assault has the right to defend himself against the attack and use such force in defense as to be reasonably necessary. (Level 2/Level 3/Level 4) actions may result in violators being reported to legal and/or social authorities.

BURGLARY (KRS 434B.1-020)

A person is guilty of burglary when:

- With the intent to commit a crime, he knowingly enters or remains unlawfully:
 1. In a dwelling;
 2. In a building, and when in effecting entry or while in the building or in the immediate flight there from, he or another participates in the crime with one or more of the following conditions existing:
 - Is armed with explosives or a deadly weapon; or
 - Causes physical injury to any person who is not a participant in the crime; or
 - Uses or threatens the use of a dangerous instrument against any person who is not a participant in the crime;
- With the intent to commit a crime, he knowingly enters or remains unlawful in an inhabited building.
- With the intent to commit a crime, he knowingly enters or remains unlawfully in an uninhabited building. (Level 3/Level 4) Actions may result in violators being reported to legal and/or social authorities.

ROBBERY (KRS 515.020)

A person is guilty of robbery when, in the course of committing theft, he uses or threatens the immediate use of physical force upon another person with intent to accomplish the theft. (Level 3/Level 4) Actions may result in violators being reported to legal and/or social authorities.

VANDALISM (KRS 525.113)

The unprovoked or willful destruction, defacing or marring of property located on school premises. Negligent - with restitution or intentional - with restitution (Level 1/Level 2/ Level 3) Actions may result in violators being reported to legal and/or social authorities.

Parents shall be liable for property damage caused by their minor children.

POSSESSION OF WEAPONS (KRS 527.070)

The possession of any instrument, such as fireworks, explosives, mace, knives, spikes, clubs, guns, chains and the like that can be used to inflict bodily injury to another person. (Level 2/ Levels 3 or 4) Actions may result in violators being reported to legal and/or social authorities.

EXTORTION (KRS 514.080)

The solicitation of money or something of value from another student, regardless of amount, in return for protection or in connection with a threat to inflict harm. (Level 2/Level 3) Actions may result in violators being reported to legal and/or social authorities.

THEFT AND RELATED OFFENSES (KRS 514.040)

The taking of property of others (students, teachers, visitors, etc.) without their consent, possession of stolen property or possession without owner's permission, selling of school property. Value under \$100.00 (Level 1 or 2) or Value over \$100.00 (Level 3 or 4) Actions may result in violators being reported to legal and/or social authorities.

LOITERING BY UNAUTHORIZED STUDENTS (KRS 525.090)

Being on school grounds or in the school without authority or permission of school personnel. This would include students on shortened programs, suspended students and students that have been expelled. A petition/warrant will be signed. (Level 2/Level 3) Actions may result in violators being reported to legal and/or social authorities.

CRIMINAL TRESPASS (KRS 511.060)

A person guilty of criminal trespass when:

- He knowingly enters or remains unlawfully in a dwelling;
- He knowingly enters or remains unlawfully in a building or upon premises on which notice against trespass is given by fencing or other enclosure;
- He knowingly enters or remains unlawfully in or upon premises. (Level 2/ Level 3 or 4) Actions may result in violators being reported to legal and/or social authorities.

CRIMINAL USE OF NOXIOUS SUBSTANCE (KRS 512.050)

A person is guilty of criminal use of a noxious substance when he unlawfully deposits on the land or in the building or vehicle of another any stink bomb, device, or irritant with the intent to interfere with another's use of the land, building, or vehicle. (Level 1/ Level 2/ Level 3) Actions may result in violators being reported to legal and/or social authorities.

USE OF WEAPONS (KRS 527.020)

The use of any instrument, such as fireworks, explosives, knives, clubs, guns, chains (capable of being used as a weapon), metal combs, razor blades, and the like that can be used to inflict bodily injury to another person. (Level 3/ Level 4) Actions may result in violators being reported to legal and/or social authorities.

USE OF ALCOHOL, DRUGS & OTHER CONTROLLED SUBSTANCES (KRS 158.150, KRS 218.A.020, 09.423)

Drugs and Alcohol - No pupil shall possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity.

- Alcoholic beverages;
- The District's policies and related procedures on drug-free/alcohol-free schools;
- 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.
- Information about available drug/alcohol counseling programs and available rehabilitation/ student assistance programs; and
- Penalties that may be imposed upon students for drug/alcohol abuse violations. Levels III & IV apply.

AGGRESSIVE MISBEHAVIOR TOWARD ANY SCHOOL EMPLOYEE

Physical contact or threat of physical contact toward employees with the intention of doing bodily harm by a student or group of students. (Level 2/ Level 3/ Level 4) Actions may result in violators being reported to legal and/or social authorities.

BOMB THREAT (KRS. 508.080)

Making a threat that a bomb has been placed, or is about to explode in a school. (Level 3/Level 4) ACTIONS may result in violators being reported to legal and/or social authorities.

FALSE FIRE ALARM (KRS 519.040)

Falsely alerting the fire department or school to a nonexistent fire. (Level 2/ Level 3) ACTIONS may result in violators being reported to legal and/or social authorities.

ARSON OR ATTEMPTED ARSON (KRS 513.020)

Starting a fire within the school or on the school grounds for any purpose that results in destruction or disruption. (Level 3/Level 4) Actions may result in violators being reported to legal and/or social authorities.

INTIMIDATION OF WITNESS (KRS 524.040)

Any physical or verbal intimidation of any witness to any school violation. (Level 1/Level 2/ Level 3/ Level 4) ACTIONS may result in violators being reported to legal and/or social authorities.

REPEATED VIOLATIONS

Repeatedly failing to comply with directions of teachers, student teachers, substitute teachers, teacher's aides, principal or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. (Level 2/3/4) Actions may result in violators being reported to legal and/or social authorities.

NON-SCHOOL VIOLATIONS

Students will be subject to school discipline for any violation of this code with regard to school personnel and property during non-school time. (Level 2/3/4) Actions may result in violators being reported to legal and/or social authorities.

DEFAMATION

Harming another person's character or reputation by saying things which are not true and which are intended to bring harm. (Level 1/Level 2) Actions may result in violators being reported to legal and/or social authorities.

MISREPRESENTING FACTS

Knowingly deceiving school administrators and/or staff. (Level 1/ Level 2) Actions may result in violators being reported to legal and/or social authorities.

TELECOMMUNICATION DEVICES

No student shall have in his/her possession any Telecommunication Device during the Instructional School Day. This applies to each individual school in the district. Level 1/ Level 2.

PUBLICATIONS

In the case of official publications, i.e., where the paper or magazine is described as "published" by the school, and/or the school provides a faculty advisor and/or the funds for printing and distribution, the school, the student author, and the student editors are liable and accountable for whatever is published. Accordingly, the school has a paramount right to ensure that whatever is published observes the strictures against malicious injury, defamation, obscenity and incitement to disorder, injury or illegal acts. Levels 1,2 & 3.

SKIPPING CLASSES

A student who is not where he/she is assigned to be at any given time is skipping class. Level 1/ Level 2.

RECKLESS DRIVING AND/OR SPEEDING ON SCHOOL PROPERTY IS PROHIBITED

Level 3/Level 4

RADIOS, MUSIC BOXES, TV'S, TAPE PLAYERS

Any of these items brought to school will be confiscated from the person bringing them. Level 1/ Level 2.

DRESS CODE AND INAPPROPRIATE CLOTHING

The following are stipulations related to student dress:

- **Head/face coverings:** Caps, hats, and bandannas are not permitted to be worn on school grounds during school hours. Sunglasses are not to be worn in the building without written justification from a medical professional on file at the school. (With prior approval by Principal special school-wide incentives such as cap day are permissible).

- **Shoes:** No boots with heel taps, chains, or metal toe guards are allowed on school grounds. No personal student writings, drawings, etc. are permitted on shoes while on school grounds.

- **Shirts:** Halter tops, tank tops, backless tops, muscle shirts, tops with thin or no straps, midriff tops or tops that over expose the body are not permitted. All shirts must have a modest neckline.

- **Pants:** The waistband of all pants must be worn above the hips. They must be size appropriate.

- **Skirts:** All skirts must be size appropriate. The length of the skirts must not be shorter than four inches above the knee.

- **Shorts:** Shorts which are no shorter than four inches above the knee are allowed. All others are prohibited.

- **General Dress:**
 - (1) Clothing or tattoos which displays profanity, sexually suggestive phrases, alcohol, tobacco, drugs and/or drug advertisements, gang related material, are not permitted .
 - (2) Articles of clothing that have been torn or have holes in them that are considered revealing are not permitted.
 - (3) No see-through clothing of any kind is permitted.
 - (4) All clothing must be size appropriate.
 - (5) Form fitting or overly tight clothing is not permitted.
 - (6) Clothing with a message that is obscene, profane, lewd, vulgar, or that harasses, threatens, intimidates, or demeans an individual or group of individuals because of gender, color, race, religion, disability, national origin, or sexual orientation is not permitted.
 - (7) Clothing, makeup, jewelry or any other personal adornment that disrupts the educational process as determined by the school administrator(s) are prohibited.
 - (8) Belts must be plain and of appropriate size and material. No extra large belt buckles or chains used as a belt or as jewelry, etc. are permitted.
 - (9) Any article of clothing or jewelry that may cause injury to student(s) or may possibly be used as a weapon is not permitted.
 - (10) No coats in excess of knee length are permitted.

This list although detailed is not a comprehensive list and may not contain every example. Building principals will have the final determination of what is considered inappropriate clothing.

Backpacks/Athletic Bags/Book Bags

Only clear or mesh, backpacks, book bags, and/or athletic bags are allowed. All other colors or fabrics are not permitted on school grounds without prior approval of the school principal.

Levels I-IV apply.

GANGS

Students are prohibited from promoting or associating themselves with gangs in any way through behavior, clothing, personal adornment, or possession of gang-related items or paraphernalia.
Levels I-IV.

LEVEL I

LEVELS OF MISCONDUCT

Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

EXAMPLES

Classroom disturbance
Classroom tardiness
Abusive language
Nondefiant failure to complete assignments or carry out directions.

DISCIPLINARY RESPONSE PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

Repeated misbehavior requires a parent/teacher conference;

A proper and accurate record of the offenses and disciplinary Action is maintained by the staff member.

RESPONSE OPTIONS

Verbal reprimand
Special Assignment
Behavioral Contract

Withdrawal of Privilege
Time-out room
Strict supervised study
Demerits

Behavioral Management strategies

LEVEL II

LEVELS OF MISCONDUCT

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative Level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this Level are misbehaviors, which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective Action on the part of administrative personnel.

EXAMPLES

Continuation of unmodified LEVEL I misbehavior
School Tardiness
Truancy
Using forged notes or excuses
Disruptive classroom behavior
Cutting class

DISCIPLINARY RESPONSE PROCEDURES

The student is referred to the administrator for appropriate disciplinary Action.

The administrator meets with the student and/or teacher and effects the most appropriate response

The teacher is informed of the administrator's Action.

A proper and accurate record of the offense and disciplinary Action is maintained by the administrator.

A parental conference is held.

RESPONSE OPTIONS

- Teacher/schedule change
- Modified day
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- Corporal Punishment
- After-school Detention
- Detention

LEVEL III

LEVELS OF MISCONDUCT

Acts directed against persons or property but whose consequences do not seriously endanger the health of safety of others in the school.

These acts might be considered criminal but most frequently 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 remitting the situation in the best interests of all students.

EXAMPLES

- Fighting (simple)
- Vandalism (minor)
- Possession or use of an unauthorized substance
- Stealing
- Threats to others

DISCIPLINARY RESPONSE PROCEDURES

The administrator initiates disciplinary Action by investigating the infraction and conferring with staff on the extent of the consequences.

The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary Action.

A proper and accurate record of offenses and disciplinary Actions is maintained by the administrator.

RESPONSE OPTIONS

- Temporary removal from class
- Social adjustment classes (counselor)
- Alternative program
- Temporary out-of-school suspension
- Counseling

LEVEL IV

LEVELS OF MISCONDUCT

Acts which result in violence to another's person or property or which poses a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative Action which

EXAMPLES

- Unmodified LEVEL III misconducts
- Extortion
- Bomb threat
- Possession, use, transfer of dangerous weapons

result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of school directors.

Assault & battery
Vandalism
Theft, possession, sale of stolen property
Arson
Furnishing, selling, possession of unauthorized substances

DISCIPLINARY RESPONSE PROCEDURES

The administrator verifies the offense, confers with the staff involved and meets with student.

The student is immediately removed from the school environment. Parents are notified.

School officials contact law enforcement agency and assists in prosecuting offender.

A complete and accurate report is submitted to the superintendent for board Action.

The student is given a full due process hearing before the board.

RESPONSE OPTIONS

Expulsion
Alternative schools
Other board Action which results in appropriate placement
(see discussion of expulsion issue)

CORPORAL PUNISHMENT

Corporal Punishment may be administered only by a principal and only in the presence of two (2) certified employees if, in the opinion of certified school personnel, corporal punishment is deemed to be in the best interest of all concerned. However, prior to the administration of corporal punishment, written consent must be obtained from student's parent or guardian. A consent form, which is included in the Handbook, will be sent home at the beginning of each school year and must be on file. IT IS TO BE USED ONLY AS PUNISHMENT FOR OVERT ACTS OF MISCONDUCT, AND, GENERALLY, SHOULD NOT BE USED AS A FIRST LINE OF CORRECTION. The decision to administer corporal punishment may be made by a classroom teacher or the principal but SHALL be administered in the presence of two Board employees with strict adherence to the following rules:

Punishment SHALL be administered by the principal and MUST be witnessed by two certified witnesses (2 certified witnesses are required).

- The punishment MUST be administered out of view of other students. The principal's office should be the first choice of location if it available.

The punishment SHALL be reasonable as to the nature and amount according to the following guidelines:

- Student shall be informed of the reason for the corporal punishment and be allowed to respond to the charge in the presence of a witness.
- Any principal administering corporal punishment MUST complete a record of discipline form to be kept on file. Documentation of prior interventions should be on file for review, indicating that other interventions have been attempted before corporal punishment.
- The behavior improvement plan must be developed for students who receive two or more acts of corporal punishment within a school year. For exceptional children, this behavior improvement plan must be given to the child's Admissions and Release Committee for consistency with or inclusion with the IEP. A referral to the Teacher Assistance Team would be appropriate at this time.
- Parents/guardians of children receiving corporal punishment shall be notified of their child's corporal punishment with seven days from the punishment's occurrence.

According to State Regulations, corporal punishment CANNOT be used to discipline Preschool age children. (09.433)

BEHAVIOR VIOLATIONS

The student shall be disciplined by the principal or his/her designee for committing the offenses listed below. Certain violations will be handled with informal or in-school disciplinary measures. However, some of these offenses may result in suspension, placement in an alternative educational program, or

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expulsion from the Leslie County Public Schools. [Disciplinary actions occurring at the end of a school year may be carried over to the succeeding year.](#)

- Failure to follow class/school rules;
- Unexcused tardiness to class/school;
- Non-attendance of class;
- Failure to sign in or out of school;
- Leaving school grounds without permission;
- Forgery or the falsifying of documents and signatures;
- Student disruptions or any deliberate action by the student which results in serious disruption of the education process;
- Failure to follow directives - the willful refusal by a student to respond to any reasonable directives of an authorized school personnel, including failure to identify oneself or to accept school disciplinary measures;
- Possession of tobacco products;
- Profanity and vulgarity;
- Cheating in academics or co-curricular or extra curricular activities (09.4293);
- Fighting; the use of serious physical force between two or more students;
- Interference with school purposes;
- Gambling with games of chance or skill for money or profit;
- Fighting or striking school personnel;
- Intimidating, Bullying or interfering with school personnel or students; preventing or attempting to prevent school personnel or students from performing their responsibilities through threats, violence, or harassment including verbal abuse;
- Assault; intending to or causing physical injury to another person by means of a deadly weapon or dangerous instrument, or intentionally causing physical injury to another person. Physical sexual abuse of any kind is also considered assault;
- Theft: the stealing of property belonging to the school or another person;
- Extortion: the obtaining of property from an unwilling person by intimidation or physical force;
- Robbery: theft involving the use of physical force, deadly weapons, or dangerous instruments;
- False activation of a fire alarm or making a bomb threat;
- Vandalism: damaging or defacing school property or the property of school personnel/students;
- Arson: intentionally damaging school buildings or property of another person by starting a fire or causing an explosion;
- Use of possession of drugs, alcohol, or fireworks:
- Sale of drugs, alcohol, or fireworks:
- Possession of weapons by carrying, storing, or using deadly weapons on school property;
- Students are prohibited from possessing a paging device on school property or at school activities.

BEHAVIOR CONSEQUENCE CHARTS FOR VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions. Therefore, different disciplinary measures have been developed to reflect different levels of maturity and self-discipline. Each of the following three charts for elementary, middle and high school indicates specific consequences for each specific offense, and the consequences that will occur if there are repeated violations. The consequences for each violation hold the student progressively more responsible for his/her behavior as he/she moves toward the culmination of his/her education in the public schools.

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The following disciplinary measures may be used. The severity of the offense and the discretion of the disciplinarian will determine the penalty.

ELEMENTARY SCHOOL	Actions	In-class Interventions	Parent/Guardian Conference/Letter	In-School Discipline Measure	Suspension	Expulsion Procedure Initiated	
BEHAVIOR VIOLATIONS							
Unexcused tardiness to school or class		X	X	X		In a very extreme case where other formal methods of discipline have proven ineffective or inappropriate, expulsion may be necessary.	
Non-attendance of class		X	X	X			
Leaving school grounds without permission			X	X	X		
Failure to follow school bus rules *		X	X	X	X		
Deliberate disruption		X	X	X	X		
Profanity/vulgarity		X	X	X	X		
Fighting - students		X	X	X	X		
Fighting/intimidation/Bullying		X	X	X	X		
Possession of Paging Device			X	X	X		
Smoking/ gambling			X	X	X		
Vandalism **			X	X	X		
Theft extortion		X	X	X	X		
False Fire alarm/bomb threat			X	X	X		
Possession of weapons, drugs, alcohol, fireworks			X	X	X		
Sale of drugs, alcohol			X	X	X		
Sale of fireworks			X	X	X		
Assault/sexual abuse			X	X	X		
Arson			X	X	X		
Violation/repetition of suspension or expulsion			X	X	X		

* Suspension from riding school bus

** Punishment will include payment for damages

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The following disciplinary measures may be used. The severity of the offense and the discretion of the disciplinarian will determine the penalty.

MIDDLE SCHOOL	Actions	In-class Interventions	In-school Discipline Measures	Parent/Guardian Conference/Letter	Suspension	Referral to Alternative Program	Expulsion Procedure Initiated			
BEHAVIOR VIOLATIONS										
	Unexcused tardiness to Class/HR	X	X	X	X					
	Non-attendance of class	X	X	X	X					
	Failure to sign in or out of class		X	X	X					
	Deliberate classroom disruption	X	X	X	X					
	Failure to follow directions	X	X	X	X					
	Failure to follow school bus regulations *	X	X	X	X					
	Forgery	X	X	X	X					
	Profanity/vulgarity	X	X	X	X					
	Leaving school grounds without permission		X	X	X					
	Failure to comply with regulations	X	X	X	X					
	Gambling		X	X	X					
	Fighting	X	X	X	X	X				
	Intimidation/harassment/Bullying	X	X		X	X	X			
	Fighting/striking of faculty members				X	X	X			
	Possession of Paging Devices		X	X	X					
	Use/possession of drugs/alcohol/fireworks				X	X	X			
	Violating conditions of suspension					X	X			
	Theft/Vandalism **		X	X	X	X	X			
	Repetition of suspension					X	X			
	Assault/Sexual Abuse				X	X	X			
	Arson				X	X	X			
	Extortion/robbery				X	X	X			
	Possession of weapons				X	X	X			
	Sale/distribution - drugs, alcohol		X	X	X	X	X			
	Sale of fireworks		X	X	X	X	X			
	Bomb threats - activating false fire alarms		X	X	X	X	X			

* Suspension from riding school bus

** Punishment will include payment for damages

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The following disciplinary measures may be used. The severity of the offense and the discretion of the disciplinarian will determine the penalty.

HIGH SCHOOL	Actions	In-class Interventions	In-school Discipline Measures	Parent/Guardian Conference/Letter	Suspension	Referral to Alternative Program	Expulsion Procedure Initiated			
BEHAVIOR VIOLATIONS										
Unexcused tardiness to Class/HR			X	X	X					
Non-attendance of class			X	X	X					
Failure to sign in or out of class			X	X	X					
Deliberate classroom disruption		X	X	X	X					
Failure to follow directions		X	X	X	X					
Failure to follow school bus regulations			X	X	X					
Forgery			X	X	X					
Profanity/vulgarity		X	X	X	X					
Leaving school grounds without permission			X	X	X					
Failure to comply with regulations*			X	X	X					
Gambling			X	X	X					
Fighting			X	X	X	X				
Intimidation/harassment/Bullying			X		X	X	X			
Fighting/striking of faculty members					X	X	X			
Possession of Paging Devices		X	X	X	X					
Use/possession of drugs/alcohol/fireworks					X	X	X			
Violating conditions of suspension						X	X			
Theft/Vandalism **		X	X	X	X	X	X			
Repetition of suspension						X	X			
Assault/Sexual Abuse					X	X	X			
Arson					X	X	X			
Extortion/robbery					X	X	X			
Possession of weapons					X	X	X			
Sale/distribution - drugs, alcohol			X	X	X	X	X			
Sale of fireworks			X	X	X	X	X			
Bomb threats - activating false fire alarms			X	X	X	X	X			

*Suspension from riding school bus

**Punishment will include payment for damages

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ALTERNATIVE SCHOOL PROGRAM

Alternative school is to provide a constructive alternative to expulsion from school. Alternative school will be for students to correct their misbehavior, rather than being expelled. The goal is for the student to improve their attitudes and Actions so learning will be more likely to take place.

The hours will be the same as a regular school day in a self-contained room. The principal or assistant principal may determine the number of days for the student, depending on the severity and frequency of the offense.

A certified teacher will provide class assignments for students to complete. Students are expected to be actively involved with the assignments for the duration of time. Limited bathroom breaks and lunch period will be coordinated by the monitor, who shall be a certified teacher. (09.4341)

ALTERNATIVES FOR SEVERE (PERSISTENT) BEHAVIOR VIOLATIONS

PROBATION

Probation is a period of time during which the student must exhibit good behavior for a specified period of time and may be used as an alternative to suspension. Probation may be imposed for infraction of school rules or policies where the infraction does not necessarily warrant removal from school by suspension. Written notice of probation shall be given to the student or his/her parent(s) and shall be placed in the student's file. Should the student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any of the other authorized Actions pursuant to the discipline policy.

SUSPENSION

- Suspension shall mean denial, for a stated period of time, attendance at any single subject class, at any full schedule of subjects or classes for any other type of activity conducted by or on behalf of Leslie County Public Schools.
- Suspension shall not exceed ten (10) school days. Cumulative suspensions of ten (10) days or more within one school year will require a school based meeting to determine the appropriateness of the school placement.
- All suspensions will be unexcused absences. Written notice to parents shall be delivered within three (3) school days and must include a description of the offense and a beginning and ending date for the suspension. During suspension the student will receive no credit for work missed.
- A suspended pupil will not represent the school or participate in any co-curricular activities sponsored by the school during the time of suspension.
- A suspended student will not be able to use school transportation.
- A suspended student will not be allowed on school property or to attend school events.

For a suspension of ten (10) days or less, constitutional due process requires the following procedures to be followed for all students. (09.434)

DUE PROCESS

- Notification: Oral or written notice of the charges, the rule violations and the specific act committed, to the student and/or parent/guardian.
- Evidence: If the pupil denies the charge, an explanation of the evidence must be given to the student. The rule broken must be defensible, and documentation should be available.
- Rights: An opportunity for the student to present his/her own version of the case at an informal, impartial hearing.
- Records: Written notification of the Action taken should be provided: If the student is to be suspended from one to ten days, a copy of the suspension shall be given to the parent/guardian, superintendent and one copy placed in the student's file.

SUSPENSION OF DISABLED STUDENTS

The LEA shall ensure that appropriate procedures are followed in the suspension and expulsion of children or youth with disabilities.

- Suspension of a child or youth with disabilities for more than ten (10) days during a school year shall constitute a change of educational placement.
- The ARC shall meet to:
 1. Review placement and make recommendations for continued placement or a change in placement; and
 2. Determine if regular suspension or expulsion procedures apply.
- If the suspension is for a minor infraction and no further disciplinary Action is planned, then an ARC meeting shall not be required unless requested by the parent or principal or other service providers.
- If the LEA considers a suspension that will cumulatively exceed ten (10) days and notice of an ARC meeting consistent with Section 5 of this administrative regulation.
- When the ARC convenes to consider suspension or expulsion, the ARC shall determine:
 1. If the IEP and placement are appropriate and being fully and correctly implemented; and
 2. Whether the behavior or misconduct is a manifestation of the disability.
- If the ARC finds that the IEP or placement are not appropriate or not being fully and correctly implemented, appropriate modifications are determined at the ARC meeting and no further discipline Action occurs.
- If the ARC determines that the behavior of a child or youth with disabilities is related to the disability, the child or youth shall not be subject to further suspension or expulsion.
- The LEA may seek injunctive relief through the courts if the parent and the other members of the ARC cannot agree upon placement and the current placement will substantially likely result in injury to the child or youth or to others.
- If the ARC determines that the behavior is not related to the disability, the LEA services may follow its regular suspension or expulsion procedures; however, educational services for the child or youth shall not be terminated during the period of expulsion.
- If the parent disagrees with the proposed Action of ARC, the parent may request a due process hearing and the child shall remain in his current educational placement during any administrative or judicial proceedings unless the LEA and parent agree otherwise. A full and complete explanation of parental rights shall accompany the notice of the proposed Action.
- The code of student conduct shall include the guidelines for suspension and expulsion of children and youth with disabilities. (Refer to Leslie County Special Education Policies and Procedures Manual 3.0, Section 14).

EXPULSION

- Expulsions shall mean a denial of attendance at any single subject or class at any full schedule of subjects or classes, a denial of attendance at any other type of activity conducted by or in behalf of Leslie County Public Schools and any combination of the foregoing; for a period of time up to one calendar year. An expulsion may also include a denial of admission to or entry upon real or personal property owned, leased, rented or controlled by the Leslie County Board of Education. (09.435)

EXPULSION OF DISABLED STUDENTS

- The Admissions and Release Committee (ARC) should convene prior to expulsion of any student receiving specially designed instruction. This committee should consist of the superintendent or his/her designee, parent, special education, and possible support persons.
- Parent should be informed of their rights to request a hearing.
- If a hearing is requested and granted, the student should remain in his/her present program until a decision is reached.

ARC Considerations

- Insure that the Individual Education Program (IEP) and placement are appropriate and are being fully implemented. This should be documented.
- Consider the student's disabling condition and determine whether it is the basis of the discipline program.
- If the ARC concludes that the placement is appropriate, the IEP is appropriate and in the process of implementation, and the disabling condition is not the basis of the student's inappropriate behavior, then the ARC should give this determination to the Board of Education. At this time the Board will

proceed as with other students. However, educational services shall not be terminated during a period of expulsion.

- If the student's disabling condition is found to be the basis of the discipline procedure then the ARC should so state in its written determination. In this instance, expulsion would be inappropriate, and changes in the student's program should be considered.

Criminal Offense

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school will require immediate Action by school personnel. The Action taken will be notification of the proper authorities and removal of the student from school, pending a hearing before the Board in accordance with KRS 158.150.

Student Search & Search

Students have legitimate expectations of privacy and are, therefore, protected by the Fourth Amendment's protection against unreasonable searches and seizures. However, because of the school's equally legitimate need to maintain a suitable learning environment, school officials are subject to less strict requirements than are other public authorities. School officials do not need to obtain a search warrant prior to any search. Also, school officials are not subject to the requirement that probable cause must exist that something violative of the law will be found before a search can take place. School officials can legitimately search a student, his/her locker, or his/her personal belongings if all the circumstances of the search are reasonable. However, the method of the search must be reasonable related to the objectives of the search and must not be excessive, taking into consideration the student's age, sex, and the nature of the infraction. (09.436)

AFTER-SCHOOL BEHAVIOR MODIFICATION

Purpose

After-School Behavior Modification hereafter called ASBM, is to deter negative student behavior while at school or while riding a school bus. For the middle school and high school groups, we believe that ASBM can discourage negative behavior by temporarily prohibiting the student from his/her normal social life. ASBM enables the student to maintain their studies and grades, and learn to respect their privilege of living and associating with others in a positive manner.

Responsibilities

Students have the responsibility to refrain from behaving in any manner which infringes on the rights of others or disrupts the learning environment.

Teachers and administrators have the responsibility to maintain an atmosphere conducive to good behavior and an attitude of respect for students.

Procedures

If all other disciplinary procedures as listed in the Discipline and Attendance Code have been tried and failed to result in the designed behavior of a student, he/she may be assigned to ASBM by the principal or assistant principal. The length of the assignment may vary depending on the severity and frequency of the offense. The student will be under close supervision by a certified member at all times.

PARENTS will be notified by phone, if possible, upon each assignment to ASBM, if the Parents can not be reached by phone a written notice shall be mailed the day of the assignment. A parent conference will be requested and strongly encouraged any time a student is reassigned to ASBM.

The parent and/or student may request a conference with a counselor, teacher or any other staff member. Students who exhibit unacceptable behavior while in ASBM may be assigned additional time, Saturday detention or suspension.

TELECOMMUNICATION DEVICES

Possession and Use

Electronic devices shall not be used or visible during the school day. If they are used or visible, they will be confiscated and returned to the student's parent or guardian by the school administrator. After the third (3rd) violation of this policy, the student is subject to the consequences of continuation of unmodified misbehavior which is outlined in the student code of conduct.

This policy is effective once the child is on campus property in the morning to begin their regular instructional day until the end of the instructional day in the afternoon.

STUDENTS ARE RESPONSIBLE FOR KEEPING UP WITH DEVICES THEY BRING TO SCHOOL. THE DISTRICT IS NOT RESPONSIBLE FOR LOSS, THEFT, OR DESTRUCTION OF DEVICES BROUGHT ONTO SCHOOL PROPERTY. SCHOOL PERSONNEL IS NOT RESPONSIBLE FOR THE INVESTIGATION OF INCIDENTS.

If an electronic device is used for cheating or inappropriate picture taking, it will be confiscated. This is a violation of privacy and could be subject to legal action..

SCHOOL BUS REGULATIONS

The privilege of pupils to ride school bus is conditioned on their good behavior and their observation of rules and regulations regarding the proper behavior for riding school buses. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the principal. After due warning has been given to the pupil, the principal shall then forbid such disobedient pupil the privilege of riding any school bus until permission to ride again had been given by the Director of Transportation of the principal's action. It shall be sent to the Parents and a copy sent to the Director of Transportation, but such notice need precede action by the principal.

A student may be ejected by a driver if pupil's conduct on the bus is such that it endangers the life of passengers, the run cannot be safely completed, and the student refuses to cease the behavior. If this occurs the driver may eject the pupil from the bus or send for assistance whichever the circumstances dictate. Ejecting a pupil from the bus shall be done only in the most extreme circumstances. Ejection is not recommended for younger students or during severe weather conditions. When ejection from the bus is required, the driver shall notify the principal of the school that the child attends, the district superintendent or some other authority of the action taken as soon as possible.

Students should be ejected only at safe locations. Very few circumstances would require immediate ejection. Only when there is a clear and objective danger to students' lives of safety should an ejection occur, and, if such is the case, assistance from school administrators or law enforcement officials is warranted. If the threat to life or safety can be removed by other Action, no ejection should occur.

Most incidents can be handled by the later suspension of bus privileges. (09.226)

Bus Rules

The privilege of any student to ride a school bus is conditioned upon his/her good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal of the school, which the pupil attends for necessary corrective action. We need the support of both the student and the parent.

- The driver is in full charge of the bus and pupils. Pupils shall obey the driver cheerfully and promptly.
- Pupils shall occupy the space designated for them by the driver.
- Pupils shall be on time; the bus cannot wait for those who are not on time.
- Pupils are never to stand on the road while waiting for the bus.
- Pupils are to clean their feet before entering the bus.
- Pupils are not to throw waste paper or other rubbish on the floor of the bus.
- Pupils are not to mar or otherwise deface the bus.
- Pupils are not allowed to carry a knife or any sharp instrument on the bus.
- Pupils are not to start to school when sick or when any member of the family has a contagious disease.
- The following activities are **prohibited at all times**:
 1. Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, or similar offensive acts;
 2. Smoking on the bus;
 3. Eating or drinking on the bus;
 4. Throwing articles or objects into or from the bus;
 5. Placing musical instruments or other articles at the door;
 6. Obstructing the aisle in any manner;
 7. Occupying more space in a seat than required.
- Pupils are to avoid unnecessary conversation with the driver;
- Pupils are to keep arms and head inside the bus at all times;
- Pupils are not to get off the bus except at home or school, unless prior approval has been authorized by a note from home;
- Pupils are to remain in their seats at all times unless they are getting on or off the bus;
- Pupils are to respect persons whom they pass on the routes;
- Pupils are to walk on the left side of the road facing the traffic;
- Pupils who must cross the road after exiting from the bus shall pass in front of the bus and not behind it;
- Should any of the violations or other circumstances persist, the principal has the authority to deny the pupil the privilege of riding the bus.

Serious misconduct on the bus, which hinders the safety of students or operation of the bus, may cause a student to be prohibited from riding the bus.

Bus Disciplinary Procedures

- The Parents/students are responsible for the student's conduct on the bus.
- The principal of the school is responsible for disciplinary action for bus incidents, when necessary.
- where the pupil attends.
- If a student refuses to do as instructed by the bus driver, he/she will be taken back to his/her school for disciplinary action.
- If a student is acting in such an extremely violent manner as to make it unsafe for the bus to continue, he/she may be placed off the bus by the bus driver. Should this happen, the bus driver shall notify the principal immediately.
- In extreme situations, the driver has the authority not to pick up a student the next morning. The procedures shall be as follows:
 1. The student is taken to his regular stop, unless #5 applies;
 2. The principal and Director of Transportation are notified;
 3. The Parents are notified by the principal;
 4. A conference involving student, parent, driver, principal is held;
 5. The principal may make a decision for additional disciplinary action.
- Students who repeatedly violate bus regulations may be suspended by the principal from riding the bus.

REGULAR BUS STOPS

Discharge of Pupils

The bus driver shall discharge pupils at their regularly scheduled stops only, except with written authorization from the Principal to discharge a pupil at another location. Preschool students shall be transported in accordance with applicable regulations.

The Principal shall have a written authorization from a child's parents before permitting discharge at a location other than the regular stop.

Exception

The driver may discharge a pupil for disciplinary reasons.

BUS MISCONDUCT REPORT

Student's Name

School

Driver's Name

Bus #

Date of Incident

Mark Viola tion	Behavior Violation	Disciplinary Options						
		Warn ing	3 Days Off Bus	5 Days Off Bus	10 Days Off Bus	Handled Under Student Discipline Code	Referred For Possible Bus Expulsion	Driver Removes Student Immediately
	Physical Abuse of School Personnel					X	X	X
	Dangerous Weapons/Drugs/Alcohol				X	X	X	X
	Fighting/Open Flame/Fireworks			X	X		X	
	Sexual Behavior			X	X		X	
	Use of Tobacco Products			X	X		X	

Verbal Abuse of School Personnel		X	X	X		X	
Profanity	X	X	X	X	X	X	
Vandalism (restitution to be made)	X	X	X	X			
Refusing to Sit in Assigned Seat	X	X	X	X			
Refusing to Follow Instructions	X	X	X	X			
Not Staying Seated/Pushing/Tripping	X	X	X	X			
Screaming/Hanging out Windows	X	X	X	X			
Eating/Drinking/Littering	X	X	X	X			
Excessive Mischief/Annoying	X	X	X	X			
Possession of Prohibited Items	X	X	X	X			
Not Riding Assigned Bus	X	X	X	X			
Exiting Bus Unapproved Stop	X	X			X		
Other:	X	X	X	X	X	X	X
Preliminary Action Taken By Driver	Driver's Comments						
Student Warned							
Student Assigned Seat							
Contact Parent/Legal Guardian	Driver's Signature						
Present Action Taken By Principal	Principal's Comments						
Student Warned							
Conference with Student's Parent							
Student Suspended From All Buses For							
___ Days, Beginning	Principal's Signature						

ACKNOWLEDGEMENT OF HANDBOOK REVIEW FORMS

PLEASE SIGN, DETACH AND RETURN THE FOLLOWING FORMS TO YOUR CHILD'S HOMEROOM TEACHER

School of Enrollment Student's Name

Homeroom Teacher

As the parent(s) or guardian(s) of _____, I/we have read and discussed the 2011-2012 Leslie County School's Code of Acceptable Behavior and Discipline, and Substance Abuse Policies and Procedures with my/our child.

Parent's/Guardian's Signature Date

Student's Signature Date

PARENTAL CONSENT/DENIAL FOR CORPORAL PUNISHMENT

I have read the section in this Student Handbook and Code of Conduct on "Corporal Punishment" and I do () do not () give permission for my child, _____, to have corporal punishment administered in the Leslie County School System for the 2011-2012 school year.

Parent/Guardian's Signature: _____

Date: _____

ACKNOWLEDGMENT OF RECEIPT OF THE LESLIE COUNTY BOARD OF EDUCATION'S STUDENT SUBSTANCE ABUSE POLICIES AND PROCEDURES HANDBOOK

I have received and am aware of the contents of the Leslie County Board of Education's Student Substance Abuse Policies and Procedures Handbook.

Parent/Guardian's Signature Date

Student's Signature Date

We are pleased to offer students of the Leslie County School System access to the district computer network for electronic mail (e-mail), Internet, productivity software and other electronic media in support of advancing student achievement. Access to these technology resources will enable students to explore valuable educational resources worldwide. ***Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.*** While our intent is to make technology access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits to students from access to the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. The Board of Education will maintain a list of websites that are used for instructional purposes that will be accessible by all students under teacher supervision unless the parent or guardian submits a written request to not allow access to these instructional sites by their child. This list will allow teachers and administrators to use internet resources as part of their classroom activities and curriculum. Each student must have a signed permission form to access internet sites above and beyond those listed as safe by the Board of Education. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Leslie County Board of Education supports and respects each family's right to decide whether or not to allow access to these technology resources.

Microsoft Live@EDU

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

Rules and Regulations

Students are responsible for good behavior on school computer networks just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner and parental consent has been granted. Access is a privilege – not a right.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the district servers will always be private. The school district has the right to place reasonable restrictions on the material you access or post through the network.

User Responsibility

Users shall be responsible for following general school rules of good behavior and communications when using electronic media. These rules shall be stated in the District's Code of Conduct.

Prohibited behaviors shall include, but not limited to, the following:

- Posting of personal contact information about yourself or others
- Agreeing to meet with someone you have met online
- Installation of software without expressed permission from the district
- Attempt to disrupt the network or destroy data
- Attempt to bypass district filters or safeguards to gain unauthorized access to network or internet sites
- Posting of chain letters or spamming
- Attempt to access material that is profane, obscene, illegal, or advocates violence or discrimination
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Intentional spreading of embedded messages or viruses

You need to understand that when you use the network resources provided by the Leslie County School District you leave an electronic fingerprint that can provide information to the district of what you have attempted to access.

Penalties for Violations

Users found in violation of this policy may be denied access to District electronic media and subject to additional disciplinary actions as outlined in the Code of Conduct. Inappropriate behavior or language shall be judged as a normal disciplinary violation. When applicable, law enforcement agencies may be notified.

Internet and Media Student Publication Form

The Leslie County School system is pleased to have the resources available to educators to publish student work, photos, projects, etc., via Internet, video recordings, and school and district newspapers. We believe that recognition of the students' accomplishments by publishing student work and photos can be valuable for both motivation and esteem building. In addition, public recognition and display of high quality student products helps create a school culture that values excellence in student performance. However, some parents may feel that publication of student work and photos through the use of these media sources may pose a threat to their child. To that end, the Leslie County Board of Education supports and respects each family's right to decide whether to allow such publishing of their child's photo or work.

Safeguards and Assurances

In order to help ensure the safety of our students, the Leslie County Board of Education utilizes technology tools to filter, monitor, and log activities of our users. These tools allow designated staff to monitor each student's internet activity to insure compliance with policy and also allows for investigation into any suspected inappropriate activity. The board of education also has the right to monitor all email sent or received by our network users as well as any files stored on district owned hardware. Audits are conducted randomly throughout the year to ensure compliance by all users. Any suspected activity in violation of board policy is reported to the site supervisor for further action.

Schools will endeavor to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission. Also, schools will avoid publishing the first name and last name of individuals in any photograph or video posted on websites.

Internet and Electronic Media Permission Form

As a user of the Leslie County Schools computer network, I hereby agree to comply with the school district Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions.

Student Signature: _____ Date _____

Yes: _____ No: _____

As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services such as electronic mail and the internet. I accept responsibility for guidance for Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

Parent Signature: _____ Date: _____

Home Address: _____ Telephone: _____

Internet and Media Student Publication Form

As a student of the Leslie County Schools, I hereby consent to have my photo or work published by way of the Internet, video, or school and district newspapers.

Student Signature: _____ Date: _____

As the parent or legal guardian of the student signing above, I grant permission for photos of my child or my child's work to be published by way of the Internet, video, or school and district newspapers

Yes: _____ No: _____

Parent Signature: _____ Date: _____

Home Address: _____ Telephone: _____

This document shall be kept on file as a legal and binding document. In order to modify or rescind the agreement the student's parent/guardian (or student who is at least 18 years old) must provide the Superintendent with a written request.

NOTICE: The contents of this "Leslie County School's Code of Acceptable Behavior and Discipline" is subject to change during the school year as regulation changes occur at the Governmental level in Frankfort

STUDENTS 09.14 AP.111

Notification of FERPA Rights

Distribute this notice annually to parents and students.

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

- 1) ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***

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 request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) ***The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.***

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Notification of FERPA Rights

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

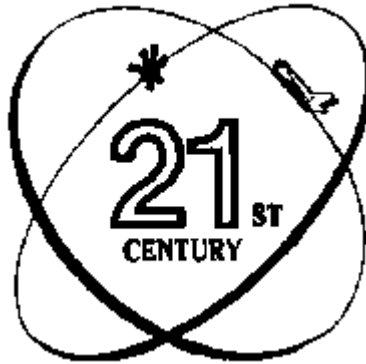
- 4) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

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

- 5) ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The district’s “Child Find” system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.



**APPENDIX I
LESLIE**

COUNTY

BOARD OF EDUCATION

“Preparing Students for the 21st Century and Beyond!”

Substance Abuse Policies and Procedures

2011-2012

Leslie County Board of Education

Box 949

Hyden, Kentucky 41749

Telephone: (606) 672-2397

[www.http://leslie.k12.ky.us/](http://leslie.k12.ky.us/)

Superintendent: Larry Sparks

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PLEASE NOTE: (1) Any additional related matter that is discovered regarding substance use violations when working with any student shall be dealt with under whatever appropriate situation to which it applies. (2) All provisions and stipulations of the “Administrative Guidelines and Procedures” must be followed and adhered to in their entirety.

LESLIE COUNTY BOARD OF EDUCATION
ALCOHOL AND OTHER DRUGS
POLICIES AND PROCEDURES HANDBOOK

INTRODUCTION

Alcohol and other drug use by young people in our county has been described by many experts as epidemic. A recent study shows that more than half of all high school seniors have had some experience with illegal and/ or illicit drugs, while more than 90 percent of those seniors had experienced alcohol. Most alarming, perhaps, are figures on use of cocaine by high school students: despite growing evidence of cocaine's addictive powers and toxic effects, a recent survey showed that the number of high school seniors reporting daily use of cocaine doubled between 1983 and 1989.

Such statistics place the United States first among all industrialized nations in the number of young people using illegal and/ or illicit drugs.

Secondly, scientific research has shown that many drugs, even when taken in small doses, can cause permanent damage to the learning centers of the brain – damage which increases with increased drug use. Children and adolescents, because their bodies and brains are still developing, are particularly vulnerable to the harmful effects of alcohol and drugs. Also, many of the drugs available to young people today are more potent and therefore more harmful than they were ten years ago.

Alcohol and other drug use by school students cannot be considered in isolation by school officials. Such behavior can, and often does, lead to a variety of other conditions that also interfere with education, including truancy, dropping out of school, teenage pregnancy, accidents caused by intoxication, depression and even suicide. In some U.S. cities, violence linked to drug trafficking has claimed the lives of young people.

Even those students who do not use alcohol and other drugs are adversely affected by the presence in schools of those who do. For one thing, students who are "high" in the classroom can destroy the atmosphere necessary for learning to take place. In addition, school where alcohol and other drugs are present can become "war zones" with use and sale of drugs threatening the safety of students and teachers.

In part because of alcohol and other drug use, many of the young people in school today truly are, as one national community intervention group puts it, members of a "generation at risk."

**LESLIE COUNTY BOARD OF EDUCATION
HYDEN, KENTUCKY**

STATEMENT OF PHILOSOPHY

The Leslie County Board of Education concurs with the research findings that students will function at school with greater effectiveness if they are not under the influence of alcohol and/or other drugs. The Board also believes that chemical dependency is a disease of major proportion in our society, and that such disease is chronic, fatal, progressive, and treatable. Based upon this premise the Board also believes that prevention, risk-reduction, and elimination of chemical dependency and chemical use is an appropriate activity for the public schools.

POLICY STATEMENT

Let it be known by all students of the Leslie County School System the policies and rules governing the illegal and/or illicit use of mood-altering chemicals as prescribed by the Leslie County Board of Education are as follows:

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs, alcohol, materials/substances represented to be drug controlled substances, or use chemical substances which can affect psychological functioning or affect the educational system of the schools. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to all applicable school policies, federal and state laws governing prescription use.

Let it be clear that this policy is effective at or on property owned, leased, or maintained by the school district, all school sanctioned activities on or off campus, on vehicles used to transport students to and from school or at other activities, and in any vehicle belonging to the school or to another owner parked on school property.

This policy defines "under the influence" as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath of person, reddened eyes, nervousness, restlessness, falling asleep, memory loss or inappropriate behavior.

"SAP participation" refers to participation in school requested meetings, participation in school sponsored or school based services programs, which may be deemed appropriate and necessary by school personnel, or a student who seeks professional assistance and takes recommended actions based on this advice. Any and all recommendations and subsequent follow through must also be adhered to and completed as prescribed. The student and his/her family must, at a minimum, make available and/or provide proof that any and all prescribed actions(s) on the part of the student have been done. Leslie County Schools are not responsible or liable in any way for the action(s) taken by a student and/or his/her family members, or outcomes resulting from the student's or family's involvement in services or programs not operated or sponsored by Leslie County Schools. Leslie County Schools also accepts no financial responsibility for costs which might be incurred while participating in services or programs which are operated or sponsored by Leslie County Schools.

"SAPC" refers to Student Assistance Program Coordinator

"SAP" refers to Student Assistance Program

"FRC" refers to Family Resource Center

"YSC" refers to Youth Service Center

"Principal or designee" refers to any building administrator in charge at the time drug-related situations occur

PLEASE NOTE: The disciplinary actions as provided by these policies regarding suspension for substance abuse are not applicable where the policies call for suspension exceeding five consecutive days for elementary students.

DRUG EDUCATION DIRECTIVE

The Board of Education is establishing the following policies and procedures as required by law (derived from the Drug-Free Schools and Communities Act of 1986) and as an indication of their commitment and support in dealing with drug abuse, especially as it relates to the pupil population and the community it represents.

The Board instructs the Superintendent of Schools to:

1. Provide an age and grade appropriate education, program so that students are made aware of the physical and psychological dangers incurred through the improper use of drugs.
2. Cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the increase in illegal use of drugs.
3. Take the necessary steps to prevent any person from coming upon the campus of any school in possession of or under the influence of drugs of any kind, or attempting to sell or use the drugs on the campus of any school.

Review the policies on drug and narcotics control annually and provide in-service to assure that such policies reflect new trends or methods of rehabilitation, decisions of the court, and the degree of student abuse.

REPORTING AND HANDLING: The need to have specific reporting and handling procedures is imperative; school personnel must know both to whom to report illegal substance activity and the extent to which they professionally are responsible for acting.

All instances of substance abuse must be reported to the proper authority. There may not be, however, a duty on the part of educators to inform parents, administrators, or law enforcement personnel of the identity of students seeking help to overcome substance abuse problems. Each case in which a student independently seeks counseling or information from a professional educator for the purpose of overcoming substance abuse must be handled on an individual basis, depending upon the nature and particulars of the subject case. All reporting and handling procedures will be in accordance with State and local laws and relevant school policy.

APPREHENSION OF STUDENT FOR ALLEGED VIOLATION OF STATUTES PERTAINING TO ILLEGAL AND/OR ILLICIT DRUG USE

When a student is apprehended and charged with a violation of the federal or state laws regarding illegal and/or illicit drug use, the student may be permitted to continue attending school pending the disposition of his/her case by the courts after any suspension periods, if applicable.

Once the Superintendent of Schools is informed that a student is so charged he shall require the school principal and/or other appropriate school staff to provide an evaluation report of the student's school history and present functioning in school. The Superintendent of Schools should be prepared to provide any information which might be requested by the court. The Superintendent of Schools shall take into careful consideration any recommendations that the court may make relevant to disposition and follow-up.

REHABILITATION

Leslie County Schools understand and believe that while each student is responsible and accountable for their own behavior, punitive measures are not the only means of dealing with students who become involved with illegal and/or illicit drugs.

Therefore, the parents, with aid and support of appropriate school staff, shall make every effort to involve a student in appropriate rehabilitative services prior to and/or following the disposition of a case involving illegal and/or illicit substance use. From the schools standpoint, this may include regular conferences with appropriate school staff such as Student Assistance Coordinator, Guidance Counselors, social workers, psychologists, etc. Outside the school system, services might include; consultation with a family physician, psychiatrist, drug rehabilitation services, mental health agencies, etc. All services, other than those offered by the school, from which a student or family may seek assistance, are at the student's or family's expense. The school system accepts no financial responsibility for any costs incurred nor does it assume any liability for possible outcomes as a result of seeking outside assistance.

SUMMARIZATION OF ALCOHOL AND OTHER DRUG ADMINISTRATIVE GUIDELINES

SITUATION A

A student contacts a staff member regarding the use of alcohol and/or other drug of another student.

1. **IMMEDIATE ACTION**

The student who contacts a staff member is encouraged to get the student of concern to personally seek assistance. Information may be confidentially referred to a Guidance Counselor or Student Assistance Coordinator.

2. **INVESTIGATION**
Limited to the reporting staff member, although the principal, counselor, nurse or school social worker may be contacted for assistance. Referral can/should be made to any appropriate school based Student Assistance Services Program (example: SAP, FRC, or YSC).
3. **NOTIFICATION OF PARENTS**
Left to the principal's discretion.
4. **NOTIFICATION OF POLICE**
Not applicable.
5. **DISPOSITION OF SUBSTANCE**
Not applicable.
6. **DISCIPLINE/REHABILITATION**
None/Refer to the SAP by use of The Referral System if principal determines possible validity of student's concerns. (Inform SAPC, or guidance counselor if parents were notified.)

SITUATION B

A student volunteers information about personal alcohol and/or other drug use and asks for help.

1. **IMMEDIATE ACTION**
The student is informed of services available and encouraged to seek assistance from the SAPC, guidance counselor, YSC staff, or FRC staff.
2. **INVESTIGATION**
The staff member should request advice from the principal, guidance counselor, nurse, school social worker, SAPC, YSC staff, or FRC staff.
3. **NOTIFICATION OF PARENTS**
Principal's discretion. Student's rights of confidentiality must be observed.
4. **NOTIFICATION OF POLICE**
Not applicable.
5. **DISPOSITION OF SUBSTANCE**
Not applicable.
6. **DISCIPLINE/REHABILITATION**
None/Refer to the SAP, SAPC or guidance counselor by use of the referral system. Inform SAPC, or guidance counselor if parents were notified.

SITUATION C

The possible use of alcohol and/or other drugs by a student is indicated but there is no evidence of violation of law or school regulation.

1. **IMMEDIATE ACTION**
The student is encouraged to seek assistance from any appropriate school-based Student Assistance Services Program (example: SAP, YSC or FRC).
2. **INVESTIGATION**
Refer to the SAPC and/or guidance counselor for follow-up. Depending on availability and network structure, the YSC or FRC is a possible option, as well.
3. **NOTIFICATION OF PARENTS**
Principal's discretion.

4. NOTIFICATION OF POLICE

Not applicable.

5. DISPOSITION OF SUBSTANCE

Not applicable.

6. DISCIPLINE/REHABILITATION

Refer to the SAP by use of the referral system. If there is evidence of further violation, see appropriate situational category. Inform SAPC, or guidance counselor if parents were notified.

SITUATION D

The student has an alcohol and/or other drug, or mood-altering substance-related medical problem and/or concern.

1. IMMEDIATE ACTION

A. If the symptoms are considered to be so severe as to present an emergency situation, standard health and first aid procedures will be followed, the school shall arrange to have the student immediately taken to the hospital by ambulance while other appropriate personnel inform the parents/guardians and/or a stipulated contact person for emergency situations. The school nurse should be summoned immediately.

Notify Superintendent or designee and provide written report within one working day.

B. Standard health and first aid procedures will be followed. The school nurse should be summoned immediately. The student will be transported to a medical facility by parents if found not to be an emergency.

If the parents cannot provide transportation, school personnel shall accompany the student to a physician's office or hospital (SAPC, school nurse, guidance counselor, or principal). This should be at the request and with permission of the parent(s) or guardian(s), and witnessed by at least one other school official. Parent(s) should be advised that unless a life threatening situation exists, most medical facilities will not treat a minor without the parent(s) or guardian(s) present.

! INVESTIGATION

The principal or designee and/or SAPC will investigate the incident. This may include a search of the student, his/her locker, car, and/or other possessions. Interviewing other students might also be necessary.

3. NOTIFICATION OF PARENTS

Yes: Notification of the incident in the case of a health problem or medical emergency by appropriate school official. Always stay calm and only give the facts as they are known. Never project as to the situation circumstances and/or the student's condition.

4. NOTIFICATION OF POLICE

Yes; for possible investigation and in cases where the safety of the emergency victim or school population is at risk. Notification should always be made when a student has been transferred by ambulance for a medical emergency.

5. DISPOSITION OF SUBSTANCE

Any substance found will be turned over to law enforcement officers in the presence of two school officials. Analysis will be made for possible use in further proceedings. A receipt should always be gotten for anything turned over to law enforcement officials.

6. DISCIPLINE/REHABILITATION

Refer to SAPC by use of the referral system. Once the safety and well-being of the student has been established, see appropriate situational category for further violation, procedures and action to be taken.

SITUATION E

A student possesses drug-related paraphernalia.

1. IMMEDIATE ACTION

Principal is summoned. Paraphernalia is confiscated. Witnessing staff member writes an anecdotal report of the incident.

2. INVESTIGATION

The student, his/her desk, locker, car, and other possessions may be searched in accordance with Board policy.

3. NOTIFICATION OF PARENTS

Yes.

4. NOTIFICATION OF POLICE

Yes. Notify by phone immediately and file written report to police within one working day. A copy of the report might also be requested by the local juvenile justice services (Court Designated Worker).

5. DISPOSITION OF SUBSTANCE/MATERIALS

Any substances or materials found will be turned over to law enforcement officers in the presence of two school officials. Analysis will be made for possible use in further proceedings. If possible, the confiscation of any substance and/or paraphernalia should also always be witnessed by at least one other school official.

* Definition of paraphernalia as defined under KRS 218.A.500. The confiscated material will be analyzed by the appropriate law enforcement agency. Definition enclosed for information purposes only.

6. DISCIPLINE/REHABILITATION**Elementary level:**

1st time - Utilizing the available resources (i.e. SAPC, call to police, definition, etc.), the principal will determine seriousness of material and contact parent. Referral to SAPC/SAP.

2nd time - 1-3 days out-of-school suspension. Referral to SAPC/SAP.

3rd time - 3-5 days out-of school suspension. Referral to SAPC/SAP.

Middle/High School levels: (SAP participation)**

1st. time - 2-6 days in-school detention and 2-6 days out-of-school suspension. (1-3 days out-of school waived) Referral to SAPC/SAP.

2nd time - 6-10 days in-school detention and 6-10 days out of-school suspension. (3-5 days out-of school waived) Referral to SAPC/SAP.

3rd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

Middle/High School levels: (SAP non-participation)

1st. time - 2-6 days in-school detention and 2-6 days out-of-school suspension. Referral to SAPC/SAP.

2nd time - 6-10 days in-school detention and 6-10 days out of-school suspension. Referral to SAPC/SAP.

3rd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

* Definition of paraphernalia as defined under KRS 218.A.500. The confiscated material will be analyzed by the appropriate law enforcement agency. Definition enclosed for information purposes only.

**“SAP participation” refers to participation in school requested meetings, participation in school sponsored or school based services programs, which may be deemed appropriate and necessary by school personnel, or a student who seeks the professional assistance and takes recommended actions based on this advice. Any and all recommendations and subsequent follow through, must also be adhered to and completed as prescribed. The student and his/her family must, at a minimum, make available and/or provide proof that any and all prescribed action(s) on the part of the student have been done. Leslie County Schools is not responsible or liable in any way for the action(s) taken by a student and/or his/her family members, or outcomes resulting from the student’s or family’s involvement in services or programs not operated or sponsored by Leslie County Schools. Leslie County Schools also accepts no financial responsibility for costs which might be incurred while participating in services or programs which are not operated or sponsored by Leslie County Schools.

***If the principal has elected to have the students serve 15 days in the alternative class in order to offset the eight days of suspension and the student fails to comply with the aforementioned it will result in the reinstatement of _____ days of suspension.

SITUATION F

A student possesses a look-alike substance* as determined by law enforcement agency under the Kentucky Controlled Substance Act KRS 218A.359.

1. IMMEDIATE ACTION

Principal or designee is summoned. Principal designee and/or witnessing staff member writes an anecdotal report of the incident. Principal will contact SAPC immediately for assistance.

2. INVESTIGATION

The student, his/her locker, car, desk, and other possessions may be searched in accordance with board policy. Interviewing other students might also be necessary.

3. NOTIFICATION OF PARENTS

Yes, the parents will be notified immediately. Parents should be required to come to the school ASAP and also schedule a conference with the parents and the SAPC.

4. NOTIFICATION OF POLICE

Yes, in order that they may document the incident and file report. The police may wish to take other legal action as well. A copy of the written anecdotal report should also be copied to them.

5. DISPOSITION OF SUBSTANCE

Any substance/material will be turned over to law enforcement officers in the presence of two school officials. Analysis for use in further proceedings will be requested. (If possible, the confiscation of any substance/material and/or paraphernalia should also always be witnessed by at least one other school official.)

* Definition of “look-alike substance” as defined under KRS 218A.350: “Prohibited practices concerning substances that simulate controlled substances”.

SITUATION F (Continued)

A student Possesses a look-alike substance* as determined by law enforcement agency under the Kentucky Controlled Substance Act KRS 218A.359.

6. DISCIPLINE/REHABILITATION

Elementary level:

1st time - Immediate parent conference. Referral to SAPC/SAP.

2nd time - 3 days out-of-school suspension. Referral to SAPC/SAP.

3rd time - 5 days out-of-school suspension. Referral to SAPC/SAP.

Middle/High School levels: (SAP participation)**

1st time - 4-8 days in-school detention and 4-8 days out-of-school suspension. (2-4 days out-of-school waived) Referral to SAPC/SAP.

2nd time - 6-10 days in-school detention and 6-10 days out-of-school suspension (3-5 days out-of-school waived). Referral to SAPC/SAP.

3rd time - student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

Middle/High School levels: (SAP non-participation)

1st time - 4-8 days in-school detention and 4-8 days out-of-school suspension. Referral to SAPC/SAP.

2nd time - 6-10 days in-school detention and 6-10 days out-of-school suspension Referral to SAPC/SAP.

3rd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

* Definition of "look-alike substance" as defined under KRS 218A.350: "Prohibited practices concerning substances that simulate controlled substances".

** "SAP participation" refers to participation in school requested meetings, participation in school sponsored or school based services programs, which may be deemed appropriate and necessary by school personnel, or a student who seeks the professional assistance and takes recommended actions based on this advice. Any and all recommendations and subsequent follow through, must also be adhered to and completed as prescribed. The student and his/her family must, at a minimum, make available and/or provide proof that any and all prescribed action(s) on the part of the student have been done. Leslie County Schools is not responsible or liable in any way for the action(s) taken by a student and/or his/her family members, or outcomes resulting from the student's or family's involvement in services or programs not operated or sponsored by Leslie County Schools. Leslie County Schools also accepts no financial responsibility for costs which might be incurred while participating in services or programs which are not operated or sponsored by Leslie County Schools.

***If the principal has elected to have the students serve 15 days in the alternative class in order to offset the eight days of suspension and the student fails to comply with the aforementioned it will result in the reinstatement of _____ days of suspension.

SITUATION G

A student is in possession of alcohol and/or other drugs.

1. IMMEDIATE ACTION

Principal or designee is summoned. Principal/designee and/or witnessing staff member writes an anecdotal report of the incident. Principal will contact SAPC immediately for assistance.

2. INVESTIGATION

The student his/her locker, and other possessions may be searched in accordance with Board policy. Interviewing other students might also be necessary.

3. NOTIFICATION OF PARENTS

Yes, immediate parental contact and request for conference with school personnel and SAPC, as soon as possible.

4. NOTIFICATION OF POLICE

Yes. Notify by phone immediately and file written report within one working day. A copy of the report might also be requested by the juvenile justice services (Court Designated Worker).

5. DISPOSITION OF SUBSTANCE

Any substance or material will be turned over to law enforcement officers in the presence of two school officials. Analysis will be made for possible use in further proceedings. If possible, the confiscation of any substance, material and/or paraphernalia should also always be witnessed by at least one other school official.

6. DISCIPLINE/REHABILITATION

Elementary level:

1st time - 3 days out-of-school suspension. School conference upon return. Referral to SAPC/SAP.

2nd time - 5 days out-of-school suspension. School conference upon return. Referral to SAPC/SAP.

Middle/High School levels: (SAP participation)*

1st time - 4-8 days in-school detention and 4-8 days out-of-school suspension. (2-4 days out of school waived) Referral to SAPC/SAP.

2nd time - 6-10 days in-school detention and 6-10 days out-of-school suspension (3-5 days out of school waived). Referral to SAPC/SAP.

3rd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

Middle/High School levels: (SAP non-participation)

1st time - 4-8 days in-school detention and 4-8 days out-of-school suspension. Referral to SAPC/SAP.

2nd time - 6-10 days in-school detention and 6-10 days out-of-school suspension Referral to SAPC/SAP.

3rd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

*"SAP participation" refers to participation in school requested meetings, participation in school sponsored or school based services programs, which may be deemed appropriate and necessary by school personnel, or a student who seeks the professional assistance and takes recommended actions based on this advice. Any and all recommendations and subsequent follow through, must also be adhered to and completed as prescribed. The student and his/her family must, at a minimum, make available and/or provide proof that any and all prescribed action(s) on the part of the student have been done. Leslie County Schools is not responsible or liable in any way for the action(s) taken by a student and/or his/her family members, or outcomes resulting from the student's or family's involvement in services or programs not operated or sponsored by Leslie County Schools. Leslie County Schools also accepts no financial responsibility for costs which might be incurred while participating in services or programs which are not operated or sponsored by Leslie County Schools.

**If the principal has elected to have the students serve 15 days in the alternative class in order to offset the eight days of suspension and the student fails to comply with the aforementioned it will result in the reinstatement of _____ days of suspension.

SITUATION H

A student is found to be under the influence* of alcohol and/or other drugs or look-alikes** as determined by law enforcement agency under the Kentucky Controlled Substance Act KRS 218A.359. No medical emergency exists.

1. IMMEDIATE ACTION

The chaperon will contact the group advisor or administrator. An anecdotal report of the incident will be written and submitted to the principal and SAPC. An SAPC/SAP referral will be made.

2. INVESTIGATION

The student, his/her locker, car, and other possessions may be searched in accordance with Board policy. Interviewing other students might also be necessary.

3. NOTIFICATION OF PARENTS

Yes.

4. NOTIFICATION OF POLICE

Yes. Notify by phone immediately and file written report within one working day. A copy of the report might also be requested by the juvenile justice services (Court Designated Worker).

5. DISPOSITION OF SUBSTANCE

Any substance or material will be turned over to law enforcement officers in the presence of two school officials. Analysis will be made for possible use in further proceedings. If possible, the confiscation of any substance, material and/or paraphernalia should also always be witnessed by at least one other school official.

* This policy defines “under the influence” as “manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath of person, reddened eyes, nervousness, restlessness, falling asleep, memory loss, or inappropriate behavior”.

** Definition of “look-alike substance” as defined under KRS 218A.350: “Prohibited practices concerning substances that simulate controlled substances”.

A student is found to be under the influence* of alcohol and/or other drugs or look alikes** as determined by law enforcement agency under the Kentucky Controlled Substance Act KRS 218A.359. No medical emergency exists.

6. DISCIPLINE/REHABILITATION

Elementary level:

1st time - 3 days out-of-school suspension. Referral to SAPC/SAP.

2nd time - 5 days out-of school suspension. Referral to SAPC/SAP.

Middle/High School levels: (SAP participation)***

1st time - 8-10 days in-school detention and 8-10 days out-of-school suspension. (4-5 days out of school waived) Referral to SAPC/SAP.

2nd time - 10 days in-school detention and 10 days out-of-school suspension. (5 days out of school waived) Referral to SAPC/SAP.

3rd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

Middle/High School levels: (SAP non-participation)

1st time - 8-10 days in-school detention and 8-10 days out-of-school suspension. Referral to SAPC/SAP.

2nd time - 10 days in-school detention and 10 days out-of-school suspension. Referral to SAPC/SAP.

3rd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

* This policy defines “under the influence” as “manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath of person, reddened eyes, nervousness, restlessness, falling asleep, memory loss, or inappropriate behavior”.

** Definition of “look-alike substance” as defined under KRS 218A.350: “Prohibited practices concerning substances that simulate controlled substances”.

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done. Leslie County Schools is not responsible or liable in any way for the action(s) taken by a student and/or his/her family members, or outcomes resulting from the student's or family's involvement in services or programs not operated or sponsored by Leslie County Schools. Leslie County Schools also accepts no financial responsibility for costs which might be incurred while participating in services or programs which are not operated or sponsored by Leslie County Schools.

****If the principal has elected to have the students serve 15 days in the alternative class in order to offset the eight days of suspension and the student fails to comply with the aforementioned it will result in the reinstatement of _____ days of suspension.

SITUATION I

A student is trafficking and/or transferring a look-alike substance* as determined by law enforcement agency under the Kentucky Controlled Substance Act KRS 21 8A.359.

1. IMMEDIATE ACTION

Principal or designee is summoned. Principal/designee and/or witnessing staff member writes an anecdotal report of the incident. Principal will contact SAPC immediately for assistance. Police will be notified.

2. INVESTIGATION

The student, his/her locker, car, desk, and other possessions may be searched in accordance with Board policy. Interviewing other student might also be necessary.

3. NOTIFICATION OF PARENTS

Yes, requested to come to the principal's office immediately to meet with SAPC, principal, and law enforcement.

4. NOTIFICATION OF POLICE

Yes. Notify by phone immediately and file written report within one working day in order that they may document this incident and take any necessary further action.

5. DISPOSITION OF SUBSTANCE

Any substance or material will be turned over to law enforcement officers in the presence of two school officials. Analysis for use in further proceedings will be requested. If possible, the confiscation of any substance, material and/or paraphernalia should also always be witnessed by at least one other school official.

* Definition of "look-alike substance" as defined under KRS 218A.350: "Prohibited practices concerning substances that simulate controlled substances".

A student is trafficking and/or transferring a look-alike substance* as determined by law enforcement agency under the Kentucky Controlled Substance Act KRS 21 8A.359.

6. DISCIPLINE/REHABILITATION

Elementary level:

1st time - 5 days out-of-school suspension. Referral to SAPC/SAP.

2nd time - 5 days out-of-school suspension with further action to be considered based upon determination of content/intent. Referral to SAPC/SAP.

Middle/High School levels: (SAP participation)**

1st time - 10 days in-school detention and 10 days out-of-school suspension with further action to be considered based upon determination of content/intent. (5 days out-of school waived) Referral to SAPC/SAP.

2nd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

Middle/High School levels: (SAP non-participation)

1st time - 10 days in-school detention and 10 days out-of-school suspension with further action to be considered based upon determination of content/intent or if space is available referral to alternative school. Referral to SAPC/SAP.

2nd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

* Definition of "look-alike substance" as defined under KRS 218A350: "Prohibited practices concerning substance that simulate controlled substances".

**"SAP participation" refers to participation in school requested meetings, participation in school sponsored or school based services programs, which may be deemed appropriate and necessary by school personnel, or a student who seeks the professional assistance and takes recommended actions based on this advice. Any and all recommendations and subsequent follow through, must also be adhered to and completed as prescribed. The student and his/her family must, at a minimum, make available and/or provide proof that any and all prescribed action(s) on the part of the student have been done. Leslie County Schools is not responsible or liable in any way for the action(s) taken by a student and/or his/her family members, or outcomes resulting from the student's or family's involvement in services or programs not operated or sponsored by Leslie County Schools. Leslie County Schools also accepts no financial responsibility for costs which might be incurred while participating in services or programs which are not operated or sponsored by Leslie County Schools.

***If the principal has elected to have the students serve 15 days in the alternative class in order to offset the eight days of suspension and the student fails to comply with the aforementioned it will result in the reinstatement of _____ days of suspension.

SITUATION J

A student is trafficking and/or transferring alcohol and/or other drugs.

1. IMMEDIATE ACTION

Principal or designee is summoned. Principal/designee and/or witnessing staff member writes an anecdotal report of the incident. Principal will contact SAPC immediately for assistance. Police will be notified.

2. INVESTIGATION

The student, his/her locker, car, desk, and other possessions may be searched in accordance with Board policy. Interviewing other student might also be necessary.

3. NOTIFICATION OF PARENTS

Yes, requested to come to the principal's office immediately to meet with SAPC, principal, and law enforcement.

4. NOTIFICATION OF POLICE

Yes. Notify by phone immediately and file written report within one working day, in order that they may document this incident and take any necessary further action.

5. DISPOSITION OF SUBSTANCE

Any substance or material will be turned over to law enforcement officers in the presence of two school officials. Analysis for use in further proceedings will be requested. If possible, the confiscation of any substance, material and/or paraphernalia should also always be witnessed by at least one other school official.

A student is trafficking and/or transferring alcohol and/or other drugs.

6. DISCIPLINE/REHABILITATION**Elementary level:**

1st time - 5 days out-of-school suspension. Referral to SAPC/SAP.

2nd time - 5 days out-of-school suspension with further action to be considered based upon determination of content/intent. Referral to SAPC/SAP.

Middle/High School levels: (SAP participation)*

1st time - 10 days in-school detention and 10 days out-of-school suspension or recommendation to the board for expulsion with further action to be considered based upon determination of content/intent.. (2 days out-of school waived) Referral to SAPC/SAP.

2nd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

Middle/High School levels: (SAP non-participation)

1st time - 10 days in-school detention and 10 days out-of-school suspension or recommendation to the board for expulsion with further action to be considered based upon determination of content/intent or if space is available referral to alternative school. Referral to SAPC/SAP.

2nd time - Student suspended with an automatic recommendation to the board for expulsion. Referral to SAPC.

*"SAP participation" refers to participation in school requested meetings, participation in school sponsored or school based services programs, which may be deemed appropriate and necessary by school personnel, or a student who seeks the professional assistance and takes recommended actions based on this advice. Any and all recommendations and subsequent follow through, must also be adhered to and completed as prescribed. The student and his/her family must, at a minimum, make available and/or provide proof that any and all prescribed action(s) on the part of the student have been done. Leslie County Schools is not responsible or liable in any way for the action(s) taken by a student and/or his/her family members, or outcomes resulting from the student's or family's involvement in services or programs not operated or sponsored by Leslie County Schools. Leslie County Schools also accepts no financial responsibility for costs which might be incurred while participating in services or programs which are not operated or sponsored by Leslie County Schools.

**If the principal has elected to have the students serve 15 days in the alternative class in order to offset the eight days of suspension and the student fails to comply with the aforementioned it will result in the reinstatement of _____ days of suspension.

CALL FOR HELP

DRUG INFORMATION SERVICES OF KENTUCKY -----	1-800-432-9337
ALCOHOL/DRUG ABUSE HOTLINE -----	1-800-252-6455
COCAINE HOTLINE -----	1-800-262-2463
ALCOHOL ANONYMOUS -----	(606) 436-5761
KENTUCKY RIVER COMPREHENSIVE CARE -----	(606) 672-4215
LESLIE COUNTY HEALTH DEPARTMENT -----	(606) 672-2393
LESLIE COUNTY DEPARTMENT FOR SOCIAL SERVICES -----	(606)672-3802
CHARTER RIDGE, LEXINGTON, KENTUCKY -----	1-800-833-0320
CRISIS INTERVENTION -----	(606)233-0444

Code of Student Conduct	77
RAPE CRISIS CENTER-----	(606)252-2511
SPOUSE ABUSE CRISIS LINE-----	(606)255-9808
ADULT ABUSE HOTLINE -----	(606)253-0656
POISON CENTER-----	1-800-722-5725
POSSIBILITIES UNLIMITED, LEXINGTON,KENTUCKY -----	(606)276-1565
BAPTIST REGIONAL MEDICAL CENTER	
CHEMICAL DEPENDENCY UNIT, CORBIN, KENTUCKY -----	1-800-395-4435
LCHS YOUTH SERVICES CENTER -----	(606)672-4440
LCMS YOUTH SERVICES CENTER-----	(606)672-5579
STINNETT FAMILY REOURCE SERVICES CENTER-----	(606)374-4315
HYDEN FAMILY RESOURCE SERVICES CENTER-----	(606)672-5248
HAYES LEWIS/ MUNCY FAMILY RESOURCE SERVICES CENTER-----	(606)279-2022
LESLIE COUNTY BOARD OF EDUCATION -----	(606)672-2397

**ACKNOWLEDGMENT OF RECEIPT
OF THE LESLIE COUNTY BOARD OF EDUCATION'S STUDENT SUBSTANCE ABUSE
POLICIES AND PROCEDURES HANDBOOK**

I have received and am aware of the contents of the Leslie County Board of Education's Student Substance Abuse Policies and Procedures Handbook.

Parent/Guardian's Signature

Date

Student's Signature

Date

“Illicit drug use is wrong and harmful.”

Leslie County School System

**Student Assistance Program
Alcohol / Drug Waiver**

Date:___

I _____ at my expense, will seek an evaluation of
Parent / Guardian
_____’s alcohol /drug use from a qualified
Student
chemical dependency counselor acceptable to the school and will complete any and all
treatment as recommended in the evaluation.

I further agree that in cases where the school, through use of the SAP process discovers no behavioral indicators of possible alcohol or drug abuse, I agree to have my child meet with counselors individually or in a group a specified number of times. I understand that failure to complete either the evaluation or treatment as recommended or to keep all specified appointments with the counselors will result in the full _____ day’s suspension.

I further understand that if no treatments as such are recommended in the evaluation the school may also require that the student either agrees to meet with a school counselor or complete a designated alcohol / drug educational program in order to qualify for the waiver of _____ day’s suspension.

By signing below I am agreeing to all the above and I understand that my child (named above) will be granted a waiver for _____ days of the suspension.

Signed _____
Parent / Guardian

Witness _____
School Administrator