

**Harrison County Schools
Discipline Code 2019-20**

**Our Vision and Mission
Harrison County School District: A Model of Opportunity**

It is our mission to achieve this vision by providing the following:

1. The Harrison County School District creates community ownership in the education of all students.
2. The Harrison County School District creates a student-focused education.
3. The Harrison County School District maintains communication with students, parents and community members.
4. The Harrison County School District creates an innovative learning environment for all students.
5. The Harrison County School District prepares students to compete in a global society.

Our Belief Statements

1. We believe high expectations are essential for student achievement.
2. We believe that all Harrison County stakeholders can achieve the vision by working together.
3. We believe that all decisions should be made based on what is best for students.
4. We believe that education begins with relationships.
5. We believe that all students can achieve success.
6. We believe that the Harrison County School System has the resources to realize our vision.

Statement of Non Discrimination

Students, parents, employees, potential employees and individuals are hereby notified that the Harrison County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment programs, vocational programs or activities, set forth in compliance with the Office of Civil Rights, Title VI, Title VIII, Title IX, ADA, and Section 504. Any person having inquiries concerning Harrison County Schools compliance with the Office of Civil Rights law, Title VI, Title VIII, Title IX, ADA, and section 504 is directed to contact:

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Harrison County Board of Education
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Section I: Rights and Responsibilities

It is the responsibility of the school system to make this information public. It is the responsibility of the parents and students to be familiar with the rules so that all consequences are understood.

Students have the right to:

- Public education that meet the needs of individual students.
- Notice of rules, regulations, policies which students may be subject.
- Reasonable physical protection and safety of their personal property.
- Consultation with teachers, counselors, administrators, and other school personnel.
- Orderly educational atmosphere conducive to learning.
- Involvement in school activities without being subject to discrimination on the basis of race, sex, or religion.
- Examination of their own personal school records.
- Respect from other students and school personnel.
- Present complaints or grievances and receive replies from school officials regarding such matters.

Students have the responsibility to:

- Maintain acceptable conduct at all times.
- Display consideration for the rights and property of others.
- Dress in a manner that does not disrupt the daily educational process.
- Refrain from fighting, creating disturbances, excessive noise, abusive language, using or carrying any weapon on school premises or at school activities, intentionally physically attacking or exposing others to harm, or using threats, intimidation against any other person.
- Refrain from bullying or harassing any other person.
- Refrain from using/possessing tobacco or using, possessing or transmitting any alcoholic beverage or illegal or controlled substance.
- Refrain from gambling, extortion, theft or any other unlawful activity.
- Comply with district, school, and classroom rules and directions given by school personnel, refrain from acts of defiance.
- Show respect for the educational process by taking advantage of every opportunity to further his/her education.
- Show respect for the educational process by refraining from intentional or habitual tardiness or unexcused absence.
- Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
- Follow the rules and regulations of the Board of Education and /or the school administration.
- Report any threatening situation to school authorities immediately.

Parents/Guardians have the right to:

- Send their child to a school with a positive educational environment.
- Expect classroom disruption will be dealt with fairly and quickly.
- Enroll their child where they shall attend classes regularly, promptly, and with minimal interruptions.
- Review their child's academic progress and other pertinent information which may be contained in the student's personal school record.
- Address a question concerning their child to the proper authority and receive a reply in a reasonable time period.

Parents/Guardians have the responsibility to:

- Instill in their child the need for an education.
- Instill in their child a sense of responsibility.
- Assist their child in understanding the need of a positive learning environment.
- Encourage their child to follow all school policies.
- Become familiar with the educational policies of the Board of Education.
- Have their child in regular attendance at school.

Teachers have the right to:

- The support of co-workers, administrators and parents.
- Work in an educational environment with minimum of disruptions.
- Expect all assignments, including homework, to be completed and turned in as assigned.
- Safety from physical harm and free from verbal abuse.
- Take action necessary in emergencies pertaining to the protection of person's property.

Teachers have the responsibility to:

- Present subject matter and experience to students, and inform students and parents or guardians of achievement and or problems.
- Present subject matter that is tied directly with the adopted curriculum of the school and district.
- Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- Evaluate and provide feedback on student's assignment as soon as possible.
- Reward exemplary behavior or work of students.
- Exhibit neatness, cleanliness and professionalism in terms of personal dress and hygiene.
- Exhibit exemplary behavior in terms of action and voice.
- Inform parents/guardians of their students' successes, problems, and possible retention.

- Maintain a classroom atmosphere conducive to strong academic success, conducive to positive student behavior, and one that is engaging the students in their learning.
- Maintain necessary records of a student's academic and attendance progress.
- Follow and enforce rules and regulations of the Board of Education and or school administration.
- Care for equipment and physical facilities of the school.
- Follow all code of ethics for certified personnel established by the Education Professional Standards Board and the Commonwealth of Kentucky.

Principals/Designated Administrators have the right to:

- The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
- Safety from physical harm and verbal abuse.
- Take action necessary in emergencies pertaining to the protection of persons an property..
- Suspend any student whose conduct violates any of the district /school policies.
- Approve/Assign all student classroom placements.

Principals/Designated Administrators have the responsibility to:

- Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- Administer discipline fairly and equally, following the guidelines set forth by the policies of the Harrison County Board of Education, in doing so in his/her best judgment.
- Exhibit exemplary behavior in action, dress, speech and professionalism.
- Care for the equipment and physical facilities of the school.
- Implement and evaluate all aspects of the educational program to improve learning and comply with district, date and federal regulations.

Section II: Discipline

Fair and equal discipline is essential for schools to be effective. All Harrison County schools expect its students to follow board policies, sate and federal laws, and school policies regarding student conduct. Discipline, when present, produces an atmosphere in which learning can take place. No student has the right to deny an education to fellow students through disruptive behavior.

Suspension

In accordance with KRS 158.150, the Superintendent, Principal or Assistant Principal may suspend a pupil up to a maximum of ten (10) days per incident. All suspensions are unexcused absences. A suspended student will not represent the school, or participate in any extra curricular activities sponsored by the school nor be on school property during the time of the suspension.

The administrator administering the suspension shall clearly state the exact beginning and ending times of the suspension. Any/all restrictions of school activities during the suspension period shall be clarified with the student and his/her parent/guardian.

Expulsion

The Board may expel any pupil from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff. The Superintendent shall present to the Board for its approval, options for providing educational services to expelled students.

Students are never allowed to bring a weapon to school. The Board urges parents/guardians and others to make sure students do not have inappropriate access to weapons. When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent who shall determine if charges for expulsion are to be brought to the Board. The penalty for students bringing a firearm or other deadly weapon, or destructive device shall be expulsion not to exceed one year under KRS 158.150.

Students who are expelled shall not be permitted to attend or participate in school related activities or come to school property during the term of the expulsion without the Principal's approval.

Detention

The Principal or designee may establish a detention as an alternative disciplinary method. This may be an in school or after school detention. The parent/guardian shall be notified prior to the detention if after school transportation arrangements may be made by the parent.

Alternative Education

For conduct that disrupts the educational process, a student may be referred to the Alternative Education Program by the Principal or designee. The placement and duration of the assignment shall be determined by the Director of the Alternative Education Program, the Principal and Alternative Education staff.

The Principal or designee shall notify the parents of their child's assignment to the Alternative Education Program. Notification shall include the reason for the assignment, the expected behavior of the student in the program, and the anticipated length of the assignment. Opportunities shall be provided for the student to continue school work under the supervision of the school staff.

Disciplinary Procedures

This section of the Code of Conduct contains the recommended procedures to use in applying disciplinary actions to specific conduct offenses. These procedures are progressive in severity from conferencing with students to expulsion depending upon the circumstances of the offenses, the type of offense, the degree of seriousness of the offense, the student's discipline record, and number of times the offense has occurred. Harrison County Schools understands the necessity of maintaining guidance and counseling services through the school system and outside agencies for assisting students with their behavior or social problems to help remedy the inappropriate conduct.

Due Process

Before being punished at the school level for violation of school regulations, a student shall have the right of the following due process procedures:

For a suspension of ten (10) days or less, or expulsion, constitutional due process requires the following procedures prior to the suspension:

- Oral or written notice of the charges to the student.
- An explanation of the evidence if the student denies the charges.
- The rule broken must be defensible.
- An opportunity for the student to present his/her own version of the facts relating to the charge.
- Immediate written notification of the action taken shall be reported to the parent or guardian and the superintendent.
- In cases involving exceptional students, the procedures mandated by federal and state law shall be followed.
- NOTE: Clubs, organizations, school based councils may have rules which extend beyond this document that are enforceable by such clubs, schools, and organizations.

Discipline

The following disciplinary measures may be used at the discretion of the principal when disciplining students. (Listed in no order):

- Verbal warning.
- Conference with student.
- Individual Classroom behavior modification plan.
- Individual School wide behavior modification plan.
- Notification of parents.
- Conference with parents.
- Detention.
- Alternative classroom assignment.

- Intervention services through FRYSC centers, counseling, medical, community, etc.
- Referral to Court Designated Worker.
- School Community Service.
- Behavior contract.
- Seating assignments.
- School community service.
- Suspension from school.
- Involvement of law officials, if warranted.
- Loss of privileges.
- Removal from team, club, or activity.
- Re-assignment of classroom assignments.
- Any other measure deemed appropriate by principal /designee that does not violate board policy.

Student Conduct Occurring On, Or On The Way To Or From School Property, Or At ,Or On The Way To Or From School Sponsored Functions Warranting Disciplinary Action

- **Abuse of a Teacher:** Whenever a teacher or school administrator is functioning in his/her capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.
- **Aggressive Misbehavior towards any school employee:** Physical contact or threat of physical contact towards school employees with the intention of doing bodily harm by a student or group of students.
- **Alcohol, Drugs and or Look Alike Substances:**
 - a. Use of in any manner or to any extent, the sale of, possession of, or under the influence of alcoholic beverages. Alcoholic beverages include any beverage with alcoholic content. Possession of includes items found in locker(s) assigned to the student, in vehicles, and any other place.
 - b. Use of, in any manner or to any extent, sale of, possession of, or under the influence of drugs, illegal, controlled or dangerous substances. A controlled/prescribed substance for a student's current medication is not a violation of this regulation. Illegal substances include but not limited to glue, dangerous drugs, narcotics, marijuana, amphetamines, synthetic compounds/substances, and any other material that has a harmful or unnatural effect on the person using them.
 - c. Use of, in any manner or to any extent, sale of, any look a like pill or any pills that may be prescribed or over the counter that is not properly dispensed to the student via the school nurse.
 - d. Possession of paraphernalia as related to the use of a controlled or illegal substance.

- **Arson (or attempted):** Starting a fire within the school, on buses, or on school grounds, for any purpose that results in destruction or disruption.
- **Assault:** Physical attack 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 to be reasonably necessary.
- **Bomb Threat:** Making a threat that a bomb has been placed or is about to explode, on any school property.
- **Burglary:** a person is guilty of burglary when with the intent to commit a crime, he/she knowingly enters or remains lawfully in a building or with the intent to commit a crime, he/she knowingly enters or remains in an uninhabited building.
- **Criminal Mischief:** A person is guilty of criminal mischief when: Having neither the right to do so, nor reasonable grounds to believe that he/she has such right; he/she intentionally or wantonly defaces, destroys, or damages any property of another. Student and parents shall be held liable for financial restitution for willful destruction or loss of school property.
- **Criminal Trespass:** A person is guilty of criminal trespass when:
 - a. He/she knowingly enters or remains unlawfully in a school building.
 - b. He/she knowingly enters or remains unlawfully in a school building or upon premises to which notice against trespassing is given by fencing or other enclosures.
 - c. He/she knowingly enters or remains unlawfully in or upon school premises.
- **Criminal Use of Noxious Substance:** A person is guilty of criminal use of noxious substance when he/she unlawfully deposits it on land, or in the building, or vehicle of another, any stink bomb, device, or irritant with intent to interfere with another's use of land, building, or vehicle.
- **Defamation:** Harming another person's character or reputation by saying things which are not true and which are intended to bring harm.
- **Defiance of Authority:** Refusal to comply with reasonable request of school personnel.
- **Discriminatory/Prejudice Remarks:** Socially unacceptable remarks, comments, gestures, actions (verbal, non-verbal, written) as determined by the best judgment of the school officials.
- **Disorderly Conduct:** (Includes profanity, pornography, and obscene behavior). Conduct and or behavior which is destructive or disruptive to the orderly educational procedure of school, such as horseplay, which may lead to more serious conflicts, is not allowed on the school

property or on the way to and from school. The act of throwing an object or shooting objects or liquids on school property, including but not limited to, water balloons, water guns and or paintball guns, or any act which may be considered disorderly.

- **Drug Related Paraphernalia:** Possession of hardware pertaining to controlled or illegal substances. Some of the items that can be considered paraphernalia, but not limited to, are pipes, roach clips, hemostats, lighters, matches, etc.
- **Extortion:** The solicitation of money, or something of value, from another student regardless of the amount, in return for protection, or in connection with a threat of harm.
- **False Fire Alarm or Tampering with Safety Systems.**
- **Forgery:** The act of falsely using the name of another person, or falsifying documents or correspondence to/from school.
- **Gambling:** participating in games of chance for the express purpose of exchanging money.
- **Habitual Behavior Infractions (Repeated Violations):** The student shall be considered habitual after accumulating multiple behavior infractions, which have been referred to the office. School policy will determine the number of infractions considered to be habitual.
- **Harassment:** A person is guilty of harassment when with the intent to harass, annoy, intimidate or alarm another person, he./she:
 - a. Strikes, shoves, kicks, or otherwise subjects another to physical contact or attempts or threatens to do the same; or
 - b. In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to a person;
 - c. Follows a person in or about in a public place or places; or
 - d. Engages in a course of conduct or repeatedly commits acts which alarm, or seriously annoy other persons which serve no legitimate purpose.

- **Intimidation of a Witness:** Any physical or verbal intimidation of any witness to any school/law violation.
- **Loitering by Unauthorized Students:** Being on school grounds or in the school, or at any extra-curricular activity, home or away, without authority or permission of school personnel. This would include, suspended, expelled or students alternately assigned in lieu of expulsion.
- **Malicious Remarks:** To willfully intimidate, insult, or in any other manner abuse verbally or in writing (such as name calling, making fun of) any member of the school staff or student body.
- **Mischief:** A person is guilty of criminal mischief when having neither the right to do so, nor reasonable ground to believe that he/she had a right, he/she intentionally or wantonly defaces, damages, or destroys any school property, or the property of another, so as to knowingly endanger the person or property.

- **Menacing:** A student is guilty of menacing when he/she intentionally places another person in reasonable apprehension of imminent physical injury.
- **Non- School Time Violation:** Students will be subject to school discipline for any violation of this code at school related functions, or on the way to and from the same. This includes both extra curricular and co-curricular activities at both home and away.
- **Physical Assault:** Physical attack by one student or group of students, upon another or others.
- **Possession of Weapons:** The possession of any instrument on the school property, such as fireworks, mace, knives, clubs guns, chains, and the like that can be used to inflict injury to another person. Instruments of this type observed in the student’s possession will be confiscated. Possession includes, but is not limited to, the student’s person, in his/her locker, and or in the vehicle he /she drives to school.
- **Robbery:** A student is guilty of robbery when, in the course of committing theft, he/she uses or threatens the immediate use of physical force upon another student with the intent to accomplish the theft.
- **Skipping:** Skipping school or class, leaving school without permission, or in an unauthorized area.
- **Possession/Use of Tobacco Products:** The possession or use of tobacco or illegal products, on school grounds, or activities, or bus is prohibited.
- **Sexual Harassment:** A person is guilty of “sexual harassment” when he/she/subjects another person(s) to ‘unwanted” touching, sexual advances, requests for sexual favors, spreading sexual rumors.
- **Sexual Misconduct/Inappropriate Sexual Behavior:** A person is guilty of “sexual misconduct” when he/she engages in any act of sexual activity while under school supervision. Possession, development, and or use of pornographic material.
- **Telecommunication Device:** While on school property students may possess and use personal telecommunications devices as defined by law, and other electronic devices (cell phones, music players, I Pad, IPod, tablets, laptops etc.) provided they observe the following conditions:
 - a. Devices are not disrupting the educational process.
 - b. Poses a threat to academic integrity (cheating)
 - c. May not be used during any state, national norm test
 - d. Violates confidentiality or privacy rights of another individual
 - e. Unauthorized audio or video of another student
 - f. Is profane, indecent, obscene
 - g. Constitutes or promotes illegal activity or activity in violation of school rules
 - h. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device
 - i. Teacher/Administrator may have student not use during instructional time if so desired.

- j. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property, and being reported to the parent/guardian. A violation also may result in a report being made to law enforcement. In addition, the principal/designee may confiscate the device, which shall be returned only to the student's parent/guardian.
- **Terroristic Threatening:** A student is guilty of terroristic threatening when: he/she threatens to commit any crime likely to result in death or serious physical injury to another student or likely to result in substantial property damage to another; or he/she intentionally makes false statements for the purpose of causing evacuation of the building, place, or assembly, or facility transportation.
- **Theft and Related Offenses:** The taking of property of others, (students, teachers, visitors, etc.) without their consent, possession of stolen property, or possession of stolen property, or possession without owner's permission, selling of school property.
- **Unauthorized Areas:** A student is guilty of being in an unauthorized area (i.e. faculty work room, lounge, maintenance areas, boiler room, parking lots, etc.) without legitimate reason or permission.
- **Unlawful Assembly:** A person is guilty of unlawful assembly when he/she assembles with five or more person for the purpose of engaging, or preparing to engage with them, in disorderly behavior. Being present at an assembly which either has or develops such a purpose, he/she remains there with intent to advance that purpose.
- **Use or Possession of, or Selling or Illegal or Harmful Substances:** Illegal substances include dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, synthetic compounds/substances, and any other material that has a harmful or unnatural effect on the person using them. Possession includes items found in the locker assigned to the student, in vehicles, and any other place where deposited by the student.
- **Use of, Possession of, or Under the Influence of Alcoholic Beverages:** Alcoholic beverages include any beverage with alcoholic content. Possession includes items found in the locker assigned to the student, in vehicles and any other place under the control of the student.
- **Use of Weapons:** The use of any instrument, which is used to inflict bodily injury to another person. Possession of any weapon will not be allowed.
- **Vandalism:** The defacing of school property at any time.
- **Wanton Endangerment:** A student is guilty of wanton endangerment when he/she wantonly engages in conduct which creates a substantial danger of physical injury to another student.
- **Related and /or Repeated Violation:** Additional disciplinary offenses, either the same or different, in which the available procedures are not sufficient.

- **Misuse of Technology:** Misuse of internet, e-mail, or network according to the school districts acceptable use policy.
- **Any other Behavior:** Any conduct not specified that is detrimental to the education process.
- **Bullying:** Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:
 - a. That occurs on school premises, on school sponsored transportation, or at a school sponsored event; or
 - b. That disrupts the educational process.

The definition of bullying shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal constitution where the opinion expressed does not otherwise disrupt the educational process. (Policy 09.422) (Updated via SB 228, July, 2016)

In order to maintain and ensure an environment conducive to learning, and one that is safe and orderly, all students are expected to be respectful of fellow students, school staff, and all members of the school community. No form of bullying will be tolerated within the Harrison County Schools.

Bullying may involve an attempt to cause fear. Examples of behaviors that fall into this category include, but are not limited to the following: inappropriate and unwanted physical contact (including hitting, kicking, shoving, pushing, biting, etc) intimidating and threatening comments (oral, written, or electronic); name calling or put downs (selecting or using a nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something the student does not want to do; setting someone up to be bullied or encouraging a student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone's belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person. Bullying may rise to the level of law violation.

- **Cyber Bullying:** Involves the use of information and communication technologies including, but not limited to, e-mail, cell phone, text messages, social networking to support deliberate, repeated, and hostile behavior by any individual or group that is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information that can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying. This includes but is not limited to the use of any device which records audio, video, or still images of another person for no legitimate purpose. Items mentioned in this paragraph may rise to the level of law violation.

Duty to Investigate Bullying: Bullying incidents that occur at school, on school-sponsored transportation, or at school sponsored events, or disrupts the educational process, shall be investigated by the school principal/designee and resulting information reported to superintendent/designee. Students should report all bullying incidents to school personnel. Any school personnel who observe or gain information to cause them to believe bullying has occurred shall report it to the principal/designee without undue delay. The school principal/designee shall interview the alleged victim, potential witnesses, and alleged offender, upon receiving the report of bullying. For each report of bullying, the school principal/designee shall take steps to document measures reasonably intended to protect the victim from retaliation related to a bullying report, such as separation of the bully or bullies and the victim when possible, take applicable disciplinary action, refer students for education or counseling services, advise staff as needed of the report of bullying and results of the investigation or other appropriate measures.

- **Hazing:** Hazing involves behavior used as a way of initiating new members into a group. It usually consists of some ritualistic test involving the new member being required to perform a task or series of tasks which are intended to be demeaning, degrading, harmful, or embarrassing to the new member or which require the new member to engage in conduct toward others which is demeaning, degrading, harmful, or embarrassing. Hazing can include the force or coerced consumption of drugs, alcohol, or the forced or coerced performance of lewd or suggestive acts. Items mentioned in this paragraph may rise to the level of law violation.

Search and Seizure: School property, such as lockers and desks, network systems, technology resources, and accounts owned or supplied by the district are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items which are school property may be collected. Students should not expect privacy to items left in such locations. A single desk, locker, or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

No student's outer clothing, pockets, or his/her personal effects (e.g. handbags, backpacks etc.) shall be searched by authorized school personnel unless there is a reasonable suspicion to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law. Search of the student's person shall be conducted only with the express authority of the principal. However, nothing herein will preclude a student from being subjected to a fixed or hand held electronic screening detector and an affirmative signal or response will serve as a reasonable suspicion for a more intrusive search. No strip searches of students shall be permitted. The required removal of shoes, socks, or a hat or the removal or arrangement of outerwear does not constitute a strip search.

Searches of a student's person or his/her personal effects shall only be conducted by a certified person directly responsible for the conduct of students or principal, or Asst. Principal of the school which the student attends.

The Superintendent /designee may authorize the use of trained dogs to locate controlled substances on school grounds. The principal or designee shall be present during searches, and searches involving dogs shall be conducted only when students are in classrooms, no student shall be in the vicinity of areas being searched.

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

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

Video Surveillance: The Harrison County Board of Education authorizes the use of video surveillance on school property and in school buses. Evidence provided by the video surveillance may be considered in student disciplinary proceedings.

Students with Disabilities: In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue to IDEA eligible students who are expelled.) In cases involving sanctions other than suspension or expulsion, students with disabilities are generally subject to discipline as any other student unless the individualized program devised for the child provides otherwise. The development or modification of a behavioral intervention plan should be considered by the 504 or Admission and Release Committee. In cases of serious disciplinary action involving students with disabilities, suspension and expulsion may be disciplinary options insofar as consistent with the individuals with Disabilities Education Act, 20 U.S.C. section 1400, et seq. Or Section 504 of the Rehabilitation Act of 1973, and corresponding state law and regulations. (See particularly KRS 158.150 and 20 U.S.C. section 1415). In addition, children identified with disabilities may be subject to placement in interim alternative educational settings in the case of disciplinary infractions involving weapons or drugs or having inflicted serious bodily injury upon another person while at school or school function insofar as consistent with the foregoing statutory provisions and corresponding regulations.

Harrison County Board Of Education District Wide Attendance Policy

All pupils are expected to attend school regularly to gain the most benefit from the instructional program, in order to develop desirable traits of punctuality, self-discipline

and responsibility. Therefore, the Board has adopted the following attendance provisions:

Absences

Every school will accept five (5) excuses from the parent or guardian for absences for any reason during the current school year.

A student shall be permitted to make up work missed for any excused absence.

A phone call is unacceptable. An email or fax may be used to excuse an absence

There must be written documentation from the parent or guardian.

Every school will accept unlimited excuses from a **doctor**.

The student must have been seen by a doctor. Each day excused counts as one (1) doctor's note.

A physician's statement must include (1) time and date of appointment, (2) when the student is able to return to school, and (3) the physician's signature.

Students with extended non-contagious illnesses are encouraged to apply for homebound services.

Students are expected to turn in excuses within two days of the absence.

Tardies

Every school will accept five (5) excuses for tardies for any reason noted and signed by a parent or guardian. An email or fax may be used to excuse a tardy. A student who is absent for 35% or less of the regularly scheduled day is tardy.

Students are expected to turn in excuses within two days of the tardy.

Every school will accept unlimited excuses from a doctor for tardies. The student must have been seen by a doctor.

Unexcused absence

On the **second (2)** unexcused absence, a reminder letter will be sent from the school to the parents warning of the consequences. On the **fourth (4)** unexcused absence, the parents will be sent a Final Notice by certified mail, return receipt requested or personal service by the director of pupil personnel. Parents will have the opportunity to meet with the superintendent or representative to be given consequences. Charges filed will be for unexcused absences after a **Final Notice** has been sent.

Unexcused tardies

On the **second (2)** unexcused tardy, a reminder letter will be sent from the school to the parent to warn of the consequences. On the **fourth (4)** unexcused tardy, the Principal will conduct action that is deemed necessary (detention, loss of driving privilege, etc.) On the **sixth (6)** unexcused tardy, the parents will be sent a Final Notice by certified mail, return receipt requested or personal service by the director of pupil personnel. Parents will have the opportunity to meet with the superintendent or representative to be given consequences. Charges filed will be for unexcused tardies after a **Final Notice** has been sent.

The suspended time for students will not count in the accrual of unexcused absences.

Absences of extraordinary circumstances that do not fall within the above guidelines must have prior approval from the Principal to be recorded as an excused absence.

Perfect Attendance

A student who accumulates sixty-one (61) minutes in tardies is ineligible for perfect attendance awards.

A student who has three (3) or more tardies is ineligible for perfect attendance.

Driver's License/Driver's Permit-See the high school attendance clerk for details.

Funeral-See the attendance clerk at your school.

Attendance Incentive/Beginning with the class of 2012-2013, there will be no financial incentive.

*Must be a **LICENSED** physician, advanced registered nurse practitioner, psychologist, psychiatrist, chiropractor or public health officer.

Students (between ages 18 and 21) are subject to the truancy laws.

A student is a habitual truant after six (6) unexcused absences or tardies.

Access to Electronic Media

(Acceptable Use Policy)

The Board supports reasonable access to various information formats and believes it is incumbent upon students, employees, and community members to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

This policy outlines both the privileges and the responsibilities associated with the use of the Harrison County Schools' network and its resources. It addresses ethical and educational uses of electronic media, including, but not limited to, the Internet, email, and other technological resources. It also addresses issues of privacy versus administrative review of electronic files and communications. The policy prohibits use of networks for illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

For additional information see school board policies for students, and certified and classified employees, regarding use of school property, disrupting the educational process, and conduct.

EDUCATIONAL SUITABILITY

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

NETWORK RELIABILITY

Harrison County Schools will not be responsible for any damages not limited to loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user errors or omissions.

SAFETY

Accounts are to be used in support of education and research that is consistent with the educational objectives of the Harrison County Schools. Examples of acceptable use include but are not limited to protecting yourself and others by not revealing personal information that could lead a stranger to you or another person. (i.e. name, address, telephone, workplace, etc.) Users should notify a Principal or Chief Information Officer (CIO) of any policy violations or security breaches. This can be done anonymously.

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

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

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

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

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

UNACCEPTABLE USE

Guidelines for unacceptable use shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data. Unacceptable use of technology includes, but is not limited to, the following:

- Sharing your password;
- Using or altering anyone else's password;
- Allowing someone to access any area of your account;
- Accessing any computer or network for which you are unauthorized;
- Creating or sharing computer viruses;
- Destroying another person's data;
- Monopolizing the network resources by running large programs and applications over the network during the day and/or sending massive amounts of email to other users, or using system resources for games;
- Vandalizing network resources; Vandalism is defined as any attempt to harm or destroy equipment, data, operating systems or applications, our network, or any other networks.
- Playing games with no educational purpose over the network;

- Taking from or placing on the network, any copyrighted material including copyrighted movies and music without authorization from the CIO;
- Distributing or collecting obscene, abusive, discriminatory or threatening material via telephone, video, email, internet or other means;
- Demonstrating or discussing policy violations or security breaches with someone other than a Principal or CIO;
- Annoying other users with things such as talk requests and chain letters;
- Conducting any illegal activity via the network; Known illegal activity will be reported to the authorities;
- Sending harassing or abusive messages to others;
- Establishing email accounts through third-party providers or any other nonstandard email system
- Using vulgar or inappropriate language;
- Using network resources for personal profit; and
- Using technology resources for commercial, political, or profit-making enterprise except as specifically agreed to with the District.

ACCESS PRIVILEGES TO ELECTRONIC MATERIALS

Access to electronic information resources may range from read-only access to instructional software to full search capability of the Internet and to email. For these reasons the Harrison County Schools maintain the right to limit access to software and/or documents found either on our network or the Internet via technical or human barriers.

NETWORK PRIVILEGES

<u>Employees</u>	<u>Students</u>	<u>Community Members</u>
Infinite Campus or similarly necessary information systems, when appropriate	Supervised Internet access and supervised class email (K-3)	Internet access when appropriate
Internet access	Supervised Internet access and independent email (4-5)	Email account when appropriate
Email account	Independent internet access independent email (6-12)	

EMPLOYEE USE

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Employees are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

CONTRACTS

Student

A contract, signed by the student, shall be required prior to the school granting that student access to the network, Internet, and/or email. The signature of a parent or guardian is also required for students under the age of eighteen (18) and will indicate the degree of access granted to the student. This document shall be kept on file by the Principal or Technology Resource Specialist (TRS) as a legal, binding document and shall continue to be in effect throughout the student's attendance in the building in which their grade level is housed (i.e. K-5, 6-8 and 9-12), unless modified by the parent/guardian. These signatures indicate understanding and agreement with the specified acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations.

Employee

A contract, signed by the employee, shall be required prior to the school granting that employee access to the network, Internet, and/or email. This document shall

be kept on file by the District Personnel Office as a legal, binding document. The signature indicates understanding and agreement with the specified acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations.

Community Member

The Superintendent, or his designee, shall determine when it is appropriate for community members to have access to District technology resources.

A contract, signed by the community member, shall be required prior to the school granting that community member access to the network, Internet, and/or email. This document shall be kept on file by the CIO, principal, or TRS as a legal, binding document.

The signature indicates understanding and agreement with the specified acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations

LOGINS AND PASSWORDS

Upon signing a contract, a private login and password will be assigned to each user. The user is responsible for any activity performed under that login and password and therefore, passwords must be kept private.

There will be no access to the network, email, or the Internet without the use of a login and password and those will only be assigned to those persons with a signed contract.

BRING YOUR OWN DEVICE (BYOD)

In accordance with local school policies, individuals may be allowed to connect their personally-owned devices to the Harrison County Guest Wireless Network. It is the individual's responsibility to check with teachers and/or administrators to see if personally-owned devices are allowed. Any device connected to the network should have online virus protection. Use of such devices shall adhere to all guidelines in the District AUP and accompanying procedure(s).

The District is not responsible for the loss or damage to any personally-owned devices brought to any District-owned facilities.

RIGHT TO PRIVACY

The Harrison County Schools reserve the right to ask authorized personnel to access any user folder and/or email account of any user at any time. Users are advised not to place confidential documents in their user folder and never to use email for confidential communication. EMAIL is not private.

All Internet sites visited will be logged and reviewed for suitability of Internet use to assure compliance with the AUP and with state law. Internet access has been granted for educational and research purposes only.

DISREGARD OF RULES

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

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

RESPONSIBILITY FOR DAMAGES

Any damaged, lost, stolen or vandalized District owned equipment shall be reported to the user's immediate supervisor. Each incident shall be evaluated and dealt with on an individual basis. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

DISCIPLINARY ACTION

Any user who violates the terms and conditions of this Acceptable Use Policy may experience immediate suspension or termination of network access. Loss of privileges may continue for a period of up to one (1) calendar year, and/or other disciplinary actions may be enforced as per the discipline policy.

Authorized personnel may convert an account to "read only or suspended access" at any time as required. The building administrator and/or the CIO must notify the user, and user's parents in case of a minor, within two weeks informing them of the reason for suspension or termination of an account.

Users (student, employees, or community members) whose accounts are denied, suspended or revoked do have the following rights:

1. To request (in writing) from the building administrator and/or the Chief Information Officer a written statement justifying the disciplinary actions.
2. To submit a written appeal to the Superintendent and a committee he/she shall designate. Pending the decision of this committee, a user can make a final appeal to the Board of Education. The decision of the Board of Education is final.

HARRISON COUNTY BOARD OF EDUCATION DEPARTMENT OF PUPIL TRANSPORTATION

The Harrison County Board of Education makes every effort to provide its students with a safe and efficient transportation system. In order to do so, individuals must know and meet his/her responsibilities and be aware of and follow the prescribed rules, regulations, board policies, administrative regulations, and state laws governing pupil transportation.

This booklet is presented to all parents and students for two specific reasons: 1) to make parents and students aware of their responsibilities in regard to the transportation system and 2) to establish a code of conduct which must be met by all students who ride to and from school.

Riding to and from school is a privilege to be extended only to those students who follow the student code of conduct. Students who do not conduct themselves in a proper manner while riding the bus may lose their riding privileges.

HARRISON COUNTY SCHOOLS' BUS CONDUCT CODE

BASIS OF THE CONDUCT CODE

1. *Our goal is to make your child's trip to and from school as safe as possible.*
2. Riding the school bus is a privilege; riding is not a right according to KRS regulated statutes.
3. Any misbehavior which endangers the safety and welfare or which infringes upon the rights of others shall be reported by the driver to the principal.
4. Any infraction of the bus rules may result in the loss of the student's bus privilege for an appropriate length of time.

STUDENTS AND PARENTS

READ THE FOLLOWING RULES CAREFULLY:

1. **The driver is in charge of the bus and must be obeyed at all times.**
2. **As a student rider, you must meet all of the student responsibilities set forth in this booklet.**
3. **Students are to board and unload only at the direction of the driver.**
4. **Students may be assigned seats (facing forward, feet on floor, possessions in lap).**
5. **Students are to be seated properly in their seats while the bus is moving.**
6. **The bus route is an extension of the school day; therefore, students must behave accordingly.**
The same rules apply on the bus as they do in the classroom.
7. **No noise or disruptive behavior will be tolerated.**
8. **Complaints about bus discipline, either by students or parents, shall be taken to the principal.**
9. **Girls and boys may have separate seating.**
10. **According to state law, tobacco products, glass objects, and helium balloons are NOT allowed on the bus.**
11. **Parents will be responsible for the behavior of their children at the bus stops.**
12. **Small children must have someone at the bus stop to receive them. They MUST be seen by driver.**

STUDENT RESPONSIBILITIES

Students must accept their share of responsibility for safety while passengers on school buses. The privilege of any student to ride a school bus is conditional upon his/her good behavior and observance of the rules and regulations set forth by the local Board of Education. Certain levels of conduct are expected of any and all students riding the bus. All students shall conduct themselves in a manner conducive to the safe transportation of all. No conduct will be tolerated that will in any way cause distraction of a driver's attention that might result in unsafe operation of the bus. Students are expected to respect the authority of the bus driver and obey his or her instructions. If the following rules are followed, all concerned can expect to have a safe bus trip:

Students should:

1. Arrive at your assigned bus stop **5 minutes ahead of the scheduled time for the bus.**
2. Do not play in the path of traffic and stand well away from the road when the bus approaches.
3. Do not damage other people's property while waiting for the bus.
4. Avoid making unnecessary noise.
5. A bus pass is required before a student can get off any place other than his/her designated bus stop.
6. Students shall wait at their assigned bus stop off the traveled roadway and shall remain there until the

- driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
7. When pupils must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the driver.
 8. For safety reasons, when students are required to cross the roadway when entering the school bus or leaving the school bus, they shall cross approximately ten (10) feet in front of the bus so they are seen by the driver.
 9. It is the responsibility of the student to take a bus conduct report home to parents. Parents are expected to sign these conduct reports and return them to school.
 10. **No eating or drinking on buses.**

WHILE RIDING THE BUS

1. Students shall obey the driver's instructions. **The driver of a school bus is in complete charge of students while they are on the bus.**
2. **The driver may assign seats.**
3. When students enter the bus, they shall proceed promptly to their seat.
4. **Students shall remain seated until the bus has come to a complete stop.**
5. For safety reasons, students shall not extend their arms, legs or head out of the bus windows.
6. Students shall not change from one seat to another while the bus is in motion unless given permission by the driver.
7. Students shall not create noise on the bus to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
8. Students must refrain from talking to the driver except in an emergency.
9. Students are not permitted to bring the following onto the school bus: firearms, weapons, animals, helium balloons, glass objects, or other objects that may harm riders or could cause a distraction. Students are to submit to a visual check by the driver of gym bags and other cases of their contents if they appear questionable. Large items are also not permitted. Any item brought on the bus by a student must be held in their lap.
10. Students shall not tamper with any equipment or operate any part of the bus.
11. Students must not damage the bus. If they do they will be subject to disciplinary action and restitution.
12. Fighting, profanity, or any disturbance will not be tolerated.
13. Students must not wave or shout at pedestrians or occupants of other vehicles.
14. Do not throw objects from bus windows.
15. Students must not throw trash or other objects on the floor.
16. Students are not to eat or drink on bus unless due to medical reason.
17. Use or possession of tobacco products, alcohol, non-prescription drugs, or other unauthorized substances are not permitted on the bus and shall be confiscated by the driver and reported.
18. Students are required to ride their assigned bus unless they have a pass issued from the school office.
19. Students should refrain from using cell phones while on the bus. Only use them if needed and with drivers approval.

PARENT RESPONSIBILITIES

Progress had been made in the improvement of safety and safety awareness in the transportation of students. Safety awareness must begin and be reinforced at home.

Parents should:

1. Familiarize themselves with local school and board policies and procedures pertaining to riding a bus.
2. Try to establish the exact time your child should be at the bus stop in the a.m. (**5 minutes before scheduled time**). Recognize the dangers of students playing at the edge of a busy highway.

3. **Make sure someone is there for your child when they arrive home. Small students will not be let off unless someone is seen by the driver.**
4. Warn your children of the danger of strangers who appear friendly and hang around bus stops.
5. Dress your children properly for bad weather. Bad weather is the most likely cause for bus delays.
6. Warn children that motorists will have more difficulty seeing them in bad weather; thus use more caution.
7. Provide your child with a school bag to carry all school supplies. Loose papers and pencils are a serious hazard.
8. Stress the importance of remaining seated and quiet while aboard the bus.
9. Make sure your child knows his/her name, address, and phone number.
10. Explain to your child that situations aboard the bus may not always be familiar. The bus might have to take an alternate route; a substitute may be driving the bus, or occasionally another bus might be used. If the child is confused, he/she needs to be encouraged to ask the driver questions.
11. Bus passes will be required for any departure other than the assigned bus stop. To obtain a pass, a written note from a parent or guardian must be submitted to school office. **Put the exact name, address, and bus number on notes for bus passes.**
12. Parents will be responsible for the behavior of their children at the bus stops.
13. Support your local board's policies and regulations.
14. **On June 1, 1995, the National Highway Traffic Safety Administration (NHSTA) issued it's THIRD warning that school bus handrails can catch loose clothing, jacket strings, book bags and other objects while children disembark from the school bus. This could result in a child being dragged and injured or killed as the bus pulls away.**

If your child misbehaves while riding a Harrison County school bus, this misbehavior must be reported by the driver to the child's principal. Drivers are to report in writing any misbehavior which the driver observes. The principal may discipline your child by withdrawing your child's bus privilege for an appropriate length of time. For the period of time your child is not allowed to ride the bus, you will be responsible for providing your child's transportation. The principal will determine the length of time your child will not be permitted to ride the bus. The number of days involved will be based on the seriousness of the behavior and/or the number of times your child has misbehaved on the bus. Progressive penalties will be levied for those students exhibiting habitual misbehavior. If your child misbehaves on the bus again then his/her bus privileges may be revoked indefinitely.

Please read and sign the "Parent and Student Statement" on the following page. It will state that you and your child have read and understand all items in this Transportation Handbook. **This page must be signed by the parent/guardian and the student. It must be returned to your child's school within five (5) days after your child receives the handbook.** On the last page you will find a copy of the misbehavior conduct form.

All rules, regulations, and policies are intended to provide your child with a safe and comfortable trip to and from school. Your cooperation will be greatly appreciated.

DISCHARGING PUPILS AT THE BUS STOP: The bus driver shall discharge pupils at their regularly scheduled bus stop only, except with written authorization from the principal, to discharge a pupil at another location. No preschool, kindergarten, severely disabled child, or child under the age of nine (9) shall exit the bus unless received by a properly credentialed (ID Card) adult or accompanied by a sibling nine (9) years old or older. Students will be returned to school if not properly received.

Continued violations may result in the suspension of transportation privileges and/or notification of child welfare agencies.

CELL PHONE USE: Students may use cell phones while riding the bus to text or listen to music. Ear buds **must** be used and only one (1) ear bud may be inserted. The other ear bud **must** be left out so the student can hear directions from the bus driver. Students must remain seated while using the cell phone and may not use the cell phone in any manner that distracts the driver or other students.

Duty to Report:

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student or person while on school premises, on school sponsored transportation, or at a school sponsored event, or if the alleged incident happened off school grounds, shall immediately cause an oral or written report to be made to the local police, sheriff, state police and principal of the school attended by the victim. When a student is involved in an incident reportable under this section the principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student. The principal shall file with the local school. Board and the local law enforcement or the Department of Kentucky State Police, or the county attorney within forty-eight (48) hours of the original report a written report containing: (a.) The names and addresses of the student, parents or legal guardians or other persons exercising custodial control or supervision; (b) The students age; (c) The nature and extent of the violation; (d) The name and address of the person allegedly responsible for the violation; and (e) any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.