

OWEN COUNTY SCHOOLS

Code of Acceptable Behavior And Discipline 2011-2012

David Raleigh Superintendent



Owen County Schools 1600 Highway 22E Owenton, KY 40359 (502) 484-3934

Weather Cancellation Information: 502 484 3000

POLICY OF NON-DISCRIMINATION

Students, their parents, employees and potential employees of the Owen County Schools are hereby notified that the Owen County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment programs, career and technical education programs, educational programs, or activities set forth in compliance with the Office of Civil Rights, Title V, VI, VII, IX, ADA and Section 504.

The Owen County School System offers the following vocational educational classes to students in grades 9-12: Agriculture, Business and Office, Computers, and Family and Consumer Science. The following courses are offered to students in grades 11-12 through the Carroll County Area Technology Center: Welding, Auto Technology, Carpentry, Health Sciences and Electronics Technology, Multi Tech Exploratory, Maintenance Technology and Industrial Chemical Technology. Adult Education classes are also offered to individuals pursuing a GED diploma.

Any person having inquiries concerning Owen County Schools compliance with the Office of Civil Rights Law, Title VI, VII, IX, ADA, and Section 504 is directed to contact Leslie Robertson at the Owen County Board of Education, 1600 Highway 22E, Owenton, KY or by phone at 484-3934.

OWEN COUNTY BOARD OF EDUCATION

Terry Patterson, Chairman
Brian Young, Vice Chairman
Stuart Bowling, Member
Dr. Larry Johnson, Member
Brett McDonald, Member

DISTRICT SAFETY PLAN COMMITTEE

Shonna Bolen, Owen County Primary School
Sharen Hubbard, Owen County Primary School
Marlin Gregg, Owen County Elementary School
Jo Wallace, Maurice Bowling Middle School
Danny Osborne, Owen County High School
Stuart Bowling, Board Member
Susan Burress, Director of Special Education
Jimmy Sutherland, Director of Transportation
Amanda Caldwell Court Designated Worker
Zemer Hammond, Sheriff
Charlotte Elkins, Central Office

Revised July 2010

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Introduction, Philosophy	4
Students' Rights and Responsibilities	5
Teachers' Rights and Responsibilities	5
Principals' Rights and Responsibilities	6
Bus Drivers' Rights and Responsibilities	6
Parents/Guardians Rights and Responsibilities	7
Uniform Code of Acceptable Behavior and Discipline	8
Discipline Progression Levels and Procedures	8
Recommended Disciplinary Actions	9
Definitions of Disciplinary Actions	10
Weapons	17
Corporal Punishment	17
Due Process for Suspension	18
Grievance Procedure	19
Search and Seizure	19
Special Education & 504	20
Dispensing Medication	21
Attendance Policy	22
No Pass/No Drive Statute	24
Appendix A, Conduct and Discipline on School Bus	25
Appendix B, Annual Notification of Parents	28
Appendix C, Directory Information	29
Appendix D, NCLB Highly Qualified Teacher	31
Appendix E, Notification of Rights Under PPRA and Child Find	31
Appendix F, Parent/Student Acknowledgement Form	Insert
Appendix G, Acceptable Use Policy	Insert

INTRODUCTION

The Owen County Schools Code of Acceptable Behavior and Discipline establishes minimum behavior standards and is meant to be a guide for all students, parents, and school personnel. It applies to all school-sponsored or related activities and on school buses. Each school may further amplify and detail its expectations, but this guide is intended to set the parameters and to serve as a standard of behavior (KRS 158.150).

PHILOSOPHY

Owen County Schools consider appropriate behavior an integral part of the total school curriculum. The program attempts to make behavior and its modification positive rather than negative and reactionary. It is our belief that the most important prerequisite to learning is a structured, orderly, secure, humane atmosphere.

Schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and reciprocal trust among parent, teacher, and student.

The Code of Acceptable Behavior and Discipline should be consistent and reasonable and should strive to facilitate the development of students' self-control and self-discipline. In this regard, the Code of Acceptable Behavior and Discipline becomes an integral component of the education process and a symbol of the commitment of parents, students, teachers and administrators to the maintenance of an effective learning environment.

RIGHTS AND RESPONSIBILITIES DEFINED

A. STUDENTS

1. Students have the right to:
 - a. a meaningful public education, the maintenance of high educational standards, and a system of public education which meets the needs of the individual student;
 - b. reasonable and timely notice of rules, regulations, policies, and penalties to which they are subject;
 - c. consultation with teachers, counselors, administrators and other school personnel;
 - d. free election of their peers in student organizations in which all students have the right to seek and hold office;
 - e. respect from other students and school personnel.
2. Students have the responsibility to:
 - a. show consideration for the rights and property of others by following all rules and regulations of the school and/or Board of Education;
 - b. show respect for the educational process by taking advantage of every opportunity to further their education;
 - c. show respect and consideration for any and all people with whom they are in contact.

B. TEACHERS

1. Teachers have the right to:
 - a. the support of students, parents, co-workers and administrators;
 - b. work in an educational environment with a minimum of disruptions;
 - c. expect all students to have materials such as paper, pencil, books, gym clothes, etc., so that they can participate in the activities of the class;
 - d. expect all assignments, including homework, to be completed and turned in as assigned;
 - e. safety from physical harm and freedom from verbal abuse;
 - f. to be treated with respect by students and parents;
 - g. discipline any student whose conduct disrupts the educational process or property, or otherwise violates the Code of Acceptable Behavior and Discipline.
2. Teachers have the responsibility to:
 - a. present subject matter and experiences to students and inform students and parents or guardians of achievement and/or problems;
 - b. aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement;
 - c. follow rules and regulations set by the Board of Education and/or school administration;
 - d. exhibit professional behavior in action, dress and speech.

- e. administer such discipline as is necessary to maintain order and decorum without discrimination on any basis in a humane, compassionate, and consistent manner;
- f. show respect and consideration for any and all people with whom they are in contact;
- g. explain the Code of Acceptable Behavior and Discipline to students and consistently and fairly enforce same;
- h. administer discipline fairly and equally, following the guidelines set forth herein and using professional judgment.

C. PRINCIPALS

1. Principals have the right to:
 - a. the support of students, parents, teachers, and other administrators in carrying out the educational programs and policies established by the school system;
 - b. establish procedures and regulations that relate to the school;
 - c. safety from physical harm and verbal abuse;
 - d. take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care;
 - e. discipline any student whose conduct disrupts the educational process or otherwise violates the Code of Acceptable Behavior and Discipline;
 - f. to be treated with respect by students and personnel.
2. Principals have the responsibility to:
 - a. create and foster an atmosphere of mutual respect and consideration among students and staff members;
 - b. administer discipline fairly and equally, following the guidelines set forth herein and using professional judgement;
 - c. explain the Code of Acceptable Behavior and Discipline to the school community;
 - d. adhere to the duties and responsibilities assigned to them by the local Board of Education;
 - e. exhibit professional behavior in action, dress, and speech;
 - f. show respect and consideration for any and all people with whom they are in contact.

D. BUS DRIVERS

1. Bus Drivers have the right to:
 - a. the support of students, parents, co-workers, and administrators;
 - b. safety from physical harm and freedom from verbal abuse;
 - c. to be treated with respect by students and parents;
 - d. expect all students to comply with School Board regulations for students riding school buses.
2. Bus Drivers have the responsibility to:
 - a. operate the school bus at all times in a manner that provides the maximum amount of safety and comfort for the students under the circumstances;
 - b. provide instruction in bus conduct and safety to all transported students.

- c. follow rules and regulations set by the Board of Education and/or school administration;
- d. exhibit professional behavior in action, dress, and speech;
- e. administer discipline as is necessary to maintain order without discrimination on any humane, compassionate, and consistent manner;
- f. show respect and consideration for any and all people with whom they are in contact.

E. PARENTS/GUARDIANS

1. Parents/Guardians have the right to:
 - a. send their child to a school with an environment that fosters learning and respect;
 - b. expect classroom disruptions to be dealt with fairly, firmly, and quickly;
 - c. enroll students in the Owen County School District where they shall attend classes regularly and promptly with minimal interruptions;
 - d. expect the school to maintain high academic standards;
 - e. have information about programs for students and to participate in the child's placement in a special education class;
 - f. have access to the records of their child as defined by law;
 - g. expect teachers to assign appropriate homework assignments.
2. Parents/Guardians have the responsibility to:
 - a. instill in their children the values of an education;
 - b. instill in their children a sense of responsibility;
 - c. help children understand that disruptions in the school are detrimental to the educational program for all students;
 - d. become familiar with the educational program and the procedures;
 - e. see that children attend school regularly and promptly with necessary supplies and materials;
 - f. communicate with the school;
 - g. assist with disciplinary actions of the school personnel and reinforce the behavior expectations of the school;
 - h. demonstrate respect for the teachers, administrators, and school personnel at school and all school-related activities;
 - i. ensure that children exhibit neatness and cleanliness in their personal attire and hygiene, and notify school personnel of medical conditions or problems which may affect performance.

UNIFORM CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

The following classification of school policy infractions, misbehaviors, etc., and subsequent recommended penalties, are designed to (1) build consistency and fairness into the application of punishment by each administrator, teacher, and bus driver as it applies to each student; (2) eliminate, or at least lessen, accusations of unfair treatment because of race and sex; and (3) provide a substantive record and reference for administrators, teachers, parents, and students, clearly defining misbehavior and its consequences.

The Principal, Assistant Principal, or designee, reserves the right to alter the application of the penalties included in this Code of Acceptable Behavior and Discipline if, in his/her opinion, the behavior is resulting from unusual or extenuating circumstances.

DISCIPLINE PROGRESSION LEVELS AND PROCEDURES

- Level I** Teachers and/or bus drivers using counseling techniques along with warnings.
- Level II** Teachers using intervention strategies, behavior contracts, detention, extra written work and parental contact. Bus drivers using intervention strategies, e.g., assigned seat, cleaning bus, etc.
- Level III** Referral to Principal with discipline action including options of contacting parents, other designated classroom options, loss of privileges, or out of school suspension or suspension of riding privileges for up to ten (10) days.
- Level IV** Referral to Principal with a recommendation for the Superintendent to conduct a pre-expulsion hearing for possible referral to the Board of Education for expulsion. Student will be suspended until a pre-expulsion hearing before the Superintendent. The Superintendent may skip the pre-expulsion hearing and refer the student to the Board of Education for expulsion. In appropriate cases, law enforcement authorities will be notified. Bus discipline issues may also be referred to the principal with a recommendation for the Superintendent to suspend riding privileges for an extended period of time.

NOTE: Levels of consequences may be determined by grade level or age of student as expectations for primary, elementary, middle, and high school students may differ.

NOTE: Any student on probation, in-school or out-of- school suspension is ineligible for any extra-curricular activities during the suspension period.

RECOMMENDED DISCIPLINARY ACTIONS

CONDUCT VIOLATION	LEVEL(S)
Arson Or Attempting Arson	3 or 4
Assault And Battery (School Personnel)	3 or 4
Assault And Battery (Students)	3 or 4
Bomb Threat	3 or 4
Breaking And Entering	3 or 4
Bringing Non-Class Items To School	1, 2, 3 or 4
Bullying/Hazing	1,2,3 or 4
Bus Misbehavior	1, 2, 3 or 4
Classroom Disruption	1, 2, 3 or 4
Criminal Trespass	3 or 4
Defiance	1, 2, 3, or 4
Detention	2, 3 or 4
Display Of Affection	1, 2 or 3
Disrespect	1, 2, 3 or 4
Dress Code Violations	1, 2, 3, or 4
Extortion	2, 3 or 4
Failure To Attend Class	1, 2, 3, or 4
Failure To Honor Punishment	1, 2, 3 or 4
Failure To Honor School Rules	1, 2, 3, or 4
Failure To Sign-In Or Out Of School	1, 2, 3, or 4
False Fire Alarm	2, 3 or 4
Fighting	2, 3, or 4
Gambling	2, 3, or 4
Harassment	2, 3, or 4
Lack of Classroom Materials	1, 2, or 3
Leaving School Without Permission	1, 2, 3 or 4
Littering	1, 2 or 3
Loitering	1, 2, 3, or 4
Misrepresenting Facts	1, 2, 3 or 4
Plagiarism	1, 2 or 3
Pornographic Literature/Drawings/Electronic Media	2, 3, or 4
Possession Of Telecommunications and/ or Electronic Devices	1, 2, 3 or 4
Possession And/Or Use Of Alcoholic Beverages	3 or 4
Possession And/Or Use Of A Controlled Substance (illegal drugs and narcotics)	3 or 4
Possession and/or Distribution of Prescription and Non-Prescription (OTC) Drugs	1,2,3, or 4
Possession Or Use of Weapons Or Potentially Dangerous Instruments	3 or 4
Profanity/Malicious Remarks	1, 2, 3 or 4

RECOMMENDED DISCIPLINARY ACTIONS, CONT'D

CONDUCT VIOLATION	LEVEL(S)
Rowdy Behavior	1, 2, 3 or 4
Safety Violation	1, 2, 3 or 4
Sales	1, 2, 3 or 4
Sexual Activity On School Property Or During School Related Events	3 or 4
Smoking/Possession (Use of tobacco)	2, 3, or 4
Spectator Fighting	1, 2, 3, or 4
Tardy To Class	1, 2, or 3
Tardy To School	2, 3, or 4
Theft	2, 3 or 4
Threat Of Force Or Violence	2, 3, or 4
Truancy	3, or 4
Vandalism	1, 2, 3 or 4
Verbal Altercation	1, 2, 3, or 4
Violation of Acceptable Use Policy	1, 2, 3, or 4

Repetition of the above offenses will result in student being referred to the Principal, or Assistant Principal for appropriate actions. There are certainly acts of misbehavior or violation of criminal laws or school regulations that are not included in this list. In such instances, disciplinary action will be at the professional judgment of the Principal, or of the Assistant Principal and/or the Superintendent.

DEFINITIONS OF DISCIPLINARY ACTIONS

ARSON OR ATTEMPTED ARSON (KRS 513.030)

Level 3 or 4

Starting, assisting, or attempting to start a fire within the school or on school grounds for any purpose that results in destruction or disruption.

ASSAULT AND BATTERY (School Personnel and Students)

Level 3 or 4

Physical contact towards students or school employees with the probable consequence of doing bodily harm by a student or group of students.

BOMB THREAT (KRS 508.080.1b)

Level 3 or 4

Making a threat that a bomb has been placed or is about to explode in a school or on school property.

BREAKING AND ENTERING

Level 3 or 4

Student(s) entering any room, or area that is locked and secured by school personnel.

Student(s) entering without approval from school personnel.

BRINGING NON-CLASS ITEMS TO SCHOOL

Level 1, 2, 3 or 4

Students are not to bring non-educational items and other distracters to school unless requested by a teacher for a project.

BULLYING (Board Policy 09.422)

Level 1,2,3 or 4

Bullying includes behavior commonly understood as bullying, as well as cyber bullying, hazing, menacing, harassment, harassing communications, stalking and other abusive behavior toward students or staff members. This behavior will not be tolerated because every student and staff member deserves a safe environment in which to work and learn. This school district is committed to dealing with bullying behaviors in our schools to create a safe environment.

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

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

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

Menacing: Menacing involves actions, sometimes accompanied by words, used to intentionally place another person in reasonable apprehension of imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe he/she is about to be slapped or punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck, or raise their hands in anticipation of being struck.

Stalking: Stalking involves intentional conduct which is directed at a specific person or person: which seriously alarms, annoys, intimidates or harasses the person or person; which serves no legitimate purpose, and which would cause a reasonable person to suffer substantial mental distress. Stalking does not involve merely following another person or regularly observing another person's actions, but includes behavior which conveys a threat of harm to the other person or which can be reasonably anticipated to cause the other person to fear harm.

BUS MISBEHAVIOR

Level 1, 2, 3 or 4

Any behavior that disrupts (or poses a safety threat) to the transportation process.

CLASSROOM DISRUPTION

Level 1, 2, 3 or 4

Any behavior that disrupts the instructional process.

CRIMINAL TRESPASS

Level 3 or 4

Unauthorized persons, which include suspended or expelled students, should not be on school property.

DEFIANCE

Level 1, 2, 3 or 4

Refusal to comply with reasonable request of school personnel and school rules.

DETENTION

Level 2, 3 or 4

Failure to serve the detention/discipline.

DISPLAY OF AFFECTION

Level 1, 2 or 3

No display of affection such as kissing and caressing will be allowed on school property or during school events.

DISRESPECT

Level 1, 2, 3 or 4

Being impolite and arguing with those in authority.

DRESS CODE VIOLATIONS

Level 1, 2, 3, or 4

Failure to follow school defined dress code requirements. Each principal shall develop specific guidelines for student dress and appearance and distribute the guidelines to all students at the beginning of each school year.

The school administrator or teacher is the sole judge of appropriate attire at school.

EXTORTION

Level 2, 3 or 4

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 to inflict harm.

FAILURE TO ATTEND CLASS

Level 1, 2, 3, or 4

Not reporting to a assigned class or teacher as designated by student's schedule.

FAILURE TO HONOR PUNISHMENT

Level 1, 2, 3 or 4

Refusal to honor punishment from teacher and/or principal.

FAILURE TO HONOR SCHOOL RULES

Level 1, 2, 3, or 4

Failure to comply with school established rules.

FAILURE TO SIGN-IN OR OUT OF SCHOOL

Level 1, 2, 3, or 4

Failure to sign-in through the office when entering school after school day begins:

Failure to sign out through the office when leaving school property.

FALSE FIRE ALARM (KRS 519.040)

Level 2, 3 or 4

Falsely alerting the fire department or school to a non-existent fire. (Safety violation)

FIGHTING (KRS 508.010.030)

Level 2, 3, or 4

Students who engage in physical contact by inflicting harm on the other person.

GAMBLING

Level 2, 3 or 4

Participating in games of chance.

HARASSMENT (KRS 525.070)

Level 2, 3, or 4

A person is guilty of this charge when he/she harasses, annoys, or aggravates another person, he/she:

1. Strikes, shoves, kicks or otherwise subjects a person to physical contact or attempts or threatens to do the same; or
2. In a public place, makes an offensive/obscene coarse utterance, gesture or display, or addresses any person abusively; or
3. Engages in a course of conduct or repeatedly commits acts which aggravate, intimidate or seriously annoy other persons.

LACK OF CLASSROOM MATERIALS

Level 1, 2, or 3

Failure to bring required materials to class.

LEAVING SCHOOL/CLASS WITHOUT PERMISSION

Level 1, 2, 3 or 4

Students are not permitted to leave school or class without permission from either the teacher, principal or principal's office.

LITTERING

Level 1, 2, or 3

Throwing trash items on school property.

LOITERING BY UNAUTHORIZED STUDENTS

Level 1, 2, 3, or 4

Being on school grounds or in the school without authority or permission of school personnel. This would include students on shortened programs or students remaining after the school activities have ended.

MISREPRESENTING FACTS

Level 1, 2, 3 or 4

Knowingly deceiving or attempting to deceive school administrators and/or staff.
Falsifying documents or correspondence such as absences or excuses.

PLAGIARISM

Level 1, 2, or 3

The act of falsely using the name of another person. Copying or securing answers from another by secretive/deceptive means.

PORNOGRAPHIC LITERATURE/DRAWINGS/ELECTRONIC MEDIA

Level 2, 3 or 4

No pornographic literature or drawings will be permitted at school, school functions, or on school property.

POSSESSION OF TELECOMMUNICATIONS AND/OR ELECTRONIC DEVICES

Level 1, 2, 3 or 4

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

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day.

2. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
3. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
4. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication devices.
5. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

Telecommunication device is defined as a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

**POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES
(KRS 224. 180)**

Level 3 - First Offense. Ten days suspension.

Level 4 - Second and following offenses leading to automatic expulsion. The use of, in any manner or to any extent, sale of, possession of, or being under the influence of alcoholic beverages is prohibited on school property or during school functions. Alcoholic beverages include items found in the locker assigned to the student, in vehicles, and any other place where deposited by the student.

The building principal may request a law enforcement officer administer a breathalyzer test if a student is suspected of drinking or being intoxicated.

POSSESSION OF AND/OR USE OF A CONTROLLED SUBSTANCE (KRS 218A)

Level 3 or 4

The use of, in any manner or to any extent, sale of, possession of, or under the influence of drugs, illegal controlled or dangerous substances or any type of drug paraphernalia. Illegal substances may include glue, dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, and any other material that has harmful or unnatural effect on the person using them. Age and grade may be taken into account for elementary students too immature to realize the severity of the offense.

**POSSESSION AND/OR DISTRIBUTION OF PRESCRIPTION AND NON-PRESCRIPTION
(OVER-THE-COUNTER) DRUGS**

Level 1, 2, 3, 4

Failure to register and store drugs at main office. The possession and/or distribution of prescription and/or non-prescription (over-the-counter) medication.

POSSESSION OR USE OF WEAPONS OR POTENTIALLY DANGEROUS INSTRUMENTS (KRS 527.070) (KRS 158.150)

Level 4 (Guns)

Possession of firearms that could be used to inflict bodily injuries to another person.

Possession of a gun in a school free zone is a Federal offense.

Level 3 or 4 (Other potential weapons or explosives)

Threatening, or attempting to use, or using a dangerous weapon or instrument on another person.

Age and grade may be taken into account for elementary students too immature to realize the severity of the offense.

PROFANITY/MALICIOUS REMARKS

Level 1, 2, 3 or 4

Cursing. To intimidate, insult, or in other manner abuse verbally or in writing any member of the school staff or student body.

ROWDY BEHAVIOR

Level 1, 2 3, or 4

Conduct, behavior, and/or obscene gesture which is disruptive to the orderly educational procedure of the school. Lack of control of voice and limbs.

SAFETY VIOLATION

Level 1, 2, 3 or 4

An act of abuse or action which might injure or cause injury to oneself or another person.

SALES

Level 1, 2 , 3 or 4

Students are not permitted to sell anything on school property except items approved by the Board of Education.

SEXUAL ACTIVITY ON SCHOOL PROPERTY OR DURING SCHOOL RELATED EVENTS

Level 3 or 4

Indecent exposure, grabbing, pinching, touching inappropriate places of others or making obscene comments or gestures. No sexual activity will be tolerated on school property or during school events.

SMOKING/POSSESSION OR USE OF TOBACCO ON SCHOOL GROUNDS (KRS 160.340)

Level 2, 3, or 4

The possession of tobacco, in any form, on school property is prohibited.

SPECTATOR FIGHTING

Level 1, 2, 3, or 4

Verbal, written and/or physical gestures that encourages students to participate in a verbal or physical altercation.

TARDY TO CLASS AND TARDY TO SCHOOL

Level 1, 2, 3, or 4

Failure to report to class at the designated time period. Failure to be present at school by the designated starting and/or ending time.

**THEFT AND RELATED OFFENSES (KRS 514.040) (KRS 514.050)
(KRS 514.110) (KRS 514.060) (KRS 515.020)**

Level 2, 3, or 4

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.

THREAT OF FORCE OR VIOLENCE

Level 3, 4

Threatening to do bodily harm to student(s) or staff member(s). Terroristic threatening.

TRUANCY (KRS 159.150)

Level 3 or 4

Any child who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse for three (3) or more days, is a truant.

VANDALISM

Level 1, 2, 3, or 4

The provoked or willful destruction, defacing, or marring of school property.

VERBAL ALTERCATION

Level 1, 2, 3, or 4

Students who engage in comments and/or verbal gestures which disrupt the orderly educational or school process.

VIOLATION OF ACCEPTABLE USE POLICY

Level 1, 2, 3, or 4

See Acceptable Use Policy (Appendix G)

WEAPONS

Weapons Prohibited (Board Policy 05.48)

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Other than an ordinary pocketknife, students are prohibited from possessing or using a knife of any kind or size, including hunting knives, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination, and notification of law enforcement officials.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under policy 09.435. 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 firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Federal Requirements

The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under policy 09.435. However, the Board may modify such expulsions on a case-by-case basis.

Any student who brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

CORPORAL PUNISHMENT

The Owen County Board of Education authorizes the use of corporal punishment as a disciplinary measure, under guidelines set out in policy 09.433. Please check with your child's school on whether corporal punishment is used as a form of discipline.

DUE PROCESS FOR SUSPENSION

The following steps shall occur prior to the suspension of a student:

1. The student shall be given oral or written notice of the charge(s) against him.
2. If the student denies the charge(s), he shall be given an explanation of the evidence against him.
3. The student will be allowed to respond to the charges against him/her.

4. A written notice of the suspension shall be given to the student and a copy shall be mailed to the parents/guardians. The notification must contain the reason(s) for suspension and the dates of the suspension.
5. A copy of the suspension notification will be sent to the Superintendent within three working days.
6. These due process procedures shall precede any suspension from school unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedure outlined above shall follow the suspension soon as practical, but not later than three (3) school days after the suspension.

GRIEVANCE PROCEDURE

The Owen County Board of Education provides policy 09.4281 and procedures 09.4281 AP1 and AP2 for the disposition of any grievance initiated by a student. To access the procedure, copies of the Board of Education policies and procedures manuals are located in each school's office and library. They are also available at the Owen County Public Library.

SEARCH AND SEIZURE

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

Authorized Personnel Searchers of a student's person or his/her personal effects shall only be conducted by a person directly responsible for the conduct of the student, or the Principal of the school which the student attends.

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

Personal Searches No search of a student shall be conducted in the presence of other students.

Strip Searches No strip searches of students shall be permitted.

Failure to Cooperate Students who fail to cooperate upon request with school authorities shall be subject to other disciplinary action.

Regular Inspection School property, such as lockers, electronic files and desks, are jointly held by the school and the student. Authorized school personnel have the right to conduct general inspection of all such property on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items left in such locations.

A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

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

Other Disruptive Items Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by authorized school personnel. Such items may be returned to the student by authorized school personnel or through the Principal's office.

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

SPECIAL EDUCATION & SECTION 504

OVERVIEW

All students, including identified disabled students and 504 (B) identified students, admitted to common school shall comply with the lawful regulations for government of the schools. The schools will follow all procedural and substantive due process as outlined in KRS 158.150 and 707 KAR 1:30 in respect to an identified disabled student's compliance with lawful regulations for the government of the schools.

LEGAL CONSIDERATIONS

Students who create a dangerous or disruptive situation may be suspended from school. The due process procedures that should be followed for short-term suspension (generally no longer than 10 days) are the same for all students and are outlined in KRS 158.150

The behavior of exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services should be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment, and consequences should become a part of the Individual Education Plan for that student. Should these interventions prove unsuccessful as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student's program which might result in more appropriate behavior. A Functional Behavioral Assessment may be conducted if recommended by the ARC.

SUSPENSION/EXPULSION PROCEDURES FOR STUDENTS WITH DISABILITIES

Suspension may be used with disabled students, especially if it is part of a well-defined management program. Suspension, of more than ten (10) days, shall not be used if the behavior is directly caused by the student's disability. Suspensions unrelated to disability shall be for one (1) or two (2) days at a time. Once a disabled student has accumulated ten (10) days of suspension, then an Admissions and Release Committee (ARC) shall meet to discuss the student's behavior problems and to determine what changes, if any, are needed in the IEP. The ARC must also determine whether the misbehavior is a manifestation of the student's disability. If the misbehavior is a manifestation of the student's disability, the student shall not be expelled or suspended for more than ten (10) cumulative days. If the misbehavior is not a manifestation of the student's disability, the student may be disciplined in the same manner as his/her non-disabled peers.

Expulsion is rarely, if ever, used with disabled students. If recommended, all ARC procedures must be followed, and it must be clearly documented the behavior problem was not related to the student's disability. Furthermore, even if a disabled student is expelled, education services shall not cease completely.

DISPENSING MEDICATION

SELF-MEDICATION

All medications shall be registered and stored at the main office upon entering the school unless the medication is prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need. A student may be responsible for taking his/her own medication (prescription or nonprescription) provided the parent/guardian and physician has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication.

Note: Self-administration of asthma medication shall be permitted in compliance with state law.

PRESCRIPTION MEDICATIONS

All medications shall be registered and stored at the main office upon entering the school. Prescription medications shall be administered only as prescribed on the physician's or dentist's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parents shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the physician's orders to be followed. All prescription medications, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, and mode of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

NONPRESCRIPTION MEDICATIONS

All medications shall be registered and stored at the main office upon entering the school. Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent/guardian when a completed authorization to give medication form is on file. Over-the-counter (OTC) medication may be given at school with a parent/guardian permission form for a total of three (3) consecutive school days. Afterwards, a physician's statement/permission is required to be on file at the school. The medication should be in the original container.

OWEN COUNTY SCHOOLS ATTENDANCE POLICY

ABSENCES AND EXCUSES

Excused Absences

Excused absences are those absences due to the following:

- A. Parent Notes – At Owen County High School and Maurice Bowling Middle School a total of four (4) days per school year (2 days per semester in high school) of these absences will be excused with a note from the parent or guardian. At Owen County Elementary School and Owen County Primary School a total of six (6) days per school year will be excused with a note from the parent or guardian.
- B. Medical or Dental Appointment – visits to a doctor or dentist. Documentation is required.
- C. Death in the immediate family – immediate family is considered as parent, brother, sister, grandparent, aunt, uncle, or person living in the same household. A total of two (2) absences will be excused. Documentation is required.
- D. Serious illness in the immediate family – same persons listed in (3).
- E. Court Appearance – a court appearance required by the court is excused. Documentation is required.
- F. Religious holiday and practices – this must be approved in advance by the Principal.
- G. Driver's test – ½ day will be excused for permit test and ½ day for driver's test.
- H. Other valid absences that are excused by the Principal in advance, or in cases of emergencies. The student and/or parents should not assume that an absence shall be excused unless approved in advance by the Principal. The Principal may excuse absences due to emergencies after the student returns to school.

Valid reasons shall include trips qualifying as educational enhancement opportunities:

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

- B. Unless the Principal determines that extenuating circumstances exist, requests for dates(s) falling within State or District testing periods shall not be granted.
- C. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.
- D. Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

A student with an excused absence will:

- A. Secure an excused admit slip from the office when returning to school (high school and middle school only). A written note signed by the parent or other proof must be presented to the principal (teacher) or appointed representative within three (3) attendance days of returning to school. It will be the discretion of the Director of Pupil Personnel and/or the building level principal as to whether excuses submitted after three (3) attendance days will be accepted.
- B. Present the excused absence note to each teacher of a class missed and make arrangements for make-up assignments.
- C. Complete all make-up assignments in the same number of days missed plus one (1).

Unexcused Absences

Unexcused absences are those that do not fit any of the excused absences categories. A student with an unexcused absence will:

- A. Secure an unexcused admit slip from the office (high school and middle school only).
- B. Present the note to each of his/her teachers.
- C. *Not* be allowed to make-up assignments missed during the unexcused absence, but will be allowed to make-up tests and major projects.
- D. Have the same number of school days, plus one (1), as the length of the absence to complete all make-up tests.
- E. *Not* be allowed to participate in any extracurricular school activities until present for a complete day of school.

Loss of Privileges

High school students who accumulate ten (10) or more unexcused absences during the school year shall be subject to losing the privilege of driving to school and parking on school grounds.

Truancy

Truancy is defined by KRS 159.150 as any child who has been absent from school without a valid excuse for three (3) or more days or tardy without valid excuse on three (3) or more days. Any student who has three (3) or more unexcused absences or tardies shall be referred to the Director of Pupil Personnel as truant for parental contact.

Habitual truancy is defined by KRS 159.150 as any child who has been reported as a truant two (2) or more times. The Director of Pupil Personnel may refer to the Owen County Court System any student who has had six (6) unexcused absences.

Suspension

Suspension is absence caused by disciplinary action of the school. During the term of any suspension the student is not allowed on school property. A student who has been suspended shall, on his/her return to school:

- A. Be given an unexcused admit slip to class (high school and middle school only).
- B. *Not* be allowed to make up assignments missed that were made and are due during the suspension, but will be allowed to make up tests and major projects.
- C. Have the same number of school days, plus one (1), as the length of suspension to complete all make-up tests.
- D. Not be allowed to participate in any extracurricular school activities until present for a complete day of school.

Appeals

Parents who disagree with the determination as to whether an absence is excused or unexcused by the Principal or site-based decision making council/appeals committee may appeal the decision to the Director of Pupil Personnel located at the Board of Education.

NO PASS / NO DRIVE STATUTE

The "No Pass/No Drive" Statute (KRS 159.051) results in the denial or revocation of a student's drivers license for 1.) academic deficiency, or 2.) dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative Research Commission's web site at the following address: www.lrc.ky.gov/record/07RS/record.htm
<<http://www.lrc.ky.gov/record/07RS/record.htm>>.

Sixteen (16) or seventeen (17) year olds applying for a drivers license permit (Instruction Permit) will be required to have a completed school Compliance Verification Form. Basically, the form is verifying that the student is compliant with the components of the statute.

If the student is not compliant, a form will not be issued. If a sixteen (16) or seventeen (17) year old student (with a driver's permit or license) accumulates nine (9) or more unexcused absences, the school will report the student as noncompliant via the web portal at the end of each semester or may be made earlier in the semester. Any absences due to suspension shall be unexcused absences. Additionally, if a sixteen (16) or seventeen (17) year old driver drops out of school, a report of noncompliance will be made via the web portal.

APPENDIX A

Conduct and Discipline On School Bus

The privilege of students to ride school buses is contingent on their good behavior and observance of the following rules and regulations.

Parent Responsibility	Each parent has the ultimate responsibility for ensuring the good deportment of his/her child who rides on the school bus to and from school.
Principal Responsibility	Each Principal has the chief responsibility for enforcing the consequences which will promote the safe transportation of all students.
Reporting of Violations	The bus drivers shall promptly report violations of district transportation guidelines to the Principal.
Ejection of Student from Bus	The driver is in charge of his/her bus, and his/her first responsibility shall be the safe transportation of the passengers. In the event that a student(s) is behaving in such a way as to endanger the safety of other students on the bus, the driver will radio the bus garage for assistance. If it becomes necessary to eject the student from the bus immediately, the driver will make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Director of Transportation, the Principal of the school where the student(s) attends, and the Superintendent.
Withholding of Riding Privileges	The Principal is authorized to withhold riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.
Restitution of Damages	The parent or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.
Student's Responsibilities	Students shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations. Students shall obey the driver respectfully and promptly.

Bus Behavior and Safety Expectations

Instruction on acceptable bus behavior and safety shall be provided for all transported students by the homeroom teacher and bus driver. Instruction shall include the following rules.

Student to Wait at Assigned Bus Stop	Students shall wait at their assigned bus stop at least 10 feet off the traveled roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the students to enter the bus. Students shall be on time (5 minutes prior to arrival); the bus cannot wait for those who are not on time. If a student must walk to meet the bus, he/she should walk facing traffic.
Crossing on Driver's Signal	When students must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the road until signaled to do so by the bus driver.
Crossing in the Driver's Vision	For safety reasons, when students are required to cross the roadway when entering or leaving the bus, these roadway crossings shall be made in front of the bus. Students shall cross approximately ten (10) feet in front of the bus in order that the bus driver may see them.
Seating	When students enter the bus, they shall proceed directly to their assigned seat.
Seated until Complete Stop	Students shall remain seated until the bus has come to a complete stop before leaving their bus seats to get off the bus.
Body not to Protrude from Window	For safety reasons, students shall not extend their arms, legs, or heads out of the bus windows at any time.
Changing Seats	Students shall not change from their assigned seat unless authorized by the bus driver.
Student Noise	Students shall not create noise on the bus to the extent that it might interfere with the driver's ability to communicate with other passengers on the bus.

Littering/Spitting

Students shall not throw paper or rubbish on the bus floor.
Students shall clean their feet before entering the bus.
Students shall not spit on the bus.

Alcohol/Tobacco/Drugs

Students are not permitted to use or possess any type of alcohol, tobacco products or illegal drugs on the bus.

Profane/Indecent Language

Students shall refrain from using profane or indecent language on the bus.

Bringing Items on the Bus

Students are not permitted to bring items on the bus that may frighten other students. No live animals are permitted. Items required for class projects must have prior approval from the driver and be in a closed, covered container.
Explosives, firearms, weapons of any type are not allowed on school property. This includes the school bus.
Balloons (any type or size) are not allowed on the bus.
Students shall not bring item(s) on the bus that may block any of the exits including the aisles. Items must be small enough to be held in the lap of the student.

Riding

A student shall ride the bus to which he/she is assigned to and from school each day. A student shall only be let off at their designated spot unless written permission is granted by the school principal.
No middle or high school student shall board any loading buses at the Elementary or Primary School buildings, unless accompanied by school personnel from the student's building.

APPENDIX B

Notice of Rights under the Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (students over 18 years of age, who are married, or who are attending a postsecondary institution) the following rights with respect to the student's education records.

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

Parents or eligible students submit a written request to the school principal/designee that identifies the record(s) they wish to inspect. The Principal arranges for access and notifies the parent or eligible student of the time and place where the records 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 they believe is inaccurate, misleading or in violation of privacy or other rights. The parent writes the school principal, clearly identifying the part of the record they want changed, and specifying 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 notifies the parent or eligible student of the decision and advises them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures are 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.**

The district may disclose records 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses 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 file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

Family Policy Compliance Office

**U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605**

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

Any eligible student, parent, or guardian who does not wish to have directory information released notifies the Superintendent in writing on or before September 30 or each school year or within thirty (30) calendar days after the Annual FERPA Notice has been distributed. The written request must specifically state what information may not be classified as "*Directory Information*".

6. **The district keeps educational records in a secure location in each school and Board office.**
7. **The district obtains written consent from a parent or eligible student before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.**
8. **For students who have been determined eligible for special education, education records are destroyed at the request of the parent when they are no longer needed to provide educational programs or services.**

The district may destroy the educational records of a child without a parent's request five (5) years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The district may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed. Children determined eligible for special education include those children with disabilities who have a hearing impairment, visual impairment, emotional-behavioral disability, deaf-blindness, other health impairment, specific learning disability, mental disability, multiple disabilities, speech or language impairment, developmental delay, orthopedic impairment, autism, or traumatic brain injury, and who because of such an impairment need special education services.

APPENDIX C

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Owen County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Owen County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Owen County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Owen County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 30 calendar days after receiving notification of FERPA rights. The Owen County School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone number
- Weight and height of members of athletic teams
- Photograph/picture
- Degrees and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

APPENDIX D

NCLB Qualification Notifications

Because our District receives federal funds for Title I programs as a part of the No Child Left Behind Act (NCLB), you may request information regarding the professional qualifications of your child's teacher(s).

If you would like to request this information, please contact Leslie Robertson by phone at 502 484 3934 or by e-mail at leslie.robertson@owen.kyschools.us

APPENDIX E

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit to a survey that concerns one of more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education –
 - 1. Political affiliations or beliefs of the student or student's parent;
 - 2. Mental or psychological problems of the student or student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom respondents have close family relationships;
 - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or parents; or
 - 8. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of –
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use –
 - 1. Protected information surveys of students;
 - 2. Protected information surveys of students;
 - 3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 4. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Owen County Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Owen County Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Owen County Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of the participation of the specific activity or survey. Owen County Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification off the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-5901

CHILD FIND SYSTEM

The Child Find system is designed to locate, identify and evaluate any child, age three (3) to twenty-one (21) years, who resides in a home, facility, or residence within its geographical boundaries, who may have a disability and be in need of special education. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving special education.

The district makes sure any child enrolled in the district who has a disability, regardless of how severe the disability, is provided an appropriate education at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the district find any child who may have a disability and need special education services. The district

needs to know the name and age, or date of birth of the child; the name, address, and phone number of the parent or guardian; the possible disability; and other information to determine if special education is needed.

Letters and phone calls are some of the ways the district collects the information needed. The information the district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for special education services.

If you know of a child who lives in the district, who may have a disability, and may need but is not receiving special education services, please contact:

Susan Burress, Director of Special Education, 1600 Highway 22East, Owenton, KY 40359 or 502 484 3934

Child Find activities continue throughout the school year. As part of these efforts, the district uses screening information, student records, and basic assessment information collected on all children in the district to help locate those children who have a disability and need special education. Any information the district collects through Child Find is maintained confidentially.

Written Policies and Procedures are on file that describes the district's requirements regarding the confidentiality of personally identifiable information and Child Find activities. Copies are maintained in each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

Susan Burress, Director of Special Education, 1600 Highway 22East, Owenton, KY 40359 or 502 484 3934

The district office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

The district provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the district to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Special Education at the address or phone number above.

APPENDIX F

Student's Name

Homeroom Teacher

**OWEN COUNTY BOARD OF EDUCATION
OWENTON, KENTUCKY**

ACKNOWLEDGMENT

As the parent(s) or guardian(s) of _____ . We have read and discussed the Student Code of Acceptable Behavior and Discipline with our child.

Parent/Guardian's Signature

Date

Student's Signature

Date

Please return this acknowledgement to the homeroom teacher.

EACH SCHOOL MUST NOTE THE DATE OF DISTRIBUTION

_____ Date of Distribution

Please detach and return to Homeroom Teacher

APPENDIX F

Student's Name

Homeroom Teacher

**OWEN COUNTY BOARD OF EDUCATION
OWENTON, KENTUCKY**

ACKNOWLEDGMENT

As the parent(s) or guardian(s) of _____ . We have read and discussed the Student Code of Acceptable Behavior and Discipline with our child.

Parent/Guardian's Signature

Date

Student's Signature

Date

Please return this acknowledgement to the homeroom teacher.

EACH SCHOOL MUST NOTE THE DATE OF DISTRIBUTION

_____ Date of Distribution

Please detach and return to Homeroom Teacher

Please sign and return to your homeroom teacher - **This document supercedes any other printed Acceptable Use Policy (located in the Student Code of Acceptable Behavior and Discipline)**

Owen County Acceptable Use Policy

Parent or Guardian



Student Name: _____ **Grade this school yr:** _____

Homeroom: _____

Student User Contract

ALL students must return a signed copy of the AUP with a password in order to access the network. Parental permission is needed for online access.

After reading the Student Acceptable Use Policy, please read and sign the following contract completely and legibly. The signature of a parent or guardian is required for direct access for *all* students. I have read the Owen County Schools Network Student Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

Student Name (please print): _____

Student Signature: _____

The Owen County Schools has access to and use of the Internet and E-mail as part of the instructional process. Students must sign a student Acceptable Use Policy agreement before direct access to Internet or teacher directed electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to electronic mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand that disciplinary action may be taken.

As the parent or guardian of this student I have read the Student Acceptable Use Policy for Owen County Schools Internet and E-Mail access. I understand that this access is designed for educational purposes and Owen County Schools have taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for Owen County Schools to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network.

Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for the student named above to have network access and certify that the information contained on the form is correct. If there is any access that I disagree with my child having, I have noted it below my signature. I understand that this form gives my child permission for access for the current school year. By signing the user agreement and parent permission form, the student and parent has agreed to abide by Board policy governing access to technology resources.

Parent or Guardian (please print): _____

Signature: _____

Daytime phone number: _____

Evening phone number: _____ **Date:** ____/____/____

If there is any specific form of technology that you **do not** choose for your child to use or be involved in, please list here.

This document supercedes any other printed Acceptable Use Policy (located in the Student Code of Acceptable Behavior and Discipline)

Technology Resources

The setup of the network entails every student having a password to log in to access anything on the computer. Every student (3rd grade and above) has a folder on the server where work can be saved. The advantage of this is students will not lose what they are working on because of misplacement or a faulty disk. Please make sure **your child supplies a strong password** on the form. Any violations of the following will result in a student's account being turned off (length of time determined by the principal of the school)

The use of a student account must be in support of education and research and consistent with the educational objectives of the Owen County Schools. **YOU MAY NOT GIVE YOUR PASSWORD TO ANYONE. FAILURE TO FOLLOW THIS RULE MAY RESULT IN LOSS OF ACCESS PRIVILEGES.**

- Student may not use or access another person's account.
- Student may not transmit obscene, abusive or sexually explicit language
- Student may not create or share computer viruses.
- Student may not destroy another person's data.
- Student may not use the network for commercial purposes.
- Student may not monopolize the resources of the Owen County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games.
- Student may not break or attempt to break into other computer networks.
- Student may not use MUD (multi-user games) via the network.
- You are not permitted to get or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- Student may not download inappropriate data onto the network. This includes, but is not limited to, MP3's, video, games, etc unless it is for educational purposes and adheres to all other requirements.
- A student is responsible for any intentional damage he/she causes to technology equipment. Along with reimbursement for the equipment, authorities may be contacted.

Internet Regulations

Internet access through the school is to be used for instruction, research, and school related activities. School access is not to be used for private business or personal, non-school related communications. Students are permitted to use the Internet for research and as a resource. All sites a student accesses are recorded through a proxy. If a student tries to access an inappropriate site, the student name is flagged and the principal of his/her school receives a referral of the site and time of use.

- Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.
 - You may not offer Internet access to any individual via your Owen County account.
 - Purposefully annoying other Internet users, on or off the Owen County Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms.
 - A student may not participate in ANY chat rooms unless directly related to class instruction and involving the teacher.
 - Students should not reveal their name or personal information to or establish relationships with "strangers" on the Internet.
 - The school should never reveal a student's personal identity or post a picture of the student or the student's work on the Internet with personally identifiable information unless the parent has given written consent.
 - A student who does not have a signed AUP on file may not share access with another student.

As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously. Students may also use the Internet as a medium for taking online assessment as approved by school administration in which parental permission is not necessary. Online assessment occurs on a secured, locked site preventing the student from accessing outside information.

Electronic Mail Regulations

Students and employees of Owen County Schools are prohibited from using district resources to establish or access Internet E-mail accounts through third party providers (eg. AOL, Yahoo, Hotmail, etc.). Only Kentucky Education Technology Systems e-mail can be used. All remote access applies to the following regulations. The electronic mail is not guaranteed to be private and will be monitored at the district level. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Email addresses are assigned to all students 3rd grade and up. Lower grades can have a classroom account. Email is a great way for students to correspond with teachers and send work. Your child's email will not show his/her name. The addresses are not made public. The only way for someone to email your child is for him/her to give it to the person. 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

This document supercedes any other printed Acceptable Use Policy (located in the Student Code of Acceptable Behavior and Discipline)

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.

- Be polite. Do not write or send abusive messages to others.
- Students may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
- Students may not use electronic mail for communications that are not through school account. Do not use electronic mail, for instance, from a source other than Owen County Schools.
- Students may not swear, use vulgarities or any other inappropriate languages.
- Students may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- Students may not access, copy or transmit another user's messages without permission.
- Do not reveal personal addresses, phone numbers or the identity of other students unless a parent or a teacher has coordinated the communication.
- Students may not send electronic messages using another person's name or account.
- Students may not send electronic messages anonymously.
- Do not create, send, or participate in chain e-mail.

The electronic mail is not guaranteed to be private. The electronic mail is not private. District personnel and others who operate the Network do have access to all email, and usage is monitored. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages relating to or in support of illegal activities OR indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and/or other appropriate authorities.

Communication Devices

A person shall not use communication devices for purposes of transmitting or receiving messages (INCLUDING TEXT MESSAGING) in Owen County Schools.

- Devices must be turned off upon entering the school building and remain turned off until 20 minutes after dismissal or exiting the building. Any regulations listed in the school handbook supersede this time element if it is different.
- All devices must be stored in a secure place (purses, pockets, etc.)
- Use of communication devices is banned in any instructional setting including but not limited to assigned detention, etc.
- All personal devices (ie laptops, PDA's, wireless, etc.) are not permitted to access any part of the school/district network unless properly configured by Owen County's Technology Department.
- Any violations of these usage policies will result in confiscation. If the device has been confiscated, a parent/guardian will need to come to school to pick the device up from the office. Continued non-compliance shall result in PERMANENT loss of privileges.
- The school district accepts no responsibility for use, breakage, theft or loss of these personal items.

Publishing Regulations

Teachers often take pictures of their students and post it on their web pages. Students who participate in a club, sport or other activity may also have group pictures that are posted on the web. Any student work appearing on the Internet will only contain the first name of the individual. No last names shall be included on any type of Internet Media in order to protect the student's identity. Any pictures published on the Internet will not contain any mention of the student's name. Teachers will also post samples of student work on the web or an accomplishment of your child. When this is posted, only the first name of the student (without a picture) is permitted. The term "**electronic resource**" includes, but is not limited to, the following list.

- Computers (desktops, laptops, word processors, personal digital assistants, etc.)
- Computer Networks (all equipment connected together for the sharing of information)
- Internet Access
- Email Access
- Software
- Video hardware and software
- Voice hardware and software