Code of Acceptable Behavior and Discipline

2024-2025



**INTRODUCTION**

The Code of Conduct for the Anderson County School System has been developed by the local superintendent of schools with suggestions and input from legal counsel, local school administrators, parents and teachers.  It is applicable for students in Kindergarten through grade twelve and will be enforced at school, at school sponsored or related activities and on school buses.

**ANDERSON COUNTY SCHOOLS PHILOSOPHY ON DISCIPLINE**

It is the responsibility of the Anderson County Board of Education to provide an excellent education to every child that resides in this district and attends our schools.  The first step in meeting this goal is to provide an atmosphere that is conducive to learning.

Inappropriate student behavior can and will hinder the learning process.  As stated earlier, each and every student has the right to an excellent education.  No student; however, has the right to deny this education to fellow students through disruptive behavior.

The philosophy of discipline in the Anderson County School System is based upon respect and common courtesy on the part of students, parents, teachers and administration alike.  Each student is treated with dignity and respect as well as fairness.  Every effort is made to work with students who present behavioral problems detrimental to the health and welfare of other students and the educational process of the school.  Through counseling and various disciplinary measures each school will attempt to resolve and eliminate disruptive behavior.  To accomplish this there must be a mutual trust and respect between the school and the home.  Parents are expected to take responsibility for setting high standards for their child’s behavior and support the school whenever their child is disciplined.

It cannot be emphasized enough that the best type of discipline comes from within the individual.  If students will discipline themselves by showing respect and common courtesy to both fellow students and school staff, there will be few discipline problems in our schools.

**RIGHTS AND RESPONSIBILITIES**

**RIGHTS**

The United States Constitution provides for the protection and safeguard of all people.  In this same vein, there is responsibility inherent in all rights.  Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others.  Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them.

1. **STUDENT RIGHTS ~ Students have the right:**
2. To public education with high educational standards that meet the needs of individual pupils.
3. To notification of information pertaining to regulations and notices.
4. To reasonable physical protection and safety of their personal property.
5. To the consultation with teachers, counselors, administrators and other school personnel.
6. To free student elections for organizations within the school or their counterparts within the state and nation.
7. To candidacy and to hold office in student organizations within the school or within the state or national student organizations.
8. To the examination of their own personal school records.
9. To parents/guardians or their authorized representatives to examine personal school records.
10. To involvement in school activities without being subject to any form of discrimination.
11. To participate in school activities on an equal basis.
12. To expect respect from other students and school personnel.
13. To the presentation of complaints and grievances to proper school authorities.
14. To due process when faced with possible disciplinary action.

**B. TEACHER RIGHTS ~ Teachers have the right:**

1. To expect the support of their fellow teachers and administrators.
2. To work in a positive school climate with a minimum of disruptions.
3. To expect all student assignments to be completed as requested.
4. To remove and temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate.
5. To be safe from physical harm.
6. To be free from verbal abuse.
7. To take action necessary in emergencies pertaining to the protection of persons or property.
8. **PARENT/GUARDIAN RIGHTS ~ Parents/Guardians have the right:**
9. To send their students to a school with a positive educational climate.
10. To expect all disruptive behavior to be dealt with fairly, firmly and quickly.
11. To enroll their students in regularly scheduled classes with minimal interruptions.
12. To expect their school to maintain high academic and accreditation standards.
13. To examine their student’s personal school record.
14. To address grievances to proper school authorities.
15. To request information on the professional qualifications of their children's teachers.
16. **PRINCIPAL/DESIGNATED ADMINISTRATOR ~ Principals/Designated Administrators have the right:**
17. To expect all participants in the schooling process to comply with school and Board of Education Policy.
18. To suspend any student who disrupts the educational environment.
19. To expect respect from students, parents/guardians and school staff.

**RESPONSIBILITIES**

A. **STUDENTS’ RESPONSIBILITIES ~ Students have the responsibility:**

1. To maintain acceptable conduct at all times.
2. To display consideration for the rights and property of others.
3. To dress in a manner that is not detrimental to the normal school progress and orderly operation of the school.
4. To maintain proper hygiene at all times.
5. To abstain from the possession, use, or transfer of illegal substances, including alcohol, synthetic and lookalike substances.
6. To abstain from the possession and/or use of weapons, dangerous instruments, fireworks and other incendiary devices.
7. To abstain from physically attacking any school employee.
8. To refrain from physically attacking classmates.
9. To refrain from persistent violation of school regulations.
10. To be in attendance at all regularly scheduled classes.
11. To refrain from acts of truancy such as being absent without permission from school and/or class.
12. To show respect for school authority by avoiding all acts of defiance.
13. To abstain from gambling, extortion, theft or any other unlawful activity.
14. To abstain from public displays of affection, and/or sexual activity on school property or at school related events.
15. To complete all homework and class work in accordance with the teachers’ instructions.
16. To tell the truth in all school matters.
17. To refrain from cheating on academic and/or athletic activities.
18. To avoid the use of verbal abuse with all persons within the school setting.
19. To refrain from the harassment of fellow students and/or school personnel.
20. To exhibit respect for other opinions by refraining from rudeness or inappropriate language.
21. To abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
22. To practice proper safety procedures while using the building facilities.
23. To show respect for the educational process by taking advantage of every opportunity to further their education.
24. To refrain from habitual tardiness.
25. To practice self-control in terms of voice and limbs.
26. To refrain from leaving school grounds prior to dismissal for the day.
27. To abstain from any form of disruptive classroom behavior.

 Student responsibility also applies to all school related activities.

**B. TEACHERS’ RESPONSIBILITIES ~ Teachers have the responsibility:**

1. To present the educational materials and experiences appropriate to their course or grade level.
2. To inform students and parents/guardians of achievement and progress.
3. To plan a flexible course of study; which meets the needs of all students.
4. To maintain high standards of academic achievement.
5. To administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.
6. To provide feedback on student assignments in a timely manner.
7. To exhibit exemplary behavior in terms of punctuality, attendance, dress, action, and voice.
8. To inform parents/guardians of their students’ successes, problems, and failures.
9. To reward exemplary student work and/or classroom behavior.
10. To exhibit respect for all students.
11. To maintain a classroom atmosphere conducive to good behavior.
12. To handle his/her own discipline problems that are of common or minor nature.
13. To follow the rules and regulations of the Board of Education and the local school.

**C. PARENTS’/GUARDIANS’ RESPONSIBILITIES ~ Parents/Guardians have the responsibility:**

1. To instill in their students the need for an education.
2. To instill in their students a sense of responsibility.
3. To assist their students in understanding the need for a positive school learning environment.
4. To become familiar with the educational policies and programs of the Board of Education.
5. To aid their students in understanding the disciplinary procedures of the school.
6. To encourage their students to follow all school policies.
7. To see that their student is regular in attendance.
8. To inform school officials of any long-term illness affecting their student.
9. To demonstrate respect and support for all school personnel at school and related activities.
10. To inform school officials of concerns pertaining to disciplinary procedures.
11. To instill in their students the need for proper and appropriate student attire and hygiene.
12. To exhibit concern for the progress and grades of their students.
13. To update any changes of information regarding student address, phone numbers, contact or check out information as it occurs.

**D. PRINCIPALS’/DESIGNATED ADMINISTRATORS’ RESPONSIBILITIES  ~ Principals/Designated Administrators have the responsibility:**

1. To help create and maintain an atmosphere which respects the rights of all participants in the schooling process.
2. To administer discipline measures fairly and equally in accordance with this conduct code.
3. To exhibit exemplary behavior in terms of action, dress, and speech.
4. To direct the school staff in developing a program; which communicates this code of conduct to the school community.
5. To create a plan by which the obligations under KRS 158.070 (4) (b) related to suicide prevention training for staff and students shall be met.

**ATTENDANCE**

The Anderson County Board of Education believes that each and every child has the right to an excellent education and can receive his or her full share of that right only through regular attendance as required by law.  Consequently, students are expected to attend school daily, arrive at school on time and stay the entire school day unless there is a valid reason that prohibits them from doing so.

ATTENDANCE POLICY

1. Each student absence, including late arrivals and early dismissals must be for a valid reason to be excused.
2. All student absences are considered unexcused unless the student brings a note from the parent, guardian, doctor, or other official source within three days for returning to school**.  Any student who comes in late to school or leaves early must also have a note to document the time away in order for it to be excused.**    Parents may also send a parent note via email to notify the school of their child’s absence and reason for absence.  Parents are limited to 10 parent notes per year in grades K-12.
3. The principal, assistant principal, or designee will make the decision as to whether or not a student has an excused or unexcused absence after reviewing the note presented by or on behalf of the student.  Appeals may be made to the DPP.
4. Students having excused absences will be allowed to make up any work missed provided the student makes arrangements with the teacher **within 3 days** after returning to school.  Students suspended out of school will be expected to make up all work for full credit.  This may exclude daily participation grades.  The number of days allowed to complete make-up work will equal the suspension days plus one.  It is the responsibility of the student/parent to make arrangements to get assignments during suspension.
5. Students accumulating 3 or more unexcused absences during the school year are truant.  Their parents/guardians will be notified by mail that they are in violation of the state compulsory attendance law.  Students accumulating 6 or more unexcused absences will be referred to the Director of Pupil Personnel. The parents/guardians of all students who have in excess of 15 unexcused absences will be referred to the County Attorney pursuant to HB 611.
6. Students having unexcused absences may receive a zero for work they have missed and may not be allowed to do any make-up work.  This includes tests, quizzes, reports and daily assignments, as well as other class work.
7. The following categories are considered to be excused:
	1. death or severe illness in the pupil’s immediate family
	2. illness of the pupil (after several absences a physician’s statement may be required; see your school’s expectations)
	3. medical and dental appointments
	4. participation in school-related activities approved by the principal
	5. work in the family’s business (immediate family only, maximum of 5 days)
	6. severe weather conditions or natural disasters
	7. court appearances
	8. other valid reasons as determined by the principal or designee.

Whenever an absence is for any reason other than those listed above, it shall be considered unexcused whether for the entire day or a portion of the school day. **School site based councils may choose to expand this attendance policy.**

**TRUANCY**

Kentucky’s compulsory attendance law (KRS 159.010) requires students to be in attendance each day that school is in session.  This same law also requires students to arrive on time and stay the entire day.  Students may be absent, late or dismissed early only when there is a valid reason (illness, doctor appointment, dental appointment, etc.). The district attendance policy contains a list of excused absences.

Three (3) or more unexcused absences are considered truancy, a violation of the state compulsory attendance law.  Three (3) or more unexcused late arrivals to school or unexcused early dismissals from school are also considered truancy.

State law (KRS 159.180) holds the parent/guardian legally responsible for student truancy.  When it occurs it is to be reported by the school to the Director of Pupil Personnel (DPP) for that school district.  The DPP will make contact with the parents/guardians and attempt to resolve the problem.  If the truancy continues the next step is referral to the court system.

In any action brought to enforce compulsory attendance laws, the director of pupil personnel or an assistant shall document the home conditions of the student and the 11 intervention strategies attempted and may:

(a) For a minor in kindergarten to grade five (5) whose parent or guardian is in violation of the provisions of KRS 159.010(1)(a) by allowing the child to be absent **without excuse for fifteen (15)** **or more days during a school year**, shall report the matter to the county attorney for determination of 16 appropriate court intervention, if any; and

(b) For a minor in grade six (6) through twelve (12) who is a habitual truant as 18 defined in KRS 600.020 and has been absent **without excuse for fifteen (15) or more days during a school year**, shall report the matter to the county attorney for a determination of appropriate court intervention and, if a complaint is filed, after consultation with the court-designated worker, proceed under subsection (6) of Section 2 of this Act refer the case to the family accountability, intervention, and response team.

Truancy cases are handled in District Court.  The fine for a first offense is $100.00 a day while the fine for a second offense increases to $250.00 per day.  Additional offenses may involve misdemeanor charges. Cases of habitual truancy involving students in middle and high school are referred to the Court Designated Worker (CDW) as part of the Truancy Diversion Program (TDP). This program is designed to keep these issues out of court if at all possible. TDP involves several steps:

1. When students reach the level of 3 unexcused absences and/or tardies, parents and students are notified by letter from the CDW of a pre-complaint meeting to be held at the school to discuss school attendance. Parents are not obligated to attend but it is highly encouraged so that everyone is completely aware of the current circumstances and possible consequences that may result from continued unexcused events.

2. The meeting includes information shared by the DPP and CDW describing what steps will be taken should the student reach six unexcused absences/tardies.

3. If students reach six unexcused, the DPP will make a home visit and then, based on his/her findings, may file a complaint with the CDW.

4. The CDW will then contact the parents to schedule a meeting, complete a battery of questions, and may assign the student to a diversion for six months.

5. A failed diversion may result in assignment to the FAIR team (family accountability, intervention, and response team) for further assistance.

6. Cases where the FAIR team is unsuccessful in correcting issues are forwarded to family court.

Charges of Educational Neglect may also be considered. All parents/guardians of students with unexcused absences in excess of 15 days will be referred to the County Attorney pursuant to HB 611.

Having to take parents to court for truancy is certainly not a pleasant task.  However, the Anderson County Board of Education is required to enforce the state compulsory attendance law and does pursue litigation when necessary as a last resort.

**ARRIVING LATE…LEAVING EARLY**

The state of Kentucky considers a student who misses a portion of the school day to be “tardy”.  This not only includes students who arrive late but also those students who leave before the school day is completed.

State law (KRS 159.150) considers unexcused absences and tardies both to be in violation of the compulsory attendance law.  Consequently, both late arrivals to school and early dismissals, by law, must be for a valid reason (illness, doctor appointment, etc.).  Late arrivals to school due to oversleeping or missing the bus are **not** excused.  Early dismissals to go shopping or to allow the parent to “beat the buses” are obviously unexcused as well. Signing your child out from a field trip is considered unexcused unless other extenuating circumstances exist. The district attendance policy contains a list of excused absences.

Parents should understand that in addition to causing the child to miss a portion of the instructional school day, late arrivals and early dismissals are also very disruptive.  A student who enters class late disrupts the instructional process by interrupting the teacher and distracting his/her fellow students.  The same is true for students who leave class early.

Parents who cause or allow their child to be habitually tardy (late arrivals/early dismissals), in accordance with state law KRS 159.180, are subject to truancy charges.  Students in grades 6-12 may also be assigned to school detention or be referred to the Truancy Diversion Program.

**STUDENT BEHAVIOR EXPECTATIONS**

The Anderson Board of Education requires high standards of personal conduct from all students and embraces the concept that each student shall respect the rights of others and abide by the regulations of the school district and the laws of the community and state.  The Principal of each school shall develop, distribute and enforce specific rules of conduct and attendance for his/her school that are consistent with the Anderson County Schools Code of Conduct.

**Bullying/Hazing Law**

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

ACTIONS NOT TOLERATED

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

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

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

BULLYING DEFINED

Bullying is defined as 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:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or

2. That disrupts the education process.

HAZING DEFINED

Hazing is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within an organization, including but not limited to actions which coerce or force a minor or a student to:

1. Violate federal or state law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
4. Endure brutality of a sexual nature;
5. Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

This definition 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 materially or substantially disrupt the education process.

REPORTS

Students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it to school staff, ideally an administrator.

In instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim’s Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and

2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

As required by the Anti-Bullying Law (KRS 158.156), Anderson County Schools MUST address any incidents involving students committing felony offenses.

Under the Anti-Bullying Law, students committing any of the following felony offenses under KRS Chapter 508

1. While on school premises, or
2. While on school transportation, or
3. At a school sponsored event  will be reported by any employee of the school district who identifies the offense to the building principal, who will then cause a report to be made with local law enforcement, Kentucky State Police or the County Attorney:

    a. Assault in the 1st degree, 2nd degree, or 3rd degree

b.  Wanton endangerment in the 1st degree

c.  Terroristic threatening in the 1st and the 2nd degree

d.  Criminal abuse in the 1st and the 2nd degree

e . Stalking in the 1st degree

The parent, legal guardian or custodian of the student will be notified of the complaint.

The written complaint will contain the following:

1. The names and address of the student allegedly responsible for the violation and his or her parents, legal guardian or person exercising custodial control
2. The student’s age
3. The nature and extent of the violation
4. Any other information that the principal believes may be helpful in the completion of his/her report

Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district. There is no reprisal for reporting an incident in good faith. Employees of the district will be trained on recognizing and responding to bullying. By receiving this information in the code of conduct, students, parents, guardians and those exercising custodial control have been informed of the requirements of this code and provisions of Sections 1-5 of the Anti-Bullying Law.

Notification of reporting methods will be published on the district web-site as well as through the school or district office.

**DISCIPLINARY OPTIONS TO STUDENT MISBEHAVIOR**

The chart included in the code of conduct lists various student violations and disciplinary options for each.  Principals may choose to vary their response due to the age and grade level of the student as well as circumstances surrounding the offense.  While violations may differ slightly from what is listed on the chart, appropriate disciplinary options for the offense will be used.  It should be noted that some of these offenses violate state and federal laws; therefore, will be reported to the appropriate law enforcement agency.

**SCHOOL RELATED ACTIVITIES**

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

**DUE PROCESS**

**RIGHT TO DUE PROCESS**

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

**NOTICE OF CHARGES**

1.  The pupil shall be given oral or written notice of the charge(s) against him/her.

**EXPLANATION OF EVIDENCE**

2.  If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/her.

**PUPIL’S VERSION OF THE FACTS**

     3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

**APPEALS PROCEDURE**

The purpose of the appeals procedure is to provide for orderly, equitable resolutions to problems affecting students, parents and school personnel at the lowest level of administration.

**LEVEL ONE**

The grievant (student and/or parent) should discuss the grievance by conference with the most immediate and appropriate school official (teacher and/or principal) within ten (10) school days of the occurrence giving rise to the grievance.  If no acceptable decision/solution can be reached, the grievant may next request a conference with the superintendent of schools or his/her designee.

**LEVEL TWO**

If the grievance is not resolved at the school level to the satisfaction of the grievant, the grievant may within seven (7) school days of the adverse action appeal the grievance to the superintendent.  As arbitrator of grievances, the superintendent shall have the following powers and duties:

1. To investigate the grievance.
2. To hear all parties and to collect facts and evidence.
3. To resolve the grievance through mediation and conciliation.

**LEVEL THREE**

If the grievance is still unresolved to the satisfaction of the grievant, the grievant may request a hearing before the Board of Education by notifying the superintendent and requesting the grievance be placed on the agenda of a board meeting not less than five (5) school days prior to the board meeting.  The hearing before the board shall, in an informal matter, permit each party to be heard concerning the grievance.  The hearing may, at the board’s discretion, be held in executive session; however, it must comply with provisions KRS 61.805 and KRS 61.815.  The decision of the board shall be final.

**USE OF ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES**

**No student shall possess, use, be under the influence of, \*sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from or a school-sponsored activity:**

1.  Alcoholic beverages;

2.  Controlled drug substances as defined in KRS Chapter 218A or other intoxicants, other than those used in accordance with a prescription from a physician or dentist by the individual for whom they are prescribed and in the proper container;

3.  Substances that “look like” a controlled substance.  In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance;

4.  Synthetic compounds or substances

5.  Drug paraphernalia.

**First Offense:  Any student in violation of this policy for the first time during his/her enrollment in the Anderson County School System will be suspended according to the following procedures:**

1. Parents or legal guardians are called and informed of the violation.

2. A letter documenting the charges of suspension must be mailed or given to the parents or legal guardian.  A copy of this letter must be delivered to the superintendent.

3. The police shall be notified and confiscated substances shall be given to the police for laboratory analysis.

4. The student may receive an out-of-school suspension for a period no less than six days during which he/she must obtain a drug evaluation from a certified Chemical Dependency Counselor and/or physician in order to determine the extent of the student’s involvement with drugs, alcohol, or synthetic compounds or substances.  All expenses incurred for this evaluation and/or treatment would be the responsibility of the parents or legal guardian.  If the student is housed in a juvenile detention center and/or treatment center, additional suspension may not be warranted.

5. During or at the end of this out-of-school suspension the student and his/her parents or legal guardian must have a conference with the principal, counselor and/or alternate education teacher.  At the end of this conference the student, parents and above-named school personnel will sign a “First Time Offender Policy Contract” which among other things, requires passing grades, regular school attendance, and shall include participation in a drug education class.

6. Upon receiving the drug/alcohol evaluation, signing the “First Time Offender Policy Contract”, **and** being out of school for a minimum of six days, the student will be allowed to return to school but will be placed in an alternate education setting for a period of a minimum of twenty (20) school days before being allowed to return to his/her normal class schedule.   Student work during this time will be provided by their classroom teacher.   The student will be ineligible for all school activities during the alternative placement.  Any student currently enrolled in vocational classes in Harrodsburg will be considered to continue these courses. While in this alternate education program the counselor, principal, and alternate education teacher will follow recommendations made by the Certified Chemical Dependency Counselor and/or physician.  The school personnel will also help the student set goals for him/her which will ensure that the contract is fulfilled.

7. The “First Time Offender Policy Contract” will be in effect for the remainder of the student’s enrollment in the Anderson County Schools.  Violations of any part of the contract may result in a ten (10) day suspension **and** a recommendation by the principal to the superintendent and board of education for expulsion from school for the remainder of the year **OR** it may result in additional time spent in the Alternative Education Program as determined by the placement committee.  Major violations will result in revocation of the contract.

8. Refusal to comply with any part of the “First Offense” program may result in a suspension from school with recommendation to the Board of Education for expulsion.  If expulsion is to be recommended, then the student is to be entitled to a due process hearing.

9. \*Students found to be selling or Transferring prohibited items will be considered for long-term alternative placement (up to one school year) on their 1st offense.

**Second and Succeeding Offenses:**

For a second or succeeding offense of any nature of the drug/alcohol policy, the student will be suspended from school and may be recommended for expulsion for the remainder of the school year.  The student will be entitled to a due process hearing and procedures that will include:

1. Parents shall be notified immediately and the student taken to the appropriate health care facility if emergency health care appears imminent.

2. A law enforcement agency with jurisdiction shall be notified.

3. The superintendent of schools shall be notified.

4. A letter documenting the offense shall be given to both the parent/legal guardian and the superintendent.

5. The student shall be suspended out of school pending a meeting of the Alternative School Placement Committee.

6. The principal may recommend to the superintendent and the board the student’s expulsion for one calendar year from the date of the offense.

**TERRORISTIC THREATENING**

Our most important function in Anderson County is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky’s P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. In many cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

**Terroristic Threatening in the second degree is defined in state law (KRS 508.078)**
(1) **A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:**

**b) Makes false statements by any means, including by electronic communication, for the purpose of:**

**1. Causing evacuation of a school building, school property, or school-sanctioned activity;**

**2. Causing cancellation of school classes or school-sanctioned activity; or**

 **3. Creating fear of serious bodily harm among students, parents, or school personnel**

 **(For the complete text for KRS 508.078 please see the attached page.)**

Such threats to our students and school staff are totally unacceptable and will not be tolerated.  As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will **pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students.** Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students.  Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools.  We appreciate your partnership in keeping our school the safest place for your students to learn and grow.
**PLEASE CAREFULLY REVIEW DETAILS OF KRS 508.078 on the next page.**

**Definitions of Terroristic Threatening:** **508.078 Terroristic threatening in the second degree.**

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

(b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity;

2. Causing cancellation of school classes or school-sanctioned activity; or

3. Creating fear of serious bodily harm among students, parents, or school personnel;

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Penalties
Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or $1,000-$10,000 fine (KRS 532.020).

Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or $1,000-$10,000 fine (KRS 532.020).
Violating a felony (juvenile) fine not to exceed $500 (KRS 635.085), with fine assessed at the court’s discretion in lieu of commitment to the Department of Juvenile Justice.

**Tobacco, Alternative Nicotine, or Vapor Products**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity.

Evidence-based, age-appropriate nicotine prevention and cessation material shall be distributed to all students at the beginning of each school year, and students shall have access to the material throughout the school year.

Adequate notice shall be provided to students, parents and guardians, school employees, and the

general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local Code of Acceptable Behavior and Discipline.

PENALTIES

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products and:

1. For the first incident, the school counselor or other school-based mental health

services provider shall provide to the parent or guardian and the student evidence-

based, age-appropriate nicotine cessation information to include but not be limited

to materials, programs, and referrals for treatment;

2. A second incident shall result in providing information listed above and disciplinary

action as determined by the Board and included in the District Code of Acceptable

Behavior and Discipline; and

3. Third and subsequent incidents may result in an in-school or out-of-school

suspension. The school shall provide the opportunity for a student to complete an

evidence-based, age-appropriate nicotine education program during an in-school

suspension.

REPORTING

No later than August 1 of each year, the Board shall submit a report to the Kentucky

Department of Education that includes:

a. The number of behavior incidents for each alternative nicotine product, tobacco

product, and vapor product, listed by school and grade; and

b. The number of incidents for which medical intervention was provided, listed by

school, grade, and product.

Reference: KRS 158.149

CONDUCT ON A BUS

Consistent with the District Code of Acceptable Behavior and Discipline, the Principal /designee

has authority to discipline pupils who ride school buses. Bus drivers shall promptly report any violation of District policy or school rules to the Principal. Drivers may file a written or electronic complaint or report of student misconduct (06.34 AP.2) including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the operator’s

transportation of the student.

**Drivers Rights**

**Per KRS 158.110**

1. May refuse to provide further transportation upon written report to the Superintendent/designee;
2. Shall be provided the opportunity to be heard and to make recommendations regarding future transportation of the student during any     disciplinary hearing relating, at least in part, to misconduct by the student’s parent or guardian and the impact upon a student’s transportation privileges.
3. May be heard any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator’s transportation of the student;

-A driver’s recommendation shall be considered as a factor for interim or final determination of disciplinary action; and

-A driver is permitted, to the extent permitted by law, to receive written notice from the Superintendent/designee of the investigation, disciplinary action imposed, and reasoning in response to reported misconduct; and

**Discharge of Pupils from the Bus**

The driver is in charge of the bus, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent’s designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student’s parent or legal guardian. Drivers shall only discharge students in compliance with Policy 09.2261.

**Withholding of Riding Privileges**

The Principal is authorized to withhold bus riding privileges up to a maximum of twenty(20) school days in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus riding privileges have been withheld. Drivers may, upon filing a written report to the Superintendent/designee, refuse future transportation to students in violation of the Code of Acceptable Behavior and Discipline until an interim or final determination of disciplinary action has been made. The Superintendent or his designee may withhold bus riding privileges up to an additional twenty (20) days per incident. Bus riding privileges may not be withheld for more than a total of forty (40) days per incident. Upon recommendation of the Superintendent, the Board may withhold bus riding privileges for the remainder of the school year.

**Restitution of Damages**

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

**Students with Special Needs**

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.

**Video Recording Equipment**

Video cameras are installed on many of our school buses and are used to record student behavior during transportation to and from school and school related events.  Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

| **Student Behavior Violation** | **Conference** | **Counselor Referral & Sessions** | **Detentions Or Loss of Privileges** | **In-School Suspensions** | **Out of School Suspensions** | **Referral to SRO / Law Enforcement** | **Alternative Educational Placement** | **Expulsion / Alternative to Expulsion Proceedings Initiated** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cheating/Plagiarism | **✔** | **✔** | **✔** |  |  |  |  |  |
| Dress Code/School Personal Appearance Code | **✔** | **✔** | **✔** |  |  |  |  |  |
| Tardy to class | **✔** | **✔** | **✔** |  |  |  |  |  |
| Skipping Class/Leaving Class without permission (non-emergency) | **✔** | **✔** | **✔** | **✔** |  |  |  |  |
| Profanity/Vulgarity (used in communication that could be directed at an individual or just in speaking) | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |  |
| Disruptive /Disrespectful Behavior | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |  |
| Insubordination/Defiance of Administration | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |
| Fighting/ Physical Aggression (even if in retaliation) | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |
| Defiant Behaviors (repeated non-compliant behaviors, multiple offenses of repeated inappropriate behaviors in classroom or within the school day setting) | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |
| Disorderly Conduct(horseplay, behavior that could lead to physical harm or dangerous behavior) | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |
| Harassment, Sexual Harassment, Bullying/Hazing (this could be by electronic means, social media, written communication, or in person to students or staff) | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |
| Bus Behavior (disruptive, disrespectful, dangerous) | **✔** |  | **✔** | **✔** | **✔** | **✔** | **✔** |  |
| Racial Bigotry/Slurs/Intolerance | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |
| Tobacco/Nicotine/Alternative Nicotine/Vapor Products, Possession, Use (includes paraphernalia of any items or look-alikes)  | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |
| Stealing/Theft (option for restitution is included with consequences) | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |
| Vandalism/Defacing property(option for restitution is included with consequences) | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |  |
| Terroristic Threatening 1st or 2nd Degree |  | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |
| Assault /Threat of Assault/Sexual Assault |  |  |  |  | **✔** | **✔** | **✔** | **✔** |
| Arson/Attempted Arson |  |  |  |  | **✔** | **✔** | **✔** | **✔** |
| Activating False Fire Alarm |  |  |  |  | **✔** | **✔** | **✔** | **✔** |
| Bomb Threat |  |  |  |  | **✔** | **✔** | **✔** | **✔** |
| Alcohol/Drugs/Controlled or other Prohibited Substances –Possession/Use/Transfer/Sale  |  |  |  |  | **✔** | **✔** | **✔** | **✔** |
| Weapons, Firearms, or Dangerous Instruments –Possession/Use/Transfer/Sale |  |  |  |  | **✔** | **✔** | **✔** | **✔** |
| Possession/Use/Transfer/Sale of explosive devices, fireworks, etc. |  |  |  |  | **✔** | **✔** | **✔** | **✔** |
| Electronic Device Violations | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** | **✔** |

The matrix indicates any possible consequences in AC Schools for the listed behavior. The level of consequence is not a sequential order. Any consequence or a combination of consequences can be assigned for the listed behavior offense. Due process for any office level behavior offense will occur by administration. This involves an investigation into the behavior to collect information, details, evidence to accurately and appropriately address the level of behavior. Administration has the right to determine the appropriate consequence for the level of student’s behavior or repeat behaviors.

**Family Educational Rights and Privacy Act (FERPA)**

**Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Anderson 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 Anderson 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 Anderson 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 football or 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. According to Policy 09.14 approved directory information shall be name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities, and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended. 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—name, 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.  There is a separate form to complete for this.

If you do not want the Anderson 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 by September 13 or within 30 days of enrolling.  Please send this request to the Anderson County Board of Education, C/O Travis Harley, Director of Student Services.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

**A. Record Confidentiality**

In accordance with the Family Education Rights and Privacy Act, parents, whether custodial or not, shall have the right to see their child’s cumulative school record, have it explained, challenge perceived inaccuracies and have the information in the file dealt with in a confidential way. Parents shall have the right to file complaints to the Family Education Rights and Privacy Act Office concerning any alleged failures of the district to follow this act. **These rights shall be passed on as the exclusive rights of the student at age eighteen.** In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to send educational records on request to a school in which a student seeks or intends to enroll.

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

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

Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished according to the following procedures:

Unless the school has been informed and given evidence of state law or court order concerning the status of the student:

1. Both parents shall have equal access to any information concerning the student.

2. Both parents shall have the right to release information of the student under their care.

**Military Recruiter Opt-Out Form** (For 11th& 12th Grade High School Students)

If you do not want your name, address, and telephone number released to military recruiters, the student (regardless of age) or parent/guardian must sign this form and return it to the school office within one month of enrollment. I hereby exercise my rights under state and federal law and hereby request that the name, address, and telephone number of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student name), currently a student at Anderson County High School, not be released to military recruiters without prior written consent.

Signature of Student **OR**Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature (Grades 6-12)**

The signature below indicates that I, as a student of an Anderson County School, have received a copy of the Code of Conduct for Anderson County Schools to be shared with my parent or guardian.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Parent Signature (Grades Pre-School-12)**The signature below indicates that I as a parent/guardian of a student in an Anderson County School have received a copy of the Code of Conduct for Anderson County and will communicate with my child to assure an understanding of his/her rights and responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent's Email Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student's School