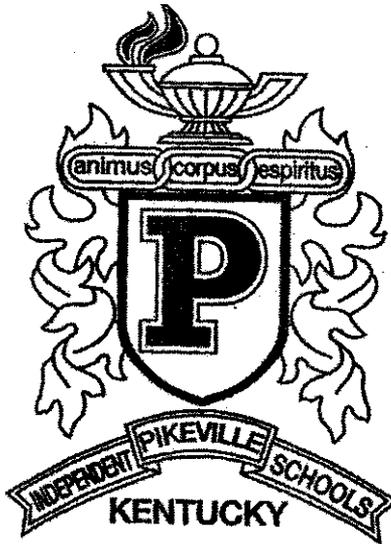


# PIKEVILLE INDEPENDENT SCHOOL DISTRICT

2016-2017



- District Code of Acceptable Behavior and Discipline
- District Attendance Policy
- Pikeville Elementary School Code of Conduct
- District School Bus Guidelines and Discipline

Superintendent Jerry T. Green  
148 Second Street  
Pikeville, KY 41501  
606-432-8161

# Pikeville Independent Schools

## Jerry T. Green, Superintendent

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Dr. Kevin Pugh, Board Member  
Teresa Combs, Board Member  
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August 1, 2016

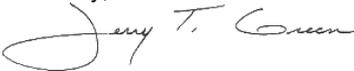
To the stakeholders of Pikeville Independent Schools:

Our district has a long-standing tradition of high expectations for both academic performance and student/staff conduct. This Code contains important information for each of us, regardless of our role in the school district. We share a tremendous personal responsibility to help maintain our schools as safe, orderly learning environments. Only by working together will we have a school district where students grow and learn without threat of harm. Please discuss this Code with the child (ren) in your family and emphasize the important role students must play in school safety.

The schools our students want and need require effort from the entire community. Thank you for your support of this Code and for helping us to provide students and staff a safe, orderly, and equitable learning environment.

All Pikeville Independent School's policies and related procedures are reviewed and/or updated annually. These policies and procedures can be accessed through our District Web Page ([www.pikeville.k12.ky.us/](http://www.pikeville.k12.ky.us/)) Board of Education/Board policies or you may access a hard copy of a particular policy and the related procedures at the main office of either Pikeville Elementary, Pikeville High School, or at the Board of Education located on 148 2<sup>nd</sup> Street, Pikeville KY 41501.

Sincerely,



Jerry T. Green, Superintendent

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## DISTRICT/SCHOOL PERSONNEL

<u>PERSON/ADDRESS</u>	<u>TELEPHONE/EMAIL</u>	<u>AREA</u>	<u>FAX</u>
Superintendent of Schools Jerry Green 148 2 <sup>nd</sup> Street	432-8161 jerry.green @ pikeville.kyschools.us	Oversees the district	432-2119
Title IX Coordinator Johnny Belcher 148 2 <sup>nd</sup> Street	432-8161 johnny.belcher @ pikeville.kyschools.us	Discrimination Complaints	432-2119
Special Education Director 120 Championship Drive	432-0185	Special Education (students with disabilities)	432-2022
High School Principal David Thomas 120 Championship Drive	432-0185 david.thomas @ pikeville.kyschools.us	Principal of High School	432-2022
Elementary School Principal Robert Jones 105 Bailey Blvd.	432-4196 robert.jones @ pikeville.kyschools.us	Principal of Elementary School	432-1234
Family Resource Center Dir. Dawn Rowe 105 Bailey Blvd.	432-4196 dawn.rowe @ pikeville.kyschools.us	Assists parents and students	432-1234
Youth Advocate Paul Sullivan 120 Championship Drive	432-0185 paul.sullivan @ pikeville.kyschools.us	Assists parents and students	432-2022
Pikeville Independent Schools	www.pikeville.k12.us	Pikeville Independent Schools District Web Page.	

## Introduction

The Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state and nation.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to the Code of Acceptable Behavior and Discipline standards in a fair manner. Compliance with the standards is necessary to provide:

- Orderly operation of the schools
- A safe environment for students, district employees and visitors to the schools
- Assistance for students at risk of failure or of engaging in disruptive behavior
- Equitable opportunities for students to achieve at a high academic level in a productive learning environment
- Regular attendance of students
- Protection of property

This Code of Acceptable Behavior and Discipline applies to all students in the District while at school, on their way to and from school while on the bus or other District vehicle, and while they are attending school-sponsored trips and activities. The Superintendent or designee is responsible for its implementation and application throughout the District. The Principal of each school is responsible for administration and implementation of this Code in a uniform and fair manner without partiality or discrimination.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

**This Code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators, and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.**

## **DISTRICT MISSION**

The mission of the Pikeville Independent School District is to provide a rigorous, relevant education in a positive, nurturing environment to develop each student as a life-long learner and responsible citizen in a global community. (Spring 2006)

## **DISTRICT BELIEFS**

- The top priority of the Pikeville Independent School District is to provide challenging educational opportunities in a safe environment.
- The Board and the schools will make program decisions based on student needs.
- School success results in future success.
- Schools are responsible for creating an environment in which learners can and do succeed.
- The District will not tolerate incompetent performance, mediocre effort or harmful behavior by students or staff.
- Students, families, educators, and the community share the responsibility for student success and for providing safe schools to facilitate academic achievement.
- Teachers/school officials should involve parents at the earliest stages of students' behavior problems.

## **STATEMENT OF NONDISCRIMINATION**

The Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in the programs, activities and services it provides, as required by law. Individuals who have questions concerning compliance with this requirement should contact the Superintendent at the Board of Education's Central Office.

\*\*\*\*\*

**This Code of Acceptable Behavior and Discipline** is to be kept on file in the Superintendent's office along with other documents pertaining to the operation of Pikeville Independent Schools. These include Board Policy and Procedures, District Safety Plan, Kentucky Revised Statutes and Administrative Regulations, District Special Education Policies and Procedures, School Council Policies, School Handbooks, and all other pertinent student records information that may be applicable.

Revision to this code may be necessary after its distribution to comply with newly-revised statutes and regulations and case law. A complete copy of the Board Policy and Procedure Manual is available for inspection at each Principal's office or at the Central Office.

## **RIGHTS AND RESPONSIBILITIES**

**As citizens of the United States of America, students may participate in activities that do not (1) materially or substantially disrupt the education process, (2) present a clear and present danger to the health and safety of self, others or property, or (3) infringe on the rights of others.**

Specifically, students have the right to:

- An orderly educational atmosphere conducive to learning
- Personal safety and security while at school and school sponsored activities
- Academic grades based on academic performance, not on conduct

Students have the responsibility to:

- Comply with district, school and classroom rules and follow directions given by teachers and other school personnel
- Immediately report student threats to harm others to a teacher, counselor or school administrator
- Give their best effort to tasks assigned by their teacher, coach or other person who works with them

## **REQUIRED STANDARDS**

**The Board expects employees, students, parents, guardians and others associated with the schools to apply the following standards in a reasonable and fair manner.**

- To promote the full implementation of conduct standards and maximize safety in the school environment
- To make supervision of all students at all school activities a top priority among their assigned duties
- To understand that the younger the child, the greater the need for adult guidance and protection
- To provide a professionally planned and positive school environment where academic progress and a safe environment are paramount
- To communicate that all students are expected to do their part to maintain the orderly operation of each school and every school activity.
- To clearly communicate and demand that all students refrain from all behaviors that interfere with the safe and orderly operation of the schools and all school activities. These behaviors include but are not limited to:
  - Harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, mental status, political beliefs, sex or disability
  - Insubordination (disobedient or defiant behavior)

- Sale of items without prior approval of the Superintendent or Principal
  - Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten the health or safety of self or the health and safety of others
1. —Possession of prohibited items, such as paging devices, laser lights, weapons, illegal drugs or drug paraphernalia, tobacco, cigarette lighters or matches, fireworks or any other items that threaten the safety or orderly operation of the school or school activities including the use of tobacco, alternative nicotine product, or vapor product as defined in KRS 438.305 in any form on school property or on school buses is also prohibited.
- To understand that regular and punctual attendance at school is both a privilege and a responsibility of the student. Good attendance is necessary for satisfactory progress and high academic achievement.

Examples of attendance violations include but are not limited to:

- Absence from school without valid excuse
  - Tardy without valid excuse
- To exercise self-control as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system. In addition a student may be barred from participation in extracurricular activities, pending investigation that he/she has violated the District's behavior standards or the school council's criteria for such participation.
  - To understand that certain behaviors are not only violations of school polices, but also may be illegal and may carry other penalties prescribe by criminal and civil law. Such behaviors include but are not limited to:
    - Fighting and physical attacks
    - Possession of a weapon
    - Threats by verbal or written statements or gestures with intent to harm or demean others
    - Use of alcohol or prohibited drugs
    - Use of prohibited tobacco product
  - To understand school property belongs to the community and the state. It must be protected and preserved for educational and community use. Therefore, students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:
    - Theft of school property or personal property of employees or other students
    - Abuse of school property or personal property to include intentional or careless damage or destruction

- Extortion of money or property .Prohibited use of electronic media and other District technological resources
- Littering
- To understand that students must work cooperatively and productively with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that detract from a safe and orderly learning environment include, but are not limited to:
  - Making abusive and harassing statements regarding one's race, gender, disability, religion or nationality
  - Use of profane or vulgar language
  - Lying
  - Cheating
  - Ignoring or breaking rules and procedures established to maintain order
  - Otherwise behaving in a manner disrespectful of others

The Pikeville Independent Schools Board of Education has included samples of prohibited behaviors to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.

### **CONSEQUENCES OF VIOLATIONS**

Behavioral violations of a minor nature should be handled by the classroom teacher, who may choose from a variety of response options to include, but not be limited to:

- |   |                          |
|---|--------------------------|
| —Verbal warning                                 | —Detention               |
| —Classroom isolation                            | —Notification of parents |
| —Loss of privileges                             | —Referral for counseling |
| —Teacher-student conference                     | —Alternative assignment  |
| —Behavior contract                              |                          |
| —Other techniques established by Council policy |                          |

For repeated or more serious violations, administrators may also use these options:

- Suspension (up to 10 days)
- Petition to Juvenile Court
- Referral to court-designated worker
- Expulsion
- Referral to Law Enforcement
- Saturday School

NOTE: A more detailed chart of violations and corresponding responses will be included in each school's handbook. State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

## **SEARCH AND SEIZURE**

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

## **PHYSICAL RESTRAINT/CORPORAL PUNISHMENT**

Employees are authorized by law to physically restrain students as necessary for the following reasons: To protect themselves, students, or others from physical injury; to get possession of a weapon or other dangerous objects; or to protect property from serious harm. Corporal Punishment should never be used as the first response to any behavioral violation, and can only be administered by certified personnel designated by Board policy, written permission must be on file, signed and dated by the student's parent or guardian before corporal punishment can be administered.

## **STUDENT RECORDS**

Records containing student information shall be made available to the parent of the student/guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a postsecondary school program. For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office address and telephone number listed on the front cover.

## **REPORTS TO LAW ENFORCEMENT OFFICIALS**

When principals have reasonable belief that certain violations have taken place, they are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

- Assault resulting in serious physical injury
- A sexual offense
- Kidnapping
- Assault involving the use of a weapon
- Possession of a firearm in violation of the law
- Possession of a controlled substance in violation of the law; or
- Serious damage to school property

## Employee Duty to Report

\* KRS 158.156 and Pikeville Independent Board policy 09.2211 require, "Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been a victim of a violation of any felony offense specified in KRS Chapter 508 committed by another while on school premises, on school sponsored transportation, or at a school sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report." An example of some felony offenses included in KRS Chapter 508 are listed below:

Assault	Terroristic Threatening
Menacing	Criminal Abuse
Wanton endangerment	Stalking

## Employee Reports of Criminal Activity

### KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

### WEAPONS

Students are never allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument 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 policy and federal law specifically prohibit the carrying of concealed weapons on school property.

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school property under jurisdiction of the District shall be **expulsion for a**

**minimum of twelve (12) months.** (The Gun-Free Schools Act of 1994 and KRS 158.150) District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.

### **SUSPENSION EXPULSION & DUE PROCESS**

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, the student shall not be suspended until he/she has been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against the student.
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present the student's own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent, the Director of Pupil Personnel and to the parent/guardian of the student being suspended. Suspension of a primary school student shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

### **GRIEVANCES**

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal, as described in board policy 09.4281:

1. Teacher
2. Principal
3. School council (where appropriate)
4. Superintendent
5. Board

However, when the grievance is of such a personal and private nature the grievant shall give his/her communication directly to the Principal and/or Superintendent as outlined in board policy 09.4281 AP.1.

### **Extracurricular Activity Grievances**

Any student who wishes to express an extracurricular concern or grievance shall observe the above order of appeal, whereby the coach or sponsor replaces the teacher as the first contact. Extracurricular grievances shall not be heard by the Superintendent or the Board of Education, but instead may be heard by the Site-Based Council, whereby the decision of the Council shall be final as outlined by board policies 09.4281 and 09.4281 AP.1.

## **DEVELOPMENT OF**

### **THE CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

This Code was developed by a committee representing schools, the Central Office, the Board of Education, students, parents, and the community. The Attorney for the Board of Education has reviewed it, and the Board of Education adopted it July 19, 2016.

Each year schools shall distribute copies of the Code to all students and employees of the district and to parents/guardians of the students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be posted in each school, with the Principal being responsible for seeing that guidance counselors and other personnel discuss its contents with students in a timely and age-appropriate manner. In addition, each school will reference the Code in the school's handbook(s). On request, the Principal shall provide help for non-English speaking, blind, deaf, or non-reading students and parents so that they can have access to the information contained in the Code.

Each year, the Code Committee will review the Code in preparation for the upcoming school year. It welcomes suggestions as to how to improve this document. Individuals may send written comments to the Superintendent who will forward them to the Code Committee. Information should be submitted by April 1.

# **PIKEVILLE INDEPENDENT SCHOOL DISTRICT**

## **ATTENDANCE POLICY**

### **ABSENCE**

An absence shall be defined as a student who is not present and accounted for during a day when school is in session. Students returning to school after being absent must check in at the front office with a written admittance slip. It shall be the responsibility of the student to present the admittance slip to the homeroom teacher and all other teachers from whose classes the student was absent. Teachers shall not admit any student to class or homeroom without an admittance slip. Three absences and tardies, per semester, may be marked excused when the student presents a note from the parent/guardian stating a valid reason for the absence. Any other absence or tardy will be excused only when the student presents original documentation that a doctor has been consulted and in the opinion of the physician, the student should not have attended school. Absences due to other extenuating circumstances beyond the student's control must be appealed to the Attendance Committee and/or school principal for approval. All absences shall be considered unexcused unless the student brings a note from the parent or original documentation for an approved school absence (see below) upon returning to school. It is the sole responsibility of the student and parent to present this documentation to the front office attendance clerk at each school.

### **DEFINITIONS OF ABSENCES AND TARDINESS (Time Intervals)**

School will begin promptly at 8:00am each day. Students arriving after this time will be considered tardy. Any student who misses 34 percent or less of the school day will be counted as tardy. Students who are absent between 35 and 84 percent of the day are counted as being absent for one half of the school day. Students absent for 85 percent or more of the school day are counted as a full day absent.

Example: Students arriving to school between 8:01 and 10:20 AM would be counted as tardy. Students arriving after 10:20 AM and before 1:15 PM would be marked as absent for one half of the school day. Students checking out after 12:45PM would be counted as tardy. Students or parents, who allow their children to be excessively absent or tardy without valid excuse, will be in violation of local board policy 09.123 and KRS 159.150 and may be subject to both academic and legal penalties.

### **EXAMPLES OF EXCUSED ABSENCES**

Absences may be excused for the following reasons:

- a. Personal illness of the student
- b. Serious illness in the immediate family
- c. Death in the family

- d. Local medical or dental appointments (only a portion of the day may be used)
- e. To take driver's permit test (only a portion of the day may be used)
- f. To take driver's test (only a portion of the day may be used)
- g. Appearance in court as witness or one that is under subpoena to appear for circumstances that are not of the student's own offense.
- h. Extenuating circumstances that have been reviewed by the Principal, DPP or approved by the Attendance Committee.
- i. Other valid reasons as determined by the principal including trips qualifying as educational enhancement opportunities. (Note: An Educational Enhancement Request Form must be completed and returned to the Principal at least five (5) days prior to the absence.)
- j. Visitation to a college by a graduating senior when such visitation cannot be done other than during a school day. An Educational Enhancement Statement must be completed by the student and approved by the Principal at least five (5) days prior to the absence.
- k. Participation as part of a school sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or the KHSAA.

### **LOCAL BOARD POLICY**

**09.123** Local board policy states, unless otherwise noted in the school's approved SBDM policy, that any student who has an unexcused absence shall not be allowed to make up tests, class projects, or homework. The student will be given zeros for all work assigned on the day the absence occurs. Written documentation as to the cause of the absence will need to be presented in order to make arrangements for the work to be made up.

**09.122** Compulsory Attendance - All children in the district who have entered Kindergarten or who are between the ages of six (6) as of October 1 and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools in which they are assigned.

### **TRUANCY**

Students who are excessively absent or tardy without valid excuse may be subject to both academic and legal penalties:

**KRS 159.150 states that any student 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 during a one (1)**

year period is declared a truant. The Director of Pupil Personnel (DPP) may cite a parent to the Court Designated Worker (CDW) under this statute for failure to send a child to school. Any child who has been reported as truant two (2) or more times during a one (1) year period is declared a habitual truant. Habitual truants will be cited by the DPP to appear before the CDW to answer the charge of failure to send a child to school. An assessment will be done by the CDW to determine if court action should follow. Parents may be fined for failing to send their child to school in either case as the law makes no differentiation between penalties for truants and habitual truants. (KRS 600.020)

### **EXAMPLES OF UNEXCUSED ABSENCES**

Absences will be considered unexcused when:

- a. The absence is not accompanied by a note from a parent-guardian or physician.
- b. The absence is a result of suspension by the school. (The student is still required to obtain an admittance slip upon return to school after the suspension period has been served.)
- c. The absence is a result of appearance in court due to unlawful activity on the part of the student. (The absence may be appealed if the court finds the student innocent of the charges.)

### **PRIOR APPROVAL OF ABSENCE BY ATTENDANCE COMMITTEE**

Unusual or extenuating circumstances, which necessitate students to be absent or out of town on days that school is in session, must be approved by the DPP and/or Attendance Committee in advance if at all possible. The parent or guardian should write a letter to the DPP and/or Attendance Committee at least two weeks prior to the scheduled absence(s). This letter must provide an explanation as to the unusual or extenuating situation. The Attendance Committee and/or the DPP shall then determine if the absence(s) are to be excused and will communicate their decision to the parent in writing upon request.

### **CHECK-OUT POLICY**

Students who must leave before the school day ends must check out through the office as part of the safety policy, it is also required that a parent or guardian must come to the school to check the student out. Upon returning to school, the student must obtain an admittance slip from the office before returning to classes. The student will be counted tardy if he/she misses from 1 minute to 60 minutes of instructional time, even if the student is checked out in the afternoon. Students leaving school during any part of the day without checking out will be considered "skipping" school and will be reported to the DPP.

### **CONSEQUENCES OF EXCESSIVE TARDINESS**

When a student is tardy without excuse on four (4) occasions, a Saturday School session will be assigned. Notification of the Saturday

School will be given to the student and parent/guardian no later than the Thursday afternoon before the Saturday School session. It is the responsibility of the student to bring study material to the session. Failure to attend Saturday School will result in one (1) day of in-school detention.

### **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced through the media and posted on the district webpage. School closing or snow schedules will be announced. If no announcement is made, it can be assumed that school will be in regular session. Please do not call the school or the radio stations. Telephone lines must be kept open for emergencies.

**Pikeville Elementary School**

105 Bailey Blvd.  
Pikeville, KY 41501

Phone 606 432-4196

Fax 606 432-1234

Principal	Robert Jones
Assistant Principal	Greg Stone
Counselor	Lara Keene
Family Resource Center Director	Dawn Rowe
Title I Parent Involvement	Dawn Rowe

Members of the PRIDE Committee

Robert Jones	Raquel Goodman
Natasha Baird	Paula Pugh
Kim Clevinger	Kelli Ray
Beth Coleman	Pam Ryan
Jennifer Cross	Markayla Stevens
Lara Keene	Greg Stone
Robyn Mullins	Karen Thacker
Jane Pruitt, Advisor	Ann Wilson

## **PES DISCIPLINE CODE OF CONDUCT**

In order to provide an appropriate learning environment Pikeville Elementary School (PES) has adopted this discipline code. The object of this code is to provide for a safe environment, to protect individual rights and to teach students to be responsible citizens. This code seeks to be consistent with the tradition of high standards which has been characteristic of the Pikeville Independent Schools.

In keeping that commitment, PES applied for and received a KIDS (Kentucky Instructional Discipline and Support Schools) grant in July 2001. Along with 50 other elementary and middle schools across the state, we became a model school and partnered with the Kentucky Department of Education to continue to make our school a supportive learning environment for all students. We continue this focus by providing a responsive culture and climate for our students and staff conducive to high levels of productivity and outstanding academic performance through the use of Positive Behavioral Intervention and Supports (PBIS).

PBIS is a school-wide systemic approach to embed evidence-based practices and data-driven decision-making to:

1. Improve school climate and culture in order to achieve improved academic and social outcomes;
2. Increase learning for all students, including those with the most complex and intensive behavior needs;
3. Encompass a range of systemic and individualized positive strategies to reinforce desired behaviors;
4. Diminish reoccurrence of inappropriate or dangerous behaviors, and
5. Teach appropriate behaviors to students.

Our School Creed is our guideline for success both in and out of the classroom.



We Are Kind!  
We Are Honest!  
We Are Respectful!  
We Are Responsible!  
We Are Determined!

**WE ARE PIKEVILLE!**

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

All students have the right to:

- be respected as a worthwhile person, regardless of race, creed, national origin, economic status, sex or age;
- attend the public schools from entry through twelfth grade (providing the student is under 21 years of age);
- be kept informed as fully as is reasonably possible of all rules, regulations, policies, and penalties to which they may be subjected and be assured of all due process rights;
- enjoy personal safety, the protection of personal property, and freedom from verbal abuse within the total environment, insofar as it is humanly possible to provide such guarantees;
- be involved in co-curricular and extracurricular school activities that are governed by clearly defined rules and standards for participation;
- have all constitutional rights recognized and be informed as fully as possible of these rights;
- present suggestions, complaints, or concerns to school authorities through the regular appeals procedures, and within a reasonable time, receive authoritative replies from them regarding the disposition of their suggestions, complaints, or grievances;
- expect that when information is offered in a disciplinary case, the confidentiality of the student will be respected unless the testimony of the student is required in a hearing in the school or before the Board of Education or in a court proceeding;
- expect that all school personnel will carry out their assigned duties and responsibilities;
- have academic grades based on academic performance;
- have access to and interpretation of their own personal school records if 18 years of age or older, or if younger, with the consent of parents/guardians in accordance with "Privacy Rights of Parents and Students";
- have their records maintained accurately and confidentially;
- learn decision-making and problem-solving skills;
- be provided with the method of grading to be used in each course at the beginning of the course, at grade level;
- be provided with information about their progress in academic achievement and conduct during the course.

All students have the responsibility to:

- Attend school and classes regularly, to arrive on time, and to have needed materials;
- Fulfill to the best of their ability the objectives of each course;
- Refrain from using, being under the influence of, and/or selling alcohol, controlled substances, marijuana, synthetic compounds/substances, or any other non-prescription mind-altering substances while at school or on school buses. The use of tobacco is not permitted in school or school sponsored activities.
- Show respect and cooperation toward teachers, other school employees, and other students;
- show consideration for the rights of others within the total school environment;
- Conduct themselves on the school buses in accordance with rules governing safety and school conduct in general;
- Refrain from conduct that disrupts classroom work, or school related activities, creates disorder, invades the rights of others, or damages or destroys private or public property;
- Report knowledge of wrongdoing where confidentiality and protection from reprisal is assured as much as possible;
- Practice self-control and use the proper channels through which rules or practices may be changed or questioned;
- Make reasonable effort to secure personal property;
- Participate in school activities and functions in order to have a more positive school experience;
- Assume the responsibility for their academic achievement and conduct;
- Be aware of their academic progress and status at all times and to communicate their information to their parents or guardians;
- Learn and use problem-solving methods rather than avoidance behavior in conflict situations (teacher-student conflict, schedule-change, parent student conflict etc.);
- Refrain from vulgar or profane language and acts of violence;
- Be familiar with all school rules and regulations and the consequences for violations of these rules and regulations;
- Obtain permission in writing from the regular classroom teacher before visiting with another teacher or student.

## **PARENTS' AND GUARDIANS' RIGHTS AND RESPONSIBILITIES**

Parents and guardians have legal rights in the education of their children from kindergarten through high school. These rights are of two kinds, both equally important: the rights that parents have on their own, as parents, and the rights they have as agents for their children.

All parents and guardians have the right to:

- Be respected as individuals regardless of race, creed, national origin, economic status, sex, or age;
- Be treated with courtesy by all members of the school staff;
- Be informed of the academic requirements of any course and school program and of the grading policies;
- Have access to, and be informed about, other school policies and administrative decisions;
- Participate in meaningful parent-teacher conferences to discuss their child's progress and welfare;
- Inspect their child's cumulative record and request removal or correction of any false or misleading statements, in conformity with current guidelines, and to receive upon request, names and addresses of all persons or agencies outside the school system who have the given information about their child;
- Have access to, and be informed about, educational and cultural programs available;
- Have access to, and be informed about, all programs for exceptional children;
- Consent to the placement, in accordance with established guidelines, of their child in a special education class (unless proper due process procedures are followed to effect a placement without such consent);
- Secure as much assistance and educational assessment as is available from the school district to further the progress and improvement of their child;
- Expect school personnel to notify parents/guardians of important school news and messages, particularly as they relate to children;
- Expect classroom disruptions to be dealt with firmly and quickly;
- Expect school personnel to respond promptly and professionally to communications regarding their child;
- Be informed of due process procedures;

- Be familiar with all school rules and regulations and the consequences for violation of these rules and regulations.

All parents and guardians have the responsibility to:

- Accept their own role as the primary educators of their child;
- Provide for the physical needs of their child and to inform the school staff of any significant physical or emotional problem, chronic illness or concerns of their child, which might affect the child's behavior and performance;
- Prepare their child emotionally and socially to make him/her receptive to learning and discipline;
- Encourage their child to develop proper study habits at home and to complete and return all school assignments;
- Understand and support school requirements, rules, policies, and to be knowledgeable of the consequences of violations by students;
- Speak out to correct and resolve educational misunderstanding and/or problems;
- Discuss problems with the appropriate school personnel;
- Work for the success and improvement of the school program;
- Maintain contact with the school staff through conferences, messages, or appointments made through the school office;
- Cooperate with, show respect to, and lend support to the teachers, administrators and other school personnel;
- Help their child clarify his/her values, to make choices that lead to responsible citizenship and which respect the rights of others;
- Develop in their child a positive self-concept, self-respect, and self-confidence;
- Be a role model of responsible citizenship;
- Communicate with their child concerning academic performance and behavior;
- Be certain that their child is in daily attendance in each class in which that child is enrolled;
- Actively participate in the recommending of policies proposed for adoption by the Pikeville Independent Board of Education or Pikeville Elementary Site-based Council.

Parental rights guaranteed by the Family Educational Rights and Privacy Act are:

- To see their child's cumulative school record upon request and to have it explained and interpreted

- To challenge inaccurate portions of a child's records and to have a hearing and to appeal the matter if the decision is that the record is not accurate;
- To appeal unsatisfactory decisions made by school officials about their child's records;
- To permit in writing third parties to inspect their child's records (other than those who are permitted by regulation to inspect said records);
- To have the information in their child's files dealt with in a confidential way by school personnel as provided for in the HEW (Health, Education and Welfare) regulations and Administrative Regulations.

### **KRS 161.190 ABUSE OF THE TEACHER PROHIBITED**

Whenever a teacher or school administrator is functioning in his capacity as an employee of a school board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

### **BULLYING/HAZING**

The mission of Pikeville Independent Schools is to provide a rigorous, relevant education in a positive, nurturing environment to develop each student as a lifelong learner and responsible citizen in a global community. A positive, nurturing environment implies a climate of safety and civility for the school community.

As referenced in board policy 09.422 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. 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 to the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

- That occurs on school premises, on school-sponsored transportation, or at a school sponsored event
- That disrupts the educational process

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This definition shall not be interpreted to prohibit

civil exchange of opinions or debate or cultural practices protected under state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Students who believe them or any other student, employee, or visitor is being or has been subjected to harassment, discrimination and/ or bullying shall, as soon as reasonably practicable, report it. Students wishing to report the act of bullying/hazing or any violation, stated above, of the Code of Acceptable Behavior and Discipline may report it to any classroom teacher at their school, who shall take appropriate action as defined by board policy 9.422. The teacher shall refer the report to the principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

The principal and/or his designee will be responsible for investigation, reporting and appropriate disciplinary action if required.

### **ELEMENTARY SCHOOL RESPONSES**

Grade level, as well as seriousness and frequency of offenses, will be considered when determining appropriate disciplinary response procedures.

Disciplinary Response Options:

1. Restatement of expectations - school staff remind students of expected behavior.
2. Positive practice - staff will ask students to practice expected behavior.
3. Verbal Reprimand - warning given by any staff member designated by the principal.
4. Verbal apology and/or handshake - may be requested by teacher or administrator.
5. Restitution - student will remedy situation physically or financially.
6. Homework note - written notice to parent that child has not completed a homework assignment.
7. Special assignment - appropriate assignments during a time a child is present in school, deemed beneficial to correct behavior.
8. Phone call to parent - teacher or administrator may make verbal contact with parent over a discipline problem.
9. Conference with parent and/or student - teachers and/or administrators may request a meeting to discuss the student's behavior.
10. Behavior contract - contract for specific behavior between teacher, student, and/or administrator/ counselor/ parent.

11. Withdrawal of privileges - special events (such as but not limited to end of the year picnic or field trips), extracurricular activities or otherwise appropriate to grade level by teacher or administrator.
12. Temporary removal from class - the immediate temporary removal of a student from a classroom by teacher or administrator.
13. Benched room - placement of a student in a classroom under the supervision of certified personnel.
14. Office referral - student will be sent to the principal, assistant principal, and/or counselor.
15. Detention - a 60-minute study time after school. A student may lose extracurricular activities for misbehavior. Upon a student receiving the third detention, an administrator and/or teacher will request a conference with the child's parents. A violation requiring a fourth detention will result in the student being assigned a Saturday school. A teacher or administrator may assign a student a detention.
16. Shadowing - for a child to remain in class a parent may be requested to attend school with their child for a specific time. The teacher's and administrator will make this determination and set parameters for the visit.
17. Schedule change - with agreement of teacher and administrator placing a child in another class.
18. Counselor referral - for a child whose behavior may be modified with one-to-one counseling. Initial contact with the student referred will occur within three school days of referral. If the counselor is not at school, the principal or assistant principal will handle the initial meeting.
19. Time out - assigning a child a special place in the room, lunchroom, and anywhere else to prevent interaction with other students by a teacher or administrator.
20. Saturday School - see separate statement on Saturday School.
21. Referral to outside agency - this may include Social Services, Mountain Comprehensive Care or District Court Worker.
22. In-School Suspension (ISS) - see separate statement on In-School Suspension.
23. Corporal Punishment - see separate statement on Corporal Punishment.
24. Out-of-School Suspension - see separate statement on Out-of-School Suspension.
25. Expulsion - see separate statement on Expulsion.
26. Any appropriate action necessary to insure the safety and security of students, staff and faculty.

## **SATURDAY SCHOOL**

Saturday School will be used as a response to unmodified behavior, the result of three disciplinary reports, (i.e. detentions, In- School Suspensions, Out of School Suspensions) or a serious violation of school rules and/or regulations. Students will be assigned to Saturday School by the principal or assistant principal. A student will be assigned a Saturday School upon committing a violation that results in receiving three disciplinary report forms. After receiving three such forms the student will be assigned to the next scheduled Saturday School.

Saturday School may be assigned to any student on a first offense deemed serious by the Principal/Assistant Principal. Saturday School will be held on Saturday from 8:00 – 11:00 a.m. for students in grades 3-6. Saturday School will be held on Saturday from 8:00 – 10:00 a.m. for students in grades K-2. The only exception to Saturday School not being held on Saturday and being held on an evening after school will be the end of the year when scheduling is hindered due to so many other scheduled activities. Saturday School will be held at Pikeville Elementary School and it is the sole responsibility of the parent to provide transportation to and from the elementary school. Students will work on grade level academic activities. Students assigned to Saturday School will not be allowed to participate in any school-sponsored extra-curricular activities that day. Parents will be notified when a student has been assigned a Saturday School with a written notice. Failure to attend Saturday School will result in an additional Saturday School being assigned. Failure to attend a second Saturday School will/may result in court action.

## **IN-SCHOOL DETENTION**

An In-School Detention is not intended to be a program to only punish the child, but as an alternative educational environment for temporary placement. The highly structured environment and the counseling component will begin the process of helping a student recognize the need for and to develop skills for behavior changes while continuing academic progress. An In-School Suspension will result in a referral to the school counselor and an administrator and/or teacher will request a conference with the parents/s.

After a parent or child has chosen for the child to miss two consecutive detentions without prior administrative approval, the detention shall automatically change into a one day In-school suspension.

## **CORPORAL PUNISHMENT**

The use of corporal punishment should never be the first line of correction. District policy requires that these guidelines be followed in using corporal punishment:

- a. Written permission of the parent

- b. Performed by certified school personnel, such as teachers and principals
  - c. Two certified staff witnesses of the same sex as the student
  - d. Development of a "Behavior Improvement Plan" for any student spanked a second time
  - e. Documentation of events leading to the use of corporal punishment.
  - f. A ban on spanking students in front of other students
- The Behavior Improvement Plan, with input from the student shall be developed by a committee consisting of the following:
    - (1) Principal and/or assistant principal
    - (2) Parent(s) and/or guardian
    - (3) Homeroom teacher
    - (4) A minimum of one (1) additional grade level teacher.
  - Corporal punishment shall be defined as swatting the buttocks of the student with a wooden paddle one to three times.
  - In cases that involve students with disabilities, the procedures mandated by federal law shall be followed.

### **USE OF PHYSICAL RESTRAINT AND SECLUSION**

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 007:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

#### **DEFINITIONS**

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

The Board has established policy 09.2212 and related procedures to address the use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 7:160 this policy and related procedures can be accessed through our District Web Page ([www.pikeville.k12.ky.us/](http://www.pikeville.k12.ky.us/)) Board of Education/Board policies or you may access a hard copy of this policy and related procedures at the main office of either Pikeville Elementary, Pikeville High School, or at the Board of Education located on 148 2<sup>nd</sup> Street, Pikeville KY 41501.

## **TELECOMMUNICATION DEVICES**

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 telecommunication devices as defined by law, and other related electronic devices provided they observe conditions as set forth in board policy 9.4261:

Telecommunication devices are defined as any device that emit an audible signal, vibrate, display a message, or otherwise summons or deliver a communication to the processor. This includes any and all forms of wireless devices such as cellphones, tablets, or watches.

### **Possession and Use**

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

1. Devices shall not be used in a manner that disrupts the educational process. 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 be returned to the student's parent/guardian only.
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 appropriate use of telecommunication devices and as referenced in Board Policy #09.4261.

PES students are not to carry a device on them throughout the day but are to leave them in the designated area in each classroom.

- The 1<sup>st</sup> time a student is caught using a device inappropriately it will be taken and returned to the student at the end of the school day. There may also be a grade level consequence.
- The 2<sup>nd</sup> time a student is caught using a device inappropriately it will be taken and the parent will be required to pick it up at school. There may also be a grade level consequence.
- The 3<sup>rd</sup> time a student is caught using a device inappropriately he/she will no longer be allowed to possess a device on school property for the

remainder of the school year. There may also be a grade level consequence.

- Any other consequences will be determined by school administration.

**It shall be the policy of the Pikeville Independent School District that school officials will notify the proper legal authorities of any violation of the Kentucky Criminal Code deemed serious enough for action.**

## DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVELS MISCONDUCT	OF	EXAMPLES (INCLUDING BUT NOT LIMITED TO)	RESPONSE OPTIONS
<p>1. Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p>		<ul style="list-style-type: none"> <li>—Lack of respect for rules, other students, teachers and property</li> <li>—Classroom disturbances</li> <li>—Non-defiant failure to complete assignments or carry out directions</li> <li>—Excessive talking</li> <li>—Failure to bring necessary materials to class (i.e., pencil and paper)</li> <li>—Improper use of classroom furniture</li> </ul>	<ul style="list-style-type: none"> <li>—Restatement of expectations</li> <li>—Positive practice</li> <li>—Verbal reprimand</li> <li>—Special assignments</li> <li>—Behavior contract</li> <li>—Withdrawal of privileges</li> <li>—Strict supervised study</li> <li>—Homework note</li> <li>—Phone or note to parent</li> <li>—Conference with student and/or parent</li> <li>—Referral to counselor</li> <li>—Temporary removal from class</li> <li>—Office referral</li> </ul>
<p>2. Misbehavior whose frequency or seriousness tends to disrupt the learning of the school or the safety of the student.</p>		<ul style="list-style-type: none"> <li>—Continued or unmodified Level 1</li> <li>—Disruptive classroom behavior</li> <li>—Selling items other than those approved by school administrators</li> <li>—Extreme rudeness and inappropriate language</li> <li>—Cheating</li> <li>—Defiant failure to complete assignments or carry out directions</li> <li>—Spitting</li> <li>—Being in unauthorized areas of the building (i.e., teachers' lounge, janitorial rooms or any area not approved by the teacher)</li> <li>—Chewing gum</li> <li>—Throwing food/Food fight</li> </ul>	<ul style="list-style-type: none"> <li>—Continuation of Level 1 responses</li> <li>—Extracurricular probation</li> <li>—Referral to outside agency</li> <li>—After school detention</li> <li>—Schedule change</li> <li>—Saturday School</li> <li>—Or any responses deemed appropriate</li> <li>—Shadowing</li> </ul>

3. Acts directed against responses, persons or property, but whose consequences seriously endanger the health or safety of others in the school.

- Unmodified Level 1 and 2 behavior
- Skipping school/cutting class
- Fighting
- Vandalism
- Possession/use of unauthorized substances or materials
- Stealing
- Indecent exposure or gestures
- Harassment
- Setting fire alarm (when the fire alarm is pulled, the police and fire department must be notified)

- Continuation of Level 1 and 2
- In-School detention (ISD)
- Corporal punishment
- Temporary out of school suspension (1-3 days)
- Or any responses deemed appropriate

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

- Unmodified Level 1, 2, and 3 behavior
- Extortion
- Bomb threat
- Threats to others
- Possession/use/transfer of stolen property
- Destruction of school property
- Posing an immediate threat to lives and welfare of students, faculty or administration by direct or indirect means
- Possession/use/distribution/being under the influence of any controlled substances, and/or substances which "looks like" a controlled substance, on or about school property, at any location of a school-sponsored activity, en route to or from school, or a school -sponsored activity

- Suspension (1-10 days)
- Expulsion
- Other board action, which results in appropriate placement

**The following are required responses:**

- Seek medical assistance when necessary
- Notify student's parents or guardian
- Notify law enforcement authorities or Court Designated Worker
- Notify the Superintendent and send a copy of the disciplinary referral to him

**Certain acts listed are federal and/or state offenses. School officials will notify the proper authorities in resolving such problems.**

## **SEARCH AND SEIZURE**

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy.

Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

## **HARASSMENT/DISCRIMINATION**

### **Definition**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment and further defined by board policy 09.42811.

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

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

- Name-calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability
- Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors
- Members of one gender being subjected to sexual remarks of the other gender in the context of the classroom
- Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student
- Limiting student access to educational tools, such as computers based on the gender, race, color, religion, national origin, or disability of the student
- Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student
- Students who engage in harassment/discrimination of an employee or another student shall be subject to disciplinary action, including but not limited to suspension or expulsion.

## **Disciplinary Action**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

## **Reporting**

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. Reports are to be made to the Principal and may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Additional information regarding reporting procedures and forms can be found in board policy 09.42811 and 09.42811 AP.2.

## **SUSPENSION, EXPULSION REPORTING AND DUE PROCESS**

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against the student
2. An explanation of the evidence, if the student denies the charge(s)
3. An opportunity to present the student's own version of the facts concerning the charge(s)

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended. Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

In addition KRS 158.154 defines a principal's duty to report certain acts to local law enforcement if he/she has a reasonable belief that an act has occurred on school property or at a school sponsored function involving assault resulting in serious injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the principal shall immediately report the act to the appropriate local law enforcement agency. For the purposes of this section, "school property means any

public school building, bus, public school campus, grounds, recreational area, or athletic field in charge of the school principal.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

Suggestions for changes to the Code of Discipline should be referred to the PRIDE Committee by February. The Discipline Code of Conduct is reviewed annually.

### Special Policies

It is our desire at Pikeville Elementary to keep your child as safe as possible. In order to do this we ask your cooperation in the following:

**Parent pick-up and drop-off** Parents are to pick-up and drop-off students in the circle area only. Any other areas endanger your child as well as others. For this reason parents are not to park in the bus parking lot, use Bruce Elliot Drive, or park on Chloe Road. **No parents are allowed to be in the bus lane during arrival and dismissal. (Arrival 7:30am – 8:30am Dismissal 2:30pm – 3:30pm)** Parents of students having doctor/dental appointments should phone ahead to the office, present appointment notice when signing out students, and may load students from the dinatorium entrance from 1:30-2:30. At all other times student pick up must be done through the circle entrance.

**Lunchroom** PES welcomes parents and family members of our students to eat lunch with them, but unfortunately no other visitors are allowed. Lunchroom visitation is only for the lunchroom area and parents/family members may only provide lunch for their child.

Lunches purchased from outside vendors can no longer be left in the office, nor can deliveries from outside vendors be signed for or accepted in the office. To deliver a lunch to their child, parents/family members need to check in at the office and go to the dinatorium to wait for their child. Lunches must be handed directly from parent/family member to child. Pikeville Elementary staff members have specific responsibilities and unfortunately do not have the time to prepare or microwave food for students.

**Pikeville Elementary students shall use only clear or mesh book bags.**

**Playground** Supervised play is delegated and assigned for each grade level by the administration. Safety and liability prevent us from welcoming visitors, parents and/or any other children at these times.

For the safety of our students gym shoes are required for physical education class and highly recommended for the playground.

**Food** Although Pikeville Elementary appreciates our parent's support of their children's activity, it has become necessary to change our food policy. Any food brought for students other than your own child for parties, snacks, etc., must be commercially prepared and packaged. All products must be delivered unopened. For safety reasons students may not have glass bottles or glass containers on school grounds or at school activities.

Students are not allowed to chew gum during school hours at Pikeville Elementary. Chewing of gum will be allowed during the end of the year testing period.

**Gift Policy** Pikeville Elementary no longer accepts individual deliveries to students.

State law, disruptions to the school day, student health issues as well as other specific student issues prohibit Pikeville Elementary School from accepting individual deliveries to students.

**Student Medication Guidelines** Administration of Prescribed, Non-Prescribed and Over the Counter Medication may be picked up from the school nurse's office or referenced in board policy 09.2241

## **RULES OF DRESS AND APPEARANCE**

Students shall wear adequate, modest clothing of such style and design as shall be consistent with community standards or as determined by the principal, assistant principal and/or the dress code committee.

Students shall maintain clothing and person in a hygienic condition. (Hair and skin must be kept clean. Hair shall be combed and kept well groomed.)

Students shall wear shoes for foot protection and hygienic reasons while on school grounds or aboard school transportation. Tennis shoes with wheels or steel-toed shoes are not allowed to be worn on school property or at school functions.

Decorations, symbols, mottoes, or designs imprinted or attached to the body or clothing which are offensive to good taste or the maintenance of good decorum shall not be worn to school or to school functions.

Bare midriff outfits, short shorts and skirts, and see-through clothing are not appropriate wearing apparel for either boys or girls during regular

school sessions. Boys wearing cut-off jerseys must wear a tee shirt underneath. All students must wear shirts in all classes.

Shorts shall cover from the waist to below the tip of the fingers and skirts shall be no shorter than three (3) inches above the knee. All shirts shall be longer than the top of the shorts, skirt, or pants.

Holes or tears in jeans must be below fingertip level (same as shorts and skirts).

No underwear shall be exposed at any time.

All hats, visors, scarves, do-rags, skullcaps, and bandannas may only be worn on Fridays.

The only visible body piercing allowed is to the ears.

Non-jewelry chains are not permitted. This includes but is not limited to pocket chains or belts.

All clothing must meet the approval of the teachers and/or administration.

### **Homework Policy**

Homework is an important element of the Pikeville Elementary School's educational program. To be effective, learning requires an integrated approach among teachers, parents, and students.

Homework is to be used as an extension of classroom instruction to expand or enrich the regular classroom, to practice learned skills, to develop independent study habits, and to provide a connection between home and school.

Homework is defined as assignments to be completed outside the regular school day that reinforce instruction, increase understanding and retention, prepare a student for class discussion, and provide curriculum enrichment opportunities. Not all homework will be in the form of written assignments. Some homework, especially in the primary level, may involve students reading to their parents, as well as parents reading to their children and students involved in creating a project.

**Please note:** Long-term assignments could take longer, but would be assigned so that the student could work over a period of several days, therefore not exceeding the daily maximum.

**I. Purpose:** This homework policy has been developed to establish responsibilities and guidelines for minimum standards for the assignments, evaluation, and monitoring of homework assignments. This policy is intended to guide teachers and parents of all students at Pikeville Elementary.

It does not apply to students receiving homebound instruction or whose instructional program is governed by individual education plans when those plans exclude the prospect of homework.

**II. Amount:** Here are some general guidelines for consistency in our homework assignments. We realize children's completion rates do vary, and in-class work habits may determine the amount of work going home. *Therefore, assignments not completed in class may also affect an individual student's total number of minutes. The time allotment is an average amount of time needed to complete an individual assignment.*

Kindergarten	10 minutes
First Grade	10 minutes
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	40 minutes
Fifth Grade	50 minutes
Sixth Grade	60 minutes

Homework will not be assigned during fall break, Thanksgiving vacation, Christmas vacation, or spring break.

**III. Parent Involvement:** Parents are urged to actively involve themselves with their children's homework. Homework assignments offer opportunities for valuable interaction between parent and child in support of learning. Parents should:

- a. Have a quiet, well-lit place for their child to work.
- b. Schedule a time to do homework.
- c. Encourage their child but not do the work for their child.
- d. Communicate with the teacher to determine the causes and contributing factors for incomplete homework assignments.
- e. Contact the principal/assistant principal if they still feel there is a problem with homework.

**IV. Teacher Involvement:**

- a. Copies of this policy shall be distributed to all students and their parents.
- b. Assigned homework is to be completed outside the class; however, if time permits teachers may allow students to complete some homework and/or reading assignments during class each day.
- c. Teachers shall evaluate homework assignments and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.
- d. Teachers shall provide clear, concise directions for the completion of homework.

- e. Teachers shall consider the student's total homework (including other teachers) to ensure the grade level maximum time allotment for homework shall not be exceeded.
- f. Teachers will make the initial parental contact each grading period for a student's lack of homework.

#### **V. Student Responsibility:**

Students are responsible for completing their homework and, with support from their parents, follow these practical suggestions:

- a. Write down assignments and due dates in an assignment book or utilize a homework sheet, ask questions, and select necessary book and supplies before leaving school.
- b. Keep homework in the same place at home each day and take books and materials directly to a study area.
- c. With parental assistance, plan the best time to complete homework.
- d. Complete homework so that it is neat and legible.
- e. Complete and return homework on time.

#### **VI. Principal/Assistant Principal Responsibilities:**

- a. The principal/assistant principal will ensure the homework policy is distributed to and understood by teachers, parents, and students.
- b. After a teacher has made a parental contact, the student will be referred to the principal/assistant principal if the lack of homework continues for additional intervention.
- c. The principal/assistant principal will schedule conferences as needed.
- d. The principal/assistant principal will monitor the implementation of the homework policy.

#### **VII. Absences:**

- a. Students with excused absences will be allowed to make up class work in order to continue concept development in a timely manner.
- b. Students will be given a one-day extension for each day they are absent to make up assignments; therefore, a longer than usual time allotment may be necessary to complete assignments.
- c. Students absent for two or more days will need to have assignments picked up by their parents. Upon the request of the parent, these assignments will be available for parents to pick up at the end of the school day in the office.

d. Suspended students will make up work assigned while they are suspended and will receive full credit for the completed assignments.

**VIII. Consequences:**

a. Students who do not complete homework assignments will be provided extra time during recess.

b. After a student misses three (3) homework assignments, parents will be contacted in writing or by phone as to the consequences if the student continues to fail to do his/her homework.

c. After parental contact, students will receive a detention upon failing to do an additional three (3) homework assignments.

d. Teacher, parent, and/or principal/assistant principal will write a plan of correction if failure to do homework continues.

e. Homework infractions will not carry over to the next grading period.

## **Pikeville Independent Schools**

**702 KAR 5:050**

### **School Bus Guideline**

#### **At Bus Stops**

Be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Be at the bus stop five (5) minutes before your bus is scheduled to arrive.

1. Always cross in front of the bus at a safe distance (minimum 10-15 feet) in order to be seen by the bus driver. Cross only on the driver's signal.
2. Do not run toward or run cross the street in front of a school bus while it is in motion.
3. Never stand in the road while waiting for the bus. Wait in an orderly line off the highway or street. Wait until the bus stops and then walk to the door and board the bus in an orderly manner. Do not push and shove.
4. Pupils shall board the bus and immediately take a seat without disturbing the other passengers. Do not exchange seats unless given permission by the driver.
5. Pupils shall not try to get on, off, or move about within the bus while it is in motion.
6. Pupils shall not wear clothing or backpacks with long strings that could become entangled in the bus handrail.
7. Avoid making excessive noise.
8. Remember that fighting at bus stops and on the way to and from school bus stops is subject to disciplinary action (to be reported to the school principal or assistant principal).

#### **Riding the Bus**

1. The driver is in charge of the bus and passengers.
2. Pupils shall ride their assigned bus and no other bus. A student needing to ride a bus different from their regularly assigned bus or get off the bus at a location different from their regularly assigned stop must present a signed note, from the school office approved by either the principal/assistant principal, to the bus driver.
3. No person other than those assigned to the bus shall be allowed to ride the school bus. If a student who is not regularly transported by the school bus needs to ride the bus they must present a signed note, from the school office approved by either the principal/assistant principal, to the bus driver.

4. Report promptly to the driver any damage done to the bus. Persons causing damage can be expected to pay the full cost of repairs before riding privileges are restored.

5. Pupils shall not engage in any activity which might divert the driver's attention away from driving the bus and cause an accident, such as but not limited to:

- a. Improper behavior (including insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts);
- b. Smoking on the bus;
- c. Eating or drinking on the bus;
- d. Possessing guns, knives, or other sharp objects
- e. Bringing animals on the bus (either live or dead preserved specimens);
- f. Transportation of any glass objects or helium balloons;
- g. Throwing articles or objects from the bus;
- h. Tampering with mechanical equipment. Accessories or controls of the bus;
- i. Placing musical instruments or other articles at the door of the bus by the driver;
- j. Obstructing the aisle in any manner,
- k. Occupying more space in a seat than required (all items students bring on a bus must be held by the student and will not be placed on seats or in the aisle);
- l. Tracking mud or dirt on the bus;
- m. Littering the bus; or
- n. Opening or closing windows without permission.

6. Violations of the rules and regulations for riding a school bus shall result in the following actions.

- a. First offense - Bus driver will have a talk with the pupil.
- b. Second offense - Bus driver will move pupil to a front seat for two (2) weeks and written notification will be sent to the principal/assistant principal and parent/guardian. Pupil will not be allowed back on the bus until notification form is returned to the driver.
- c. Third offense - misconduct report will be filed with the principal/assistant principal of the school where the pupil attends.

Pupil will not be allowed back on the bus until the parent has signed and the pupil has returned a copy of the report to the driver.

d. Fourth offense - A second misconduct report is filed and the principal/assistant principal suspends the riding privileges for a minimum of five (5) days,

e. Fifth offense - A third misconduct report is filed and the principal/assistant principal suspends bus riding privileges for the remainder of the school year.

7. Some offenses are of such a serious nature that they can be deemed to warrant suspension of bus riding privileges without following the procedures outlined above.

These offenses include, but are not limited to:

- a. Disruptive behavior,
- b. Use of tobacco in any form;
- c. Use or possession of alcohol, drugs, or narcotics;
- d. Failure to remain in seat when bus in route;
- e. Use of profane, abusive or excessively loud language;
- f. Littering or throwing objects (no food, candy, or beverages allowed on bus);
- g. Vandalism (as a minimum, may be made to pay for damages before privileges are restored);
- h. Violations of any school or bus rule while waiting to board the bus;
- i. Failure to follow the proper procedures for crossing the road, using, operating or tampering with the operation or controls of the school bus;
- k. Failure to properly identify oneself the first time asked by the driver or any school authority;
- l. Failure to ride only the assigned bus;
- m. Failure to comply with the authority of the bus driver on the regulations for pupils riding the school bus;
- n. Fighting or scuffling; and/or
- o. Bringing guns or knives on the bus.

### **On the Trip Home**

1. Passengers are permitted to leave the bus only at the regular, designated stop. Any change must be made with the parent's request in writing and approved by the signature of the principal/assistant principal.

2. If a pupil lives on the opposite side of the road from the bus stop, the pupil should go to the front of the bus and wait until the bus driver gives the signal to cross the road. Never cross the road in the rear of a stopped school bus.

### **Parent/Guardian Responsibilities**

Any complaints of drivers, pupils or parent/guardians shall be reported promptly to the principal/assistant principal or the transportation director. Parents/guardians should:

1. Report any misconduct on school buses to the principal/assistant principal
2. Report all traffic hazards and the bus number of all buses being operated carelessly to the transportation director;
3. Encourage students to observe all safety and conduct regulations established for the safe and efficient operation of the school buses;
4. Help observe extreme caution when approaching bus stops, moving or stopped buses;
5. Help supervise large numbers of children at bus stops; and
6. See that their children are at the stops five (5) minutes before the bus is scheduled to arrive.
7. Preschool, 1<sup>st</sup> and 2<sup>nd</sup> grade students shall not be left unattended at the time of delivery. If a parent, guardian, or person preauthorized by the parent is not present at the bus stop location at the time of delivery the bus driver shall return the child to school administration.

All traffic should stop in all directions when a school bus activates its lights and stop arm, except on a multi-lane divided highway.

In the interest of pupil safety, the Pikeville Independent Board of Education approved board order #219. June 12, 1989, which states "no student is permitted to cross Hambley Blvd, at any time while loading or unloading school buses." We make every effort to have as few students as possible cross any street or road to load or unload a school bus.

**We would like to warn everyone, one more time. Please be extremely careful of drawstrings, toggles, backpacks, or loose fitting clothing being caught in the handrails or doors of school buses. The two most deadly things concerning students and transportation are handrails and loading and unloading.**

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication devices.

\* \* \* \* \*

## **Security Cameras**

Pikeville Elementary uses security camera systems to promote a safe, orderly learning environment.

### **Acceptable Use of Technology Access to Electronic Media**

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

Certified employees are required to follow Board policy and administrative procedures and guidelines designed to provide guidance for access to electronic media. In addition, all staff members are required to sign a written agreement prior to being granted independent access to electronic media involving District technological resources. Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies.

Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or potentially offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use of District telecommunications and electronic information resources. All other users will be required to complete and submit a User Agreement Form prior to access/use.

### **Rules and Regulations:**

Access is a privilege—not a right. Users are responsible for appropriate behavior on school computer networks. Independent access to network service is given to individuals who agree to use resources in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

### **Supervision of Student Computer Use:**

Teachers shall supervise all student computer use to ensure it is used for educational purposes and non-approved software, programs, and resources are not utilized.

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

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

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

**Employee Use:**

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

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

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

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

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

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.

4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become “friends” prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use; and
  - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

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

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

### **The Network:**

The Pikeville Independent School District provides students and staff with a service called the Network. The Network is a computer service, which includes the use of computers, servers, software, Internet and e-mail. These procedures also address the use of stand-alone computers, peripherals, telephone usage and other instructional technology equipment.

In addition to providing students and staff with the understanding and skills needed to use technology resources and telephone services in an appropriate manner, the Pikeville Independent School District:

- Reserves the right to monitor all activity on the Network, Internet and e-mail.
- Reserves the right to monitor computer use or lack of use.
- Reserves the right to deny access to the Network, Internet and e-mail to any individual.
- Shall establish procedures that will maximize the Network system security.

- Shall supervise student and staff use of the Network, Internet, e-mail, and telephones.

The standards for student and staff access to the Pikeville Independent School District Network are as follows:

- Network access throughout the District is to be used for instruction, professional development, educational research, and school administration. District access is not to be used for private business.
- Instructional staff will select and guide students on the appropriate use of Internet and instructional software on the Network.
- The district will be responsible for supervising network use. Auditing procedures are in place to monitor access to the network. School and district proxy servers will be continually monitored and updated in accordance with the federal legislation, Children's Internet Protection Act (CIPA: 47 U.S.C. 254), KY Senate Bill 230, and KY KAR 5:120. However, the District cannot continually monitor every communication and network session for every student and staff member beyond the scope of supervision defined in the user agreement.
- A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.
- Internet access and supervision from outside the District premises is the responsibility of the parents and guardians of students.
- Student users shall not reveal their full name and personal information (address, phone number, financial information, social security number, etc.) or establish relationships with "strangers" on the network, unless instructional staff has coordinated the communication.

#### **Telephone Usage:**

- Telephone service is available primarily to provide two-way communications with school offices and for contact with parents.
- Staff will refrain from using telephones during instructional time.
- Students may use the telephones under staff supervision when there is a legitimate need such as calling parents to arrange transportation, delivery of medicine or clothes, or similar rare circumstances.
- Instruction time will not be interrupted to transfer calls except in emergencies.

All guidelines governing inappropriate language apply to telephone usage and procedures governing telephone usage also apply to District cellular phones and other wireless telecommunication systems.

## **Computer Use Guidelines:**

When a student, teacher, or staff member at a Pikeville school accesses computers, computer systems, and computer networks owned or operated by the Pikeville Independent Schools, he or she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. The school administration expects that student, faculty, and staff use of computers provided by the school will be ethical and will reflect academic honesty. Students, faculty and staff must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights to privacy.

As a computer operator, you are expected to make appropriate use of computer resources provided by the Pikeville Independent Schools. You must:

- Use computer resources only for authorized purposes following established procedures;
- Be responsible for all activities on your assigned computer;
- Access only files and data that are your own, which are publicly available, or to which you have been given authorized access;
- Use only legal versions of copyrighted software;
- Be considerate in your use of shared resources;
- Abide by the acceptable Internet use policy.

Computer operators must not make inappropriate use of computer resources provided by the Pikeville Independent Schools. Inappropriate actions include but are not limited to:

- Using another person's login name or password;
- Installing, downloading, or using any unauthorized software or hardware on any District computer system or Network;
- Using another person's files, system, or data without permission;
- Using computer programs to decode passwords or to access control information;
- Attempting to circumvent or subvert system security measures;
- Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files, or disrupting service;
- Making or using illegal copies or copyrighted software, storing such copies on school systems, or sending them over networks;
- Using mail service to harass others;

- Wasting computing resources, such as paper, by printing excessive copies;
- Playing games across the network, including MUD (multi-user games);
- Violating the regulations of the Pikeville Independent Schools regarding appropriate use of the Internet.

The Pikeville Independent Schools considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information that may suggest that a person is using school computer systems inappropriately. Violators are subject to disciplinary action by school officials that may include loss of computer privileges and in or out of school suspension. Offenders may also be prosecuted under laws including, but not limited to, the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, the Computer Virus Eradication Act of 1989, and the Electronic Communications Privacy Act.

#### **Internet/Email Access:**

The Pikeville Independent School District provides access to the Internet for all students, faculty, and staff that is obtained through Kentucky's Public Education Network. Students must have permission from at least one of their parents or guardians to access the Internet at school.

The Pikeville Independent School District also provides e-mail access to all faculty, staff, and students in grades 4-12. Students under the age of 18 must have parental permission to obtain an email account.

The use of an Internet account is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or cancellation of those privileges. A person's activities while using the Internet in any school must be in support of education and research and consistent with the educational objectives of the Pikeville Independent Schools. In addition, anyone accessing the Internet from a school site is responsible for all on-line activities that take place through the use of his or her account.

The following is a non-exhaustive list of activities that constitute unacceptable use of the Internet/Email:

- Using impolite, abusive, or otherwise objectionable language in either public or private messages;
- Placing unlawful information on the Internet;
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes;
- Using the Internet at school for non-school related activities;

- Sending messages that are likely to result in the loss of the recipient's work or systems;
- Sending chain letters or pyramid schemes to lists or individuals, and any other types of use that would cause congestion of the Internet or otherwise interfere with the work of others;
- Downloading music from Napster or similar sites, using the Internet to listen to radio stations, or downloading videos or viewing videos online;
- Using non-KETS approved email or chat programs (Hotmail, ICQ, etc.)
- Using the Internet for commercial purposes;
- Using the Internet for political lobbying;
- Changing any computer file that does not belong to the user;
- Sending or receiving copyrighted materials without permission;
- Knowingly giving one's password to others;
- Using Internet access for sending or retrieving pornographic material, inappropriate text files, or files dangerous to the integrity of the network;
- Circumventing security measures on school or remote computers or networks;
- Attempting to gain access to another's resources, programs, or data;
- Vandalizing, which is any malicious attempt to harm destroy data or another user on the Internet, including the uploading or creation of computer viruses;
- Falsifying one's identity while using the Internet.

**Disciplinary Action for Inappropriate Use:**

- Student discipline for violation of any part of these procedures shall be based on the severity of the infraction.
- Student disciplinary action includes, but it is not limited to the loss of any or all computer privileges, termination of the user's account, removal from the class with a failing grade and/or suspension or expulsion. Privileges will be reinstated at the discretion of the District's administrators.
- Discipline of staff may involve actions up to and including termination of employment.
- Parents, guardians and/or perpetrators may be billed for damages to technology resources.

- Illegal/criminal activities will be referred to the appropriate law enforcement agency.

**Responsibility for Damages:**

Students or staff members who deface a District website or otherwise make unauthorized changes to a website shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

**Acceptable Use Agreement Form**

All students and staff are required to sign the Acceptable Use Agreement Form at the end of the District Code Book. By signing this form, you hereby accept and agree that your child's rights to use the electronic resource provided by the District and/or the Kentucky department of Education (KDE) are subject to the terms and conditions set forth in the District policy/procedure 08.2323/08.2323 AP.1 & 08.2323 AP. 21. Please also be advised that the data stored in relation to such services is managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Uses of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your children can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

The Outlook Live e-mail solution is provided to your child by the district as part of the 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 services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such 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.

## **Notification of FERPA Rights**

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

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

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

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

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

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

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

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

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

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
  - c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- 4) ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.***

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **Student Directory Information Notification**

Per P.L. 107-110 (No Child Left Behind Act of 2001) a district may designate within FERPA guidelines what it considers "Directory Information." Most districts already have directory information via means of yearbooks or photos of athletes or athletic events—that is, students are identified by photo, name, and grade level. From time to time, the school, classroom, or individual students are recognized by school personnel, local or state government, and/or the media for noteworthy performance, achievement, and/or participation in co-curricular or extra curricular activities. This may require the release of some types of "directory information." As mentioned above, school publications such as the yearbooks, sports programs, graduation programs, and honor roll are considered to contain directory information. Following is a list of items that the Pikeville Independent District considers student directory information:

- Student's name/gender
- Address
- Photograph/video
- Date and place of birth
- Dates of attendance
- Student's major field of study
- Academic honors/degrees
- Honor roll
- Information about the student's participation in officially recognized activities and sports
- Student's weight and height (if member on an athletic team)
- Most recent educational institution attended
- NCLB Section 9528; allows military recruiters access to secondary school student names, addresses, and telephone listings

Per P.L. 107-110 (No Child Left Behind Act of 2001) if the District provides access to its campus or its student directory information concerning occupational or educational options, the Board shall provide access on the same basis to official recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard and the Kentucky Army National Guard.

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or eligible students) may direct the District not to disclose directory information listed above. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters, unless a parent or high school student, regardless of age, requests that this information not be disclosed.

**If you wish the Pikeville Independent School District to withhold student directory information please contact the main office in writing within thirty (30) days from the receipt of this notification. Remember that by withholding the student's name, grade level, or photograph, your child's information will not be documented in the above-mentioned publications, including school yearbook, program events, or other such publications.**

### **Notification of PPRA Rights**

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- ◆ **Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or 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, physicians, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or the student’s parents; or
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
  
- ◆ **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 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. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.

◆ **Inspect, upon request and before administration or use:**

1. Protected information surveys to be used with students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students 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. 20202-8520***

**INFORMATION ABOUT TEACHER QUALIFICATION**

Parents may request and receive information regarding the professional qualifications of the student's classroom teachers and/or paraprofessionals, including; (a) whether the teacher is state certified; (b) whether a teacher is teaching under emergency or other provisional status; and (c) the baccalaureate degree major of the teacher and any other graduate degree or major certification of the teacher or paraprofessional. This information may be obtained by contacting the Pikeville Independent Board Office at (606) 432-8161.

**CONFIRMATION OF RECEIPT FOR  
Pikeville Independent Schools**

**And**

**Pikeville Elementary School**

**STUDENT USERS: PLEASE SIGN AND RETURN**

I understand and will abide by the Pikeville Independent School District's Acceptable Use Procedures for the Network, Internet and Telephone Usage. I further understand that any violation of the regulations stated in these procedures 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 may be pursued. This document shall be valid until revisions are made to the District Acceptable Use Policy or until the student, parent, or guardian makes a written request to change the access.

Student Name (Please print):

\_\_\_\_\_

(Last)

(First)

(Middle Initial)

Signature: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

**Parent Signature Required: Please sign and return.**

I, the parent/guardian of \_\_\_\_\_ have read and discussed the District Acceptable Use Procedures for the Network, Internet and Telephone Usage with my child. I understand that access to the Network and Internet is designed for educational purposes. The District has taken precautions to eliminate controversial materials; however, I recognize it is impossible to restrict access to all controversial materials. I will not hold the District/school responsible for materials my child acquires on the Network or Internet. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (Please print):

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign this form and send back to the student's homeroom teacher.**

I have received a copy of the *District Code of Acceptable Behavior and Discipline*, the *Attendance Policy*, and the *Acceptable Use Policy* and a copy of the *Pikeville Elementary School Code of Conduct*.

My child and I have read, understand, and agree to abide with the contents in this Code book.

\_\_\_\_\_ I do not  
\_\_\_\_\_ I do } **Make sure you check one line**

want corporal punishment used as a discipline option for my child. I understand that in place of corporal punishment a one-day suspension will be used.

\_\_\_\_\_

Print parent name

\_\_\_\_\_

Social Security Number

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Student Name

\*\*\*\*\*

**OPTIONAL**  
**Authorization to Post Student's Picture/Photo**

I give permission for this student's picture to appear on district/school websites.

Signature: \_\_\_\_\_

**Authorization to Post Student Work**

I give permission to display the product of this student's school-related academic, athletic, musical and/or art work on the district websites.

Signature: \_\_\_\_\_

\_\_\_\_\_

Date received by school

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