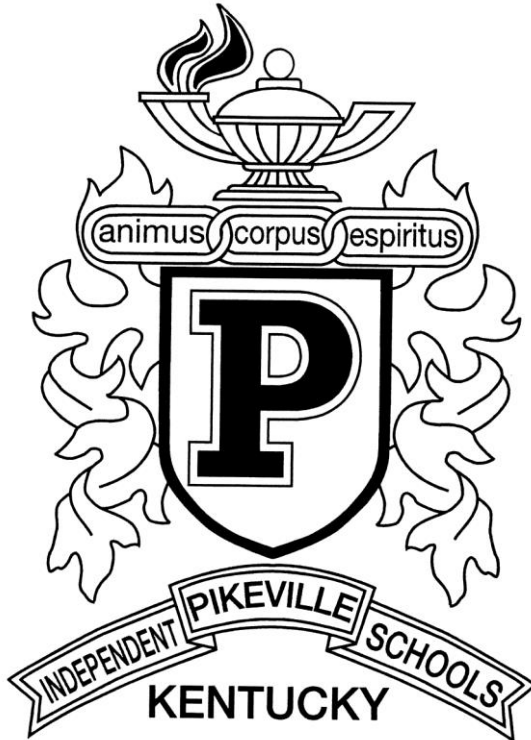


# Pikeville INDEPENDENT SCHOOLS

2016-17



- District Code of Acceptable Behavior and Discipline
- District Attendance Policy
- Pikeville Junior High/High School Code of Conduct
- District Bus Guidelines and Discipline

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

## **Pikeville Independent Schools**

### **Jerry Green, Superintendent**

Mary Belcher, Instructional Supervisor  
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Dr. Kevin Pugh, Board Member  
Ann Carty, Vice Chairman

August 1, 2016

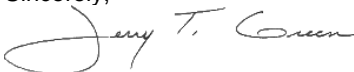
To the stakeholders of Pikeville Independent Schools:

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

## **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.

## **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 direction 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 extracurricular 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

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.

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.

**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.**

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**DISTRICT/SCHOOL PERSONNEL**

| <b>PERSON/ADDRESS</b>  | <b>TELEPHONE/EMAIL</b>                            | <b>AREA</b>                                       | <b>FAX</b> |
|--|---|---|------------|
| Superintendent<br>Jerry Green<br>148 2 <sup>nd</sup> Street          | 432-8161<br>jerry.green@pikeville.kyschools.us    | Oversees the district                             | 432-2119   |
| Title IX Coordinator<br>Johnny Belcher<br>148 2 <sup>nd</sup> Street | 432-8161<br>johnny.belcher@pikeville.kyschools.us | Sexual Discrimination<br>Complaints               | 432-2119   |
| Special Program Director<br>Championship Drive                       | 432-0185  | Special Education (students<br>with disabilities) | 432-2022   |
| PJHS/PHS Principal<br>David Thomas<br>120 Championship Drive         | 432-0185<br>david.thomas@pikeville.kyschools.us   | In charge of the junior<br>high/high school       | 432-2022   |
| PES Principal<br>Robert Jones<br>105 Bailey Boulevard.               | 432-4196<br>robert.jones@pikeville.kyschools.us   | In charge of the elementary<br>school             | 432-1234   |
| FRYSC Director<br>Dawn Rowe<br>105 Bailey Boulevard                  | 432-4196<br>dawn.rowe@pikeville.kyschools.us      | Assists parents and students                      | 432-1234   |
| Youth Advocate<br>Paul Sullivan<br>120 Championship Drive            | 432-0185<br>paul.sullivan@pikeville.kyschools.us  | Assists parents and students                      | 432-2022   |
| Pikeville Independent<br>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 new/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
  - 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
- 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 policies, 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 as established by 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.

Pikeville High School in accordance with KRS 158.444 collaborates with the Kentucky Center for School Safety and reports by sex, race, and grade level the following:

- a. All incidents of violence and assault against school employees and students.
- b. All incidents of possession of guns or other deadly weapons on school property or school functions.
- c. All incidents of possession or use of alcohol, prescription drugs, or controlled substances on school property or school functions; and
- d. All incidents in which a student has been disciplined by the school for a serious incident, including the nature of the discipline, or charged criminally for conduct of any offense specified in KRS Chapter 508; KRS 525.070 occurring on school premises, on school-sponsored transportation, or at school functions; or KRS 525.080

### **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**

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.

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

### 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, KRS 158.150, and Board Policy 05.48) 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.

## **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.

### **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.

## **DRUG TESTING PROGRAM**

The Board has established a random drug testing program governing the illegal use of drugs by student participants on high school athletic teams, extra curricular activities, and student drivers. Guidelines to implement this program, including penalties for violation are described in board policy 09.423.

Each student who plans to participate in athletics at the high school level, participate in any high school sponsored extracurricular activity, and/or drive or park on school property, his/her parent or guardian shall sign a written consent for drug testing as a prerequisite to the student's participation in the above mentioned activities. Refusal of a student or the student's parents/guardian to submit and cooperate fully in the Drug Testing Program shall render the student ineligible to participate in the District's interscholastic athletic program,



extra-curricular activities, and/or drive on school property, until such time as the student and/or his/her parent/guardian fully submits and cooperates with the drug testing program.

## **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 on 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 HIGH SCHOOL**

### **ATTENDANCE POLICY**

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. A total of three (3) absences or 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 8:05am 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 8:06 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:

- Personal illness of the student
- Serious illness in the immediate family
- Death in the family
- Local medical or dental appointments (only a portion of the day may be used)
- To take driver's permit test (only a portion of the day may be used)
- To take driver's test (only a portion of the day may be used)

- Appearance in court as witness or one that is under subpoena to appear for circumstances that are not of the student's own offense.
- Extenuating circumstances that have been reviewed by the Principal, DPP or approved by the Attendance Committee.
- 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.)
- 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.
- 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 zeroes 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)*

### **NO PASS/NO DRIVE LAW**

KRS 159.051 affects all public and non-public schools in Kentucky. The law applies to 16 and 17-year-olds. The law results in the revocation of a student's driver's permit or license for any of three different reasons:

**Academic Deficiency – defined as failing three (3) or more classes during any single semester.**

**Dropping out of School**

**Excessive Absences – A student with nine (9) or more absences in a single semester (including absences due to out of school suspensions) in considered non-compliant.**

Pikeville Independent Schools will report to the Transportation Cabinet any student who has violated any of the three criteria mentioned above and as set out in KRS 159.051. Reporting will be made at the end of each semester or earlier (per the district's choice).

### **EXAMPLES OF UNEXCUSED ABSENCES**

Absences will be considered unexcused when:

- The absence is not accompanied by a note from a parent-guardian or physician.
- 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.)
- 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 a part of the safety policy, it is required that a parent or guardian must come to the school to check the student out (even if the student is 18 years or older). Upon returning to school, the student must obtain an admittance slip from the office before returning to classes. Students leaving school during any part of the day without checking out will be considered "skipping" school and will be reported to the DPP.

### **EXTRA CURRICULAR ATTENDANCE POLICY**

Students must be in attendance the entire school day (from the beginning of first period to the end of seventh period) in order to participate in an extra---curricular activity. Students absent from classes will not be allowed to participate in a practice, contest or event on the day of the absence.

Students should make every effort to schedule appointments (doctor, dental, etc.) on non---school days or after school hours. In the event that this is not possible then the following procedures must be followed:

1. Students must be present at the start of first period (8:05AM).
2. Students may check out for their appointment no sooner than 30 minutes prior to the appointment.
3. Students must return to school no later than 30 minutes after the time written on the doctor's excuse.
4. A doctor's note must be presented to the office upon the return to school.
5. Even with a doctor's note, a half---day of school attendance is required for a student to practice or participate in a contest. *One half day is defined as three and one---half (3 1/2) hours of total daily attendance on a regular school day.*

Exceptions to this policy must have prior approval of the athletic director/school administration and the student's coach. The principal/assistant principal will arbitrate in any questionable instance. Students who are suspended from school may not practice, participate or attend an event during the time of suspension. A student should never check in to school late the morning after a game. **GETTING HOME LATE FROM AN EXTRA CURRICULAR CONTEST WILL NEVER BE AN ACCEPTABLE EXCUSE FOR MISSING SCHOOL OR CHECKING IN LATE!**

### **UNEXCUSED ABSENCE AND TARDY POLICY**

In school and after school activities and privileges are awarded to all students if they do NOT have 6 or more unexcused absences and/or tardies to school per semester. The following are examples of these activities but are not limited to: co-curricular or extra-curricular field trips, dances, Powder Puff game, picnics, senior privileges, and any sports activity.

For any extra-curricular activities, a student with 6 or more unexcused absences and/or tardies per semester will not be allowed to participate for the rest of the semester.

A student may participate in Prom/Project Prom if they do NOT have 12 or more unexcused absences and/or tardies per year.

After 3 or more unexcused tardies per month, a student will receive Saturday school. Failure to attend Saturday School will result in a one day suspension.

Students with perfect attendance per semester will receive 1 semester exam exemption pass. (Perfect attendance, defined for the purposes of this policy, means no excused or unexcused absences or tardies)

### **WALKING TO AND FROM SCHOOL POLICY**

A student must submit a note from a parent/guardian in order to walk to and from school. The note must include a parent's signature and a call back number for verification.

In the event a student loses driving privileges the student is not permitted to walk to school (i.e. park close to school and walk to and from campus) in order to circumvent the loss of driving privileges.

### **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.

### ***DISCIPLINARY DEFINITIONS/CONSEQUENCES***

**Corporal Punishment:** Corporal punishment, as defined by the Code, means swatting a student on the buttocks with a wooden paddle one to three times. The Pikeville Independent Board of Education approves no other form of corporal punishment. Corporal punishment is considered a serious action, a last line of in-school correction and not a negotiable item that may be chosen by the student as a substitute for any other discipline measure. Corporal punishment as determined by the Discipline Committee will be administered in private by an administrator or his designee and be witnessed by another teacher or administrator. The individual administering corporal punishment shall inform the parent/guardian, in writing or by phone, why the student was paddled, and provide the name of the witnesses. A written record of the paddling will be kept in the office and in the student's disciplinary file. Parents must be contacted within seven (7) days.

Each year, parents/guardians who object to corporal punishment shall confer with the principal and make a formal, written request that corporal punishment not be administered to their child, and the request will be honored by all school personnel. A list of exempted students will be maintained in the school office. A 1-3 day suspension from school will be substituted for corporal punishment for these children.

**Suspension (KRS 158.150):** Suspension from school is a disciplinary action that is taken by the school for severe violations of school rules and regulations. Suspensions are for one (1) to ten (10) days, depending on the severity of the case. Students on suspension are not allowed to take part in any school events or be on school property during the suspension period. Students will be accorded due process before any suspension.

**Expulsion:** Expulsion is a disciplinary action taken by the Pikeville Independent Board of Education which denies the student the opportunity to continue the education process in schools under its jurisdiction. Notification will be made to parents of a student who has been recommended by the principal for expulsion. A board hearing will be provided to the parents and student before board action is taken on the recommendation.

**POLICY CONCERNING illegal drugs, narcotics, marijuana, synthetic compounds/ substances and controlled substances**

**under Kentucky Revised Statutes, Chapter 218, and alcoholic beverages.**

The use, possession, production, manufacture, sale, possession with intent to sell, trafficking, or distribution of narcotics, marijuana, dangerous drugs, or controlled substances as defined in Kentucky Revised Statutes, Chapter 218, or alcoholic beverages is prohibited on school property or at any school function except as expressly permitted by law.

**DEFINITIONS**

**Possession:** to have on one's person, or in one's personal belongings such as a locker, purse, motor vehicle, but not limited to these, or to have under one's control.

**Alcoholic Beverage:** any beverage containing alcohol or any mixture thereof.

**Controlled Substance:** a drug, synthetic compounds/substances, or immediate precursor in schedules I through V as set out in Kentucky Revised Statutes. Chapter 218.050 through 218.130.

**Dispense:** to deliver a controlled substance to an ultimate user or research subject by or pursuant to the lawful order of a practitioner, including the packaging, labeling or compounding necessary to prepare the substance for the delivery.

**Drug:** (a) substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National formulary, or any supplement to any of them; (b) substances intended for use in the diagnosis, care, mitigation, treatment or prevention of disease in man or animals; (c) substances (other than food) intended to affect the structure of any function of the body of man or animals; and (d) substances intended for use as a component of any article specified in this subsection. It does not include devices or their components, part, or accessories.

**Manufacture:** all parts of the plant cannabis sativa L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the preparation of the mature stalks (except the resin extracted therefrom), fiber, oil or cake, or the sterilized seed of the plant which is incapable of germination.



**Narcotic Drug:** any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis.

- (a) Opium and opiate, and any salt, compound, derivative or preparation of opium or opiate;
- (b) Any salt, compound, isomer, derivative, or preparation thereof which is chemically equivalent or identical with any of the substances referred to subsection (10)(a) of this section, but not including the isoquinoline alkaloids of opium;
- (c) Opium and poppy straw;
- (d) Coca leaves and any salt, compound, derivative, or preparation of coca leaves, and any salt, compound, isomer, derivative, or preparation thereof which is chemically equivalent or identical with any of these substances, but not including decocainized coca leaves or extractions or coca leaves which do not contain cocaine or ecgonine.

**Opiate:** any substance having an addiction-sustaining liability similar to morphine or being capable of conversion into a drug having addiction-forming or addiction-sustaining liability. It does not include, unless specifically designated as controlled under KRS 218A.030, the dextrorotatory isomer of 3-methyl-n-methylmorphinan and its salts (dextromethorphan). It does include its racemic and levorotatory forms.

**Poppy Straw:** all parts, except the seeds, of the opium poppy, after mowing. Production—the manufacture, planting, cultivation, growing, or harvesting of a controlled substance.

**Sell:** to dispose of a controlled substance to another person for consideration or in furtherance of commercial distribution.

**Tobacco:** all leaf tobacco products, alternative nicotine product, or vapor product as defined in KRS438.305

**Traffic:** to manufacture, sell, transfer, or possess with intent to sell a controlled substance.

**Transfer:** to dispose of a controlled substance to another person without consideration and not in furtherance of commercial distribution.

## **PUNISHMENT**

Violation of the above rules and policy concerning illegal drugs, narcotics, marijuana, synthetic compounds/ substances and/ or controlled substances as defined by KRS Chapter 218, and alcoholic beverages shall result in the following punishment:

For use and/or possession for the first offense the student will be suspended for six (6) to ten (10) days and expulsion procedures may begin, second offense will result in ten (10) day suspension and expulsion procedures will begin.

For sale, possession with intent to sell, trafficking, manufacture, distribution or production the student will be suspended for ten (10) days and be expelled for the remainder of the school year. A second offense will result in expulsion and disbarment from the school system.

Random drug test or tests due to reasonable suspicion of drug use may be required by school officials. If these tests yield positive results, the student(s) will be counseled confidentially and given a reasonable time to rid their system of the evidence of drug use. If a subsequent test reveals that drug use has continued, the student will be subject to expulsion.

**USING OR POSSESSING DRUGS, SYNTHETIC COMPOUNDS/SUBSTANCES OR ALCOHOL AT SCHOOL EVENTS/ACTIVITIES IN WHICH THE STUDENT IS REPRESENTING PIKEVILLE HIGH SCHOOL AS A PARTICIPANT OR IS ATTENDING AS PART OF A TEAM, CLUB, OR STUDENT GROUP**

Any student possessing or using drugs, synthetic compounds/substances or alcohol at school events/activities in which is he/she is representing Pikeville High School as a participant or is attending as a part of the team, club, or student group that is participating (this would include students on school-sponsored trips where students are being transported and are in the care of the school), will be subject to the following consequences.

This policy covers the entire time a student is enrolled as a student at Pikeville Jr/Sr High School (7-12). For example, if a student is caught in violation of this policy in the 8th grade (first offense), then violates the policy again at grade 11, that would constitute a second offense.

First offense: School punishment as outlined in the student handbook (long-term suspension and possible expulsion), disciplinary action (approved by administration), from the coach or sponsor of the group in which the student is a member, and counseling.

Second offense: School punishment as outlined in the student handbook (10-day suspension and initiate expulsion procedures) and suspension from further participation in any and all extracurricular (all school-related activities not required by a class for a grade including but not limited to clubs, class trips, competitions, etc.), activities for the period of one year

from the date of the incident. This includes, but is not limited to athletic participation, club meetings, class trips/outings (extracurricular activities not required for a grade).

### **REPORTING OF DRUG, NARCOTIC, MARIJUANA, AND CONTROLLED SUBSTANCES AND ALCOHOLIC INCIDENTS INVOLVING STUDENTS**

All drug, narcotic, marijuana, controlled substance, synthetic compounds/substances and alcoholic beverage incidents shall be reported to appropriate public agencies. When requested by a school official, a student shall submit to medical testing at an approved medical facility to determine the use of any of the above substances. Failure to submit to such testing by the student shall result in an expulsion hearing.

### **CONDUCT IN THE SCHOOL ENVIRONMENT WARRANTING DISCIPLINARY ACTION**

Conduct in the school environment means within the school building, school grounds, to and from school, either walking or by bus, and/or school-sponsored activities. However, the administrator shall use his discretion and best judgment in determining if such acts listed below warrant disciplinary action and shall restrain the power and authority to use the type of discipline, which may yield positive results for the child. It is strongly recommended that students having severe disciplinary problems be counseled and/or provided any other service that may tend to modify his/her behavior.

**INFRACTIONS:** The infractions listed below may result in probation, suspension, alternative placement, or recommendation for expulsion. 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.

1. **Fighting:** Students who willfully engage in physical contact (exchanging punches) for the purpose of inflicting harm on the other person.
2. **Physical Assault:** Physical attack of one person or a group of persons upon another. A person who finds himself/herself the victim of an assault has the right to defend herself/himself against the attack in such a manner as to protect his/her person.
3. **Larceny (theft):** The taking of property of others (students, teachers, visitors, school system, etc.), without their consent; the possession of stolen property; the possession of the property of another without the owner's permission; the selling of a school property.
4. **Destruction or Defacement of School Property or Personal Property:** The destroying, mutilating or defacement of school buildings or school property located therein or outside of the school, property of school personnel, property of students, or of others. Damages will be paid by students and/or parents and/or guardian.
5. **Possession of Weapons or Dangerous Instruments:** The possession of any instrument, such as fireworks, explosives, knives, clubs, guns, chains, and the like that can be used to inflict bodily injury to another person.
6. **Extortion:** The solicitation of money, or something of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.
7. **Use of Weapons:** The use of any instrument, such as explosives, knives, clubs, guns, chains, metal combs, razor blades, and the like that can be used to inflict bodily injury to another person.
8. **Threat of Force or Violence:** The threat of force or violence toward school personnel and/or other students is an infraction under this code.
9. **Bomb Threat:** Making a threat that a bomb has been placed or is about to explode on a school property or at a school-sponsored activity.
10. **False Fire Alarm:** Falsely alerting the fire department that a fire is on the premises **MAY RESULT IN EXPULSION.**
11. **Arson (or attempted arson):** Starting or attempting to start a fire within the school grounds or on a school bus.
12. **Intimidation of Witnesses:** Any physical or verbal intimidation of any witness to any school violation.

13. **Defiance of Authority:** Willful disobedience to a reasonable request of school personnel or defiance of the authority of teachers or administrators.
14. **Profanity or Vulgarity and Intimidation:** To willfully intimidate, bully, insult, or in other manner abuse verbally, or in writing, any member of the school staff, including bus drivers, or other students. The student must express himself/herself without the use of obscenities, slander, or verbal attack. The use of profanity or vulgarity is an infraction.
15. **Repeated Violations:** Repeatedly failing to comply with directions of teachers, substitute teachers, teacher aides, bus drivers, security personnel, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.
16. **Violation of the Conditions of Probation:** Violation of the conditions of probation is basis for imposition of the punishment that was suspended during probation.
17. **Disorderly Conduct:** Disorderly conduct, which is disruptive to the orderly educational procedure of the school.
18. **Forgery:** The act of falsely using the name of another person, or falsifying documents or correspondence from or to the school.
19. **Smoking:** 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 prohibited.
20. **Gambling:** Participating in games of chance for the express purpose of exchanging money or property.
21. **Unauthorized Presence in School:** Being on school grounds or in school buildings without authority or permission of school personnel. **SUSPENDED STUDENTS ARE NOT ALLOWED ON SCHOOL PROPERTY.**
22. **Disruptive Behavior on School Bus:**
  - a. Disruptive behavior on a school bus in route to or from school or at a bus stop.
  - b. Behavior which jeopardizes the safety of students or driver or the safe operation of the bus is cause for mandatory suspension of bus privileges.
  - c. The decision to prohibit a student from school bus transportation shall be made by the principal.

- d. Suspension from school for bus behavior shall be levied by the principal of the student's assigned school.
  - e. Suspension for bus behavior shall follow the procedures as stipulated in the Pikeville High School policies.
  - f. Three suspensions will automatically result in the loss of bus privileges for the current school year.
23. **Other Incurrible Bad Conduct:** As provided for in KRS 158.150, "other incurrible bad conduct on school property at school-sponsored activities constitutes cause for suspension or expulsion from school."
24. **Public Display of Affection:** Public display of affection during the school day, on school grounds, or at any school function is improper conduct and will be subject to disciplinary action.
25. **Unusual Situations:** Disciplinary action for unusual situations may be altered at the discretion of the administrator in charge of discipline.

**Listed above are the major infractions. All minor infractions will be handled at the discretion of teacher or principal.**

## **SEARCH AND SEIZURE**

The Fourth Amendment prohibits unreasonable search and seizure conducted by public school officials. However, there is a balance between student's legitimate expectations of privacy and the school's equally legitimate need to maintain an environment in which learning can take place. School officials are not required to obtain a warrant before searching a student or his property who is under their authority and control. Neither is the standard of probable cause as used in criminal cases applicable. A school search should depend simply on whether the search is reasonable under all the circumstances. Usually the search of a student or his property by a school official will be justified at its inception where there are reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school (see the U.S. Supreme Court case of *New Jersey v T.L.O.*). An example of a proper search would be where an initial search for cigarettes was reasonable but in turn led to the discovery of drugs. When possible the Board of Education attorney should be consulted prior to a search if a question as to reasonableness of the search arises.

## **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 life long 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 they 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.

Bullying, harassment, or intimidation is serious and will not be tolerated. *Bullying Forms* are available in the front office and can also be printed from school website. A *Bullying Form* is used report alleged bullying harassment, or intimidation that occurs on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school. A student victim, parent/guardian of a student victim, a close adult relative of a student victim or a school staff member, can fill out the form. Completed forms should be given to school administration. Feel free to contact the school for assistance.

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

### **APPEALS PROCEDURE**

The order of appeal as described herein should not be construed by any student to mean that he/she is not free to confer with the superintendent or the Board of Education whenever he/she so desires.

With respect to all school matters, the order of appeal from a student shall be from the student to the teacher, from the teacher to the principal, from the principal to the superintendent, and from the superintendent to the Board of Education.



## DISCIPLINARY CONSEQUENCES

BEHAVIOR                      1ST OFFENSE                      2ND OFFENSE                      3RD OFFENSE

|  |  |   |                                   |
|--|--|---|-----------------------------------|
| Unexcused late to school event                   | 1 Day Saturday School                  | 1 Day Saturday School                     | 1 Day Saturday School             |
| Walking To or From School Without Permission     | Detention                              | 1 Day Saturday School                     | 1 Day Suspension                  |
| Failure to attend detention                      | 1 day Saturday School                  | 1 Day Suspension                          | 1 Day Suspension                  |
| Skipping class                                   | Detention & parent conference          | Detention & parent conference             | 1 day Saturday School             |
| Failure to board bus to attend vocational school | 1 day Saturday School                  | 1 day Saturday School                     | 1 day Saturday School             |
| Failure to remain in commons area during lunch   | Detention                              | 1 day Saturday School                     | 1 day Saturday School             |
| Failure to sign in/out of school                 | Detention & parent conference          | Detention & parent conference             | 1 day Saturday School             |
| Deliberate classroom disruption                  | 1 hour detention & parent conference   | 1 hour detention and parent conference    | 1 day Saturday School             |
| Stealing/Forgery                                 | 1 day Saturday School & restitution    | 1-5 day suspension & restitution          | 6-10 day suspension & restitution |
| Vandalism (over \$100)                           | 1-5 day suspension & restitution       | 6-10 day suspension & restitution         | Initiate expulsion procedures     |
| Failure to follow directives or identify oneself | 1 day Saturday School & call to parent | 1 day Saturday School & parent conference | 1-5 day suspension                |
| Profanity/vulgarity                              | Detention & call to parent             | 1 day Saturday School & parent conference | 1-5 day suspension                |
| Leaving school grounds without                   | 1 day Saturday School& call to         | 1-5 day suspension                        | 1-5 day suspension                |

BEHAVIOR                      1ST OFFENSE                      2ND OFFENSE                      3RD OFFENSE

|  |   |   |   |
|--|---|---|---|
| permission   | parent  |   |   |
| Use/possession of tobacco products, alternative nicotine, product or vapor product | 1 day Saturday School   | 1-5 day suspension                                | 6-10 day suspension                               |
| Gambling   | 1 day Saturday School & call to parent                                | 1 day Saturday School & parent conference         | 1-5 day suspension                                |
| Fighting   | 1-5 day suspension & parent conference                                | Same  | Same  |
| Public display of affection  | 1 hour detention  | 1 hour detention                                  | 1 day Saturday School                             |
| School bus violations  | Warning, call to parent or possible suspension from bus               | Same  | Same  |
| Harassment, intimidation or interference of staff/student                          | 1-5 day suspension & counseling                                       | 6-10 day suspension                               | 10 day suspension & initiate expulsion procedures |
| Fighting/striking faculty/employees  | 6-10 day suspension & pro counseling (expulsion procedures may begin) | 10 day suspension & initiate expulsion procedures | Same  |
| Use/possession of alcohol, drugs or fireworks                                      | 6-10 day suspension & pro counseling (expulsion procedures may begin) | 10 day suspension & initiate expulsion procedures | Same  |
| Verbal threats of other student(s)   | 1 day Saturday School & parent conference                             | 1-5 day suspension & parent conference            | Same  |

BEHAVIOR                      1ST OFFENSE                      2ND OFFENSE                      3RD OFFENSE

|   |  |                                       |   |
|---|--|---------------------------------------|---|
| Assault/sexual abuse                              | 1-5 day suspension &/or initiate expulsion procedures      | Initiate expulsion procedures         | N/A   |
| Arson   | 6-10 day suspension & initiate expulsion procedures        | N/A                                   | N/A   |
| Extortion/robbery                                 | 1-5 day suspension &/or initiate expulsion procedures      | Initiate expulsion procedures         | N/A   |
| Possession of dangerous weapon                    | 6-10 day suspension & initiate expulsion procedures        | N/A                                   | N/A   |
| Sale/distribution of alcohol, drugs, or fireworks | 6-10 day suspension & initiate expulsion procedures        | N/A                                   | N/A   |
| Bomb threats, activating false alarms             | 6-10 day suspension & initiate expulsion procedures        | N/A                                   | N/A   |
| Reckless driving on school grounds                | 1-5 day suspension &/or revoke driving privilege at school |                                       |   |
| Use of cell phone during school day               | Detention & pick up phone from principal's office          | Detention & parent must pick up phone | Saturday School & phone will be confiscated until end of year |

**PIKEVILLE HIGH SCHOOL DISCIPLINARY CONSEQUENCES**

The administration of Pikeville High School reserves the right to administer an alternative disciplinary action taken on a case by case basis when extenuating circumstances are involved.

Three or more violations of any kind may result in Saturday school or more serious punishment, i.e., suspension, court, or

expulsion, as deemed necessary by the administration of Pikeville High School. Classroom teachers also have the right to assign detentions for inappropriate classroom behavior.

### **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:**

|                            |                              |
|----------------------------|------------------------------|
| <b>Assault</b>             | <b>Terroristic Threating</b> |
| <b>Menacing</b>            | <b>Criminal Abuse</b>        |
| <b>Wanton endangerment</b> | <b>Stalking</b>              |

### **RULES AND REGULATIONS**

#### **STUDENT DRIVERS**

Driving an automobile to school is a privilege granted by the Board of Education to students who are responsible and show a need to drive rather than use the transportation provided.

Each student who plans to participate in athletics at the high school level, participate in any high school sponsored extra-curricular activity, and/or drive or park on school property, his/her parent or guardian shall sign a written consent for drug testing as a prerequisite to the student's participation in the above mentioned activities. Refusal of a student or the student's parents/guardian to submit and cooperate fully in the Drug Testing Program shall render the student ineligible to participate in the District's interscholastic athletic program, extra-curricular activities, and/or drive on school property, until such time as the student and/or his/her parent/guardian fully submits and cooperates with the drug testing program.

The driver and his parents or guardian assume all responsibility to and from school and while the vehicle is on the school grounds.

Driver of vehicle assumes responsibility for any and all riders. He or she is responsible for seeing that all students riding in

the car have rider's permits to ride with him/her. Drivers are bound by the following rules:

1. Each driver must have an application on file in the principal's office. Drivers must present driver's license and proof of insurance.
2. All riders in the car must have permits to ride with driver in his or her car.
3. Speeding and reckless driving will not be tolerated. (On school property 15mph is the maximum speed allowed.)
4. No students may drive around the building between 8 a.m. and 4 p.m. without permission from the office.
5. All students must park their cars in the designated area.
6. The students' cars must be parked in such a way as to permit entering and leaving the lot anytime. An opening must be left at each end of the lot for entering and leaving, and each car must be parked in such a way that other cars are not blocked in. All cars must park in the designated area.
7. Any other violation which tends to endanger, degrade, disrupt, or otherwise violate the normal rules of good conduct will not be tolerated.
8. Students are not to sit in cars after arriving on school grounds. Drivers and riders shall report to the school building immediately (within one minute of arrival).
9. Students are not allowed to leave school grounds after arrival without permission from the office.
10. Students are not allowed to go to their car during the school day without permission from the office.
11. Students may lose driving privileges due to excessive tardiness. Please review the *Tardy Policy*.

Violations of the above rules for a first offense will result in a one-week suspension of driving privileges and a second offense will result in a loss of driving privileges for one year. Minor infractions will result in parking only in upper lot area.

Traffic violations will be turned over the police at the discretion of the principal and habitual violations of the regulations will result in forfeiture of driving privileges.

Once a vehicle is on the school parking lot, a driver or rider may not return to the vehicle without permission. (Permission will be given only in an emergency as decided by the principal.)

Any reckless driving on the school campus (before school, during school, after school, or at school functions) that is

reported by a teacher or administrator will result in the student losing driving privileges. If a teacher cannot identify the driver but can give an automobile license number, then the student who is the registered driver of the automobile shall lose his/her driving privileges. **First offense—one week. Second offense—one month. Third offense—remainder of school year.** Contact will be made to the parents by registered letter to the address of the individual to whom the automobile is registered.

Parents are assuming liability for any damages caused by the automobile and any harm to student or students riding in the automobile.

Driving is a serious business and we hope each student will be a responsible and safe driver.

### **SCHOOL BUS RULES AND REGULATIONS**

1. The school bus driver is in full charge of the bus and pupils. The driver is responsible for the safety and conduct of the children while on the bus and shall report to the principal any act that would endanger the safety and welfare of students.
2. The principal is responsible for pupil conduct, supervision of loading and unloading, and maintaining communication with the director of transportation concerning these activities.
3. Parents are responsible for the safety and conduct of children between home and the bus stop.
4. Students shall not stand in the road while waiting for the bus.
5. Students shall be on time; the bus cannot wait for them.
6. Students must ride the bus to which they are assigned. Students must get approval from the director of transportation to change buses.
7. Pupil misconduct in the following areas is expressly prohibited and shall be subject to disciplinary action.
  - fighting or scuffling
  - loud talking or profanity
  - throwing objects of rubbish or trash on the floor
  - marking on or defacing the bus
  - remarks to people on the road or street
  - failure to follow the driver's instructions

- trying to engage the driver in a conversation
- out of short-term while bus is in motion
- smoking on bus
- sticking heads and arms outside windows
- refusing to share seat with other students
- bringing animals on the bus
- bringing firearms, explosives, or other dangerous objects on the bus
- any other dangerous or distracting action which would endanger the safety and welfare of infringe upon the rights of others
- Damage to the bus must be reported and guilty students will pay for the damage
- A pupil may be removed from the bus by the driver on the route if his conduct is so extreme that he is endangering other pupils on the bus. This applies to high school students only.
- Students who must get off or on at a place other than their regular stop must bring a note from their parents to the principal's office and receive a bus pass in order to change buses to get off at a different stop.
- Drivers, pupils or parents should report any complaint involving transportation to the director of transportation.

## **OTHER SCHOOL POLICIES**

### **PERFORMANCE BASED CREDIT POLICY**

In addition to Carnegie Units, Pikeville Junior High/High School students may earn credit toward graduation through the following methods consistent with Pikeville Independent Schools Policy 08.1131.AP.1.

TESTING OUT is an option in which students take a Comprehensive Course Exam to receive course credit.

1. Exams shall be prepared by the department and submitted to the Principal for review.
2. Exams for students wishing to "Test Out" will be scheduled for all students seeking to receive credit through this option.
3. Results of the test are final. There is no appeal process for testing out.

4. Only one test date for each test per school year will be scheduled. Special circumstances will be subject to approval by school administration.
5. A score greater than or equal to 83% is required for successful completion.
6. Students testing out of a class in the areas of Math, Science, Social Studies, and Language Arts must be enrolled in a class within that area each year prior to completion of the state assessment in that area.
7. If a student desires credit toward graduation for successful completion of the Comprehensive Course Exam he/she must make that request in writing to the principal. The principal may, after consultation with the department chair in the particular discipline, award credit to the student for the successful completion of the Comprehensive Course Exam.
8. If credit is awarded a grade will be assigned that reflects the student's score on the Comprehensive Course Exam and is consistent with the grading policy of PJHS/PHS.
9. If there is a state---mandated End of Course (EOC) assessment, the student must take the exam in the year credit is awarded (currently Algebra II, English II, Biology, US History).

### **ENRICHMENT PROGRAM POLICY**

Pikeville Junior High/High School encourages all students to participate in academic enrichment programs during the summer and/or through the school year. However, it is our belief it is not in the best interest of the student to allow an enrichment program to replace a course designed for yearlong study. While an enrichment program may allow a student to progress at an advanced pace we understand that there is merit in allowing time for deeper connections and complete understandings to form. We support any effort to increase exposure to content that students will be held accountable for when taking end of course exams and ACT. While enrichment programs may be of benefit in helping a student excel in a required PHS course, the enrichment program will not replace a course designed to fulfill academic standards for Kentucky and Pikeville Junior High/High School.

### **HUMANITIES POLICY**

According to Kentucky high school graduation requirements students must complete one credit in the History of Visual and Performing Arts. In order for students to be able to specialize in one of the four performing arts areas students may substitute a two-course sequence in a performance arts class (drama, band, choir) or visual arts in the place of the History of Visual and Performing Arts course.



## **PERSONAL TELECOMMUNICATION DEVICE POLICY**

Cellular, mobile, wearable and other personal telecommunication devices are to be turned off, not on vibrate, and not to be seen at any times during instructional time unless teachers expressly permit it. Students are allowed to use personal telecommunication devices during non-instructional time. Teachers/Staff have authority to require a student, caught in violation of this policy, to relinquish their personal telecommunication device(s) at any time. At the discretion of the teachers/staff personal telecommunication devices may be collected from a student or an entire group during instructional time.

Any student in violation of this policy and also discovered engaging in any of the following behaviors will be subject to further discipline as stated in the Pikeville Independent District Code of Conduct of Acceptable Behavior and Discipline. The following behaviors include but are not limited to:

- Possessing images or recordings of students or faculty without consent
- Possessing images or recordings of assessment materials without consent
- Failure to turn off device during instructional time without teacher consent
- Failure to relinquish the personal telecommunication device to any teacher or school staff person who observes a student in violation of this policy

As stated in Board policy, “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.”

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection defined as any physical contact other than holding hands is prohibited.

## **NO HIGH SCHOOL STUDENTS IN JUNIOR HIGH WING**

High School students should not be in the 7<sup>th</sup> and 8<sup>th</sup> grade wings at any time without approval from the principal.

## **HOMECOMING POLICY**

The PHS Pep Club shall sponsor Homecoming. Each class 9-12 shall elect homecoming court attendants from the Pep Club roster of members in good standing (freshmen – two

representatives, sophomores – three representatives, juniors – four representatives, and seniors – five representatives). Members of all fall sport teams shall vote on the homecoming queen from the list of senior homecoming attendants.

The senior with the most votes will be elected Homecoming Queen.

A Homecoming dance will be held and may be attended by any PHS student in grades 9-12. Students from other high schools may be invited to attend with special approval by the Pikeville High School Administration.

A fee may be assessed for admission to the dance on an equal basis.

### **DRESS CODE POLICY**

The goal of the PHS dress code is to ensure a high quality learning experience for all students. In that, all students are expected to present themselves in a way that does not distract their peers, that is safe and hygienic and that models a sense of professionalism and modesty.

Therefore:

- Students shall wear adequate, modest clothing of such style and design determined by the principal and/or the dress code committee.
- Students shall maintain clothing and person in a hygienic condition.
- Students' hair and skin must be kept clean and well-groomed.
- Students shall wear shoes for foot protection and for hygienic reasons while on school grounds or aboard school transportation.
- Students shall wear clothes that adequately cover their back, chest, torso and undergarments.

The following is prohibited:

#### **General**

- Decorations, symbols, mottoes, or designs imprinted or attached to the body or clothing which are disruptive to the learning environment.
- Bare midriff outfits or see-through clothing.
- Ill-fitting clothing that is too baggy or too tight.

#### **Tops**

- Shirts that do not touch the top of the pants in the front and in the back while sitting or standing.

- T-shirts or any other form of clothing that has references to profanity, alcoholic beverages, illegal drugs such as marijuana, cocaine, etc., or sexual connotations.
- Racer back shirts, Tank tops, halter tops, net shirts, crop tops, muscle shirts, strapless garments, backless garments, belly shirts and spaghetti strap shirts.
- Any shirt with shoulder straps that are less than three inches wide (on each side).
- Any shirt that exposes any part of an undergarment.
- Any garment that exposes the midriff, upper torso, back or the chest area.

#### Pants, Skirts, Shorts, Skorts, and Dresses

- Track shorts, miniskirts and short-skirts.
- Skirts, shorts, dresses and/or skorts that are more than six inches above the crease of the knee.
- Any pants, dresses, shorts, skorts or skirts that have cuts or tears that expose undergarments, pocket lining, or skin above six inches from the crease of the knee.

#### Hats and Accessories

- Metal chains hanging from clothing or wallets.
- Hats except on designated hat days. Teachers have the right to ask students to remove hats in their individual classrooms.

#### Disciplinary Action

- Students will be required to remove any hats and/or accessories that are listed above. Items will be kept in the front office and returned to the student at the end of the day for the first offense. Items will be kept in the front office and returned to the parents for a second offense. Items will be kept in the front office for the remainder of the school year for a third offense. Students in violation of this will be sent home until objects are removed.
- Students will be required to change into appropriate attire (i.e. students will need to call home and have the proper attire brought to them before returning to class).

Continued violation of the dress code policy can result in additional consequences as determined by the school administration.

#### **PASSES FOR LEAVING SCHOOL**

Students are not permitted to leave the school grounds at any time during the school day without a permit from the office. If you must leave the building because of illness or any other

emergency, you must sign out in the office. Failure to follow the proper procedure will be considered an unexcused absence and the student will be punished accordingly. Parents must come to school to check students out—PHONE CALLS ARE NOT ACCEPTABLE!

### **TEXTBOOK RENTAL**

Students are required to pay textbook rental fees.

### **HIGH SCHOOL GRADUATION POLICY**

The courses required to graduate from Pikeville High School are those listed in the Pikeville Independent Board Policy 08.113. Students need to complete 25 credits and all required classes to graduate.

Students may earn the Latin academic honor of cum laude, magna cum laude and summa cum laude at graduation. Different color cords will be worn at graduation to recognize the different levels of distinction. Seals of honor will be attached to each student diploma. The system of recognizing students at graduation is as follows:

#### **3.9-4.0**

Summa Cum Laude (has taken 7 of the classes listed below with at least one class from each content area)

#### **3.7-3.899**

Magna Cum Laude (Must take 6 of the classes listed below with at least one class from each content area)

#### **3.5-4.0**

Cum Laude (Did not meet core requirements)

**The required classes must be from the following list:**

| <b><u>English</u></b>           | <b><u>Science</u></b>             |
|---------------------------------|-----------------------------------|
| Honors English 10               | AP Biology                        |
| AP English Language             | Chemistry                         |
| AP English Literature           | AP Environmental Science          |
|                                 | Honors Earth & Space              |
|                                 | Chemistry II or College Chemistry |
|                                 | Physics                           |
| <b><u>Math</u></b>              | <b><u>Social Studies</u></b>      |
| Pre-Calculus                    | AP Government                     |
| Trig/Calculus I                 | AP US History                     |
| AP Stats                        | AP World History                  |
| AP Calculus or College Calculus | AP Psychology                     |

The student with the highest weighted numeric average (using weight multiplier of 1.25) will be the valedictorian and the student with the second highest weighted numeric average (using weight multiplier of 1.25) will be the salutatorian. Both valedictorian and salutatorian will be recognized during high school graduation. The rank will be averaged to the nearest one hundredth of a point. Ties for the highest rank will be recognized as Co-Valedictorians. Weighted classes for determining valedictorian and salutatorian include:

**English**

|                       |
|-----------------------|
| Honors English 10     |
| AP English Language   |
| AP English Literature |
|                       |

**Social Studies**

|                  |
|------------------|
| AP Government    |
| AP Psychology    |
| AP US History    |
| AP World History |

**Math**

|                                   |
|-----------------------------------|
| Honors Algebra I                  |
| Honors Algebra II                 |
| Honors Geometry                   |
| Pre-Calculus                      |
| Trig/Calculus or College Calculus |
| AP Calculus                       |
| AP Stats                          |

**Science**

|                                   |
|-----------------------------------|
| Honors Biology                    |
| AP Biology                        |
| Chemistry                         |
| AP Environmental Science          |
| Chemistry II or College Chemistry |
| Honors Earth & Space              |
| Honors Integrated Science         |
| Honors Physical Science           |
|                                   |
| Physics                           |

**Career Studies**

|            |
|------------|
| Accounting |
|------------|

In order to be honored as valedictorian or salutatorian at Pikeville High School, 50% of the student's credits must have been earned at Pikeville High School including being enrolled during the entire senior year. Weighted grades for transfer students will be weighted in our GPA calculations only if the sending school and receiving school weights that grade. Students transferring from another school may have weighted classes listed on their transcripts for college reporting by requesting this in the counseling office. These grades will be only for college reporting and not for the calculation of valedictorian or salutatorian. All correspondence courses will be unweighted.

AP and honors courses added to the curriculum at a later time will be added to the list of weighted courses for the purpose of determining valedictorian and salutatorian. When added, they will be phased in for the upcoming junior class.

**\*\*\*Beginning with the high school graduating class of 2016-2017 top ten academic honors will not be recognized during the high school graduation ceremony.**

### **GRADING**

Pikeville High School uses the following grading scale:

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| <b>A- = 93-95...Superior</b>      | <b>D+ = 70-72...Below Average</b> |
| <b>B+ = 90-92...Above Average</b> | <b>D = 66-69...Below Average</b>  |
| <b>B = 86-89...Above Average</b>  | <b>D- = 63-65...Below Average</b> |
| <b>B- = 83-85...Above Average</b> | <b>F = 0-62...Failure</b>         |
| <b>C+= 80-82...Average</b>        | <b>I = Incomplete</b>             |

Should a student who receives an "I" fail to complete assignments within five (5) days; the grade shall become an "F".

Pikeville High School and Junior High issue report cards at the end of each nine-week session. Parents may check student progress at any time by visiting <http://phs.pikeville.kyschools.us>, and selecting "student grade book" on the left hand column or visiting <http://infinitecampus.kyschools.us/campus/portal/pikeville/jsp> and entering their child's school issued I.D. number and password.

Parents wishing to conference with their child's teachers may set up appointments by calling the school office at 432-0185.

### **PIKEVILLE HIGH SCHOOL ACADEMIC DISCIPLINARY POLICY**

Academic integrity is an essential part of our school achieving its educational goals for students, faculty and the community. High standards of conduct are critical to the development of our school. Therefore, the school expects the students, faculty and the community to adhere to these principles in order to maintain our academic integrity.

#### **Definitions of Academic Dishonesty:**

##### **A. Cheating**

Unless specifically authorized by an instructor, a student may not:

1. Intentionally use or attempt to use any unauthorized materials, information, or study aids in any academic exercise.

2. Use external assistance during any examination. This prohibition includes (but is not limited to) the use of tutors, books, calculators, notes, formula list, cues on a computer, photographs and symbolic representations.
3. Direct copying from another student's work, (including but not limited to) homework, a desk paper, project, product, performance, or electronic document or file. However, seeking assistance on homework is permitted unless otherwise instructed by the teacher.
4. Allow others to conduct research or to prepare any work for him/her.
5. Knowingly allow another student to copy one's work in a test, project, product, performance or electronic document or file.
6. Unauthorized amendment of student records/grades.

### ***B. Fabrication/Plagiarism***

Unless specifically authorized by an instructor, a student may not:

1. Intentionally falsify any information or citation in an academic exercise.
2. Intentionally adopt or reproduce ideas, words or statements of another person without acknowledgment.
3. Fail to give credit to the originality of others and properly reference the following: quoting another person's actual words; using another person's ideas, opinion or theory; borrowing facts, statistics, or other illustrated material, unless the information is common knowledge.

### ***C. Interference***

1. A student shall not steal, change, destroy or impede another person's work. Impeding another student's work is (but not limited to) theft, defacement, or mutilation of common resources so as to deprive others from the information they contained.

### ***D. Penalties and Procedures***

Teachers will report all instances of academic fraud to parents and to the administration. Students will receive reduced or no credit on the test or evaluation. Refer to the following disciplinary code for additional consequences. Any student found in violation of this policy above shall be subject to the following disciplinary consequences:

First Offense:

1. Reduced or no credit will be given on the test or evaluation (teacher discretion)
2. The incident will be documented and filed on the student's record.
3. The teacher will report the incident to the child's parents.
4. Detention

Second Offense:

1. Reduced or no credit will be given on the test or evaluation (teacher discretion)
2. The incident will be documented and filed in the student's record.
3. The teacher will report the incident to the child's parents.
4. Teacher, administrator/designee, and parent conference.
5. In-school detention.

Third Offense:

1. No credit will be given on the test or evaluation.
2. The incident will be documented and filed in the student's record.
3. The teacher will report the incident to the child's parents.
4. Teacher, administrator/designee, and parent conference.
5. Short term suspension (one to five days)

Subsequent Offenses:

1. No credit will be given on the test or evaluation.
2. The incident will be documented and filed in the student's record.
3. The teacher will report the incident to the child's parents.
4. Teacher, administrator/designee, parent conference.
5. Short or long term suspension (one to ten days)
6. Subject to be banned from any and all extracurricular activities for the remainder of the semester. If violation occurred during a semester test, ban from all extracurricular activities would be for the following semester.

***D. Application of Policy***

Incidences of academic dishonesty and related discipline will accumulate throughout the student's academic career, as set out herein. Incidences will be accumulative through grades seven and eight. All grade nine students will be given a clean record, but all incidences thereafter will accumulate for grades nine through twelve. If more than one incident occurs in a single day, they will all be treated as one incident.



### **SCHEDULE CHANGES POLICY**

Students in grades nine through twelve may transfer from one class to another within two calendar weeks after the beginning of the term with the approval of the principal and the teacher involved. In order for a student to make a change, an appropriate class must be available and counseling must precede the change in schedule.

### **BONUS POINT POLICY**

No more than 3% of a nine weeks grade can come from bonus points and those points should be associated with an assessment.

### **EXAMINATIONS**

Teachers may administer exams in their classes at their discretion during the school year. A definite date and time is provided for final semester examinations. **STUDENTS WHO FAIL TO TAKE A SEMESTER EXAM WITHOUT A DOCTOR'S EXCUSE OR OTHER VALID EXCUSE WILL BE GIVEN A FAILING GRADE FOR THE EXAMINATION.** All examinations (except finals), term papers, and major assignments handed in by students will be corrected, discussed and/or returned by the teacher.

### **HIGH SCHOOL FINAL EXAM POLICY**

High School semester exam week will begin five (5) days before the last day of the semester with the first two (2) days for review and the last three (3) days for exams. Comprehensive exams must be completed prior to semester exam week. No other tests or assignments can be given once exam week begins. Teachers must give semester exams according to the final exam schedule. High school students are required to take semester exams in the following courses (including all Honors sections):

|                     |            |                    |
|---------------------|------------|--------------------|
| Algebra I           | Algebra II | Biology            |
| Earth/Space Science | English 9  | English 10         |
| English 11          | English 12 | Geometry           |
| Integrated Science  | ICP        | Political Science  |
| Pre-Calculus        | US History | World Civilization |
| Spanish I           | Spanish II | Chemistry I        |
| Chemistry II        |            |                    |

Practices may occur during final exam week but practices must conclude prior to 7:00pm. Extra/curricular games/events must be approved by principal and/or athletic director before scheduling during final exam week.

Dual Credit courses will give semester exams per college/university policy.

AP and EOC courses will administer semester exams at the end of the first semester. The AP Exam or EOC assessment will take the place of a second semester exam.

Semester exams are worth 20% of the final grade for each class.

EOC assessments are worth 20% of the final grade for each EOC class.

Semester exams are optional for elective classes at teacher discretion per course syllabus.

### **AP CREDIT POLICY**

- 1) Students are required to take the AP Exam (or the make-up AP Exam) in an AP Class in order to receive AP Credit on his/her transcript. Failure to take the AP Exam (or the make-up AP Exam) in an AP Class will result in a student receiving regular credit for the class on his/her transcript (i.e., a student taking AP Biology would only receive a credit for Biology if he/she does not take the AP Exam).
- 2) Any student who does not take an AP Exam (or the make-up AP Exam) for an AP Class will be required to take a FINAL EXAM for that respective class.
- 3) Any student who does not take an AP Exam (or the make-up AP Exam) must reimburse the district for the full cost of the AP Exam.

### **TRANSCRIPTS**

A student must appear in person or a parent may call to request that a transcript be forwarded to another school or firm. Proper forms will be provided by the counselor.

### **PIKEVILLE JUNIOR HIGH SCHOOL PROMOTION POLICIES**

**The criteria for promotion are set forth for the purpose of:**

Maintaining acceptable standards of academic achievement.

Determining, in the best interest of pupils, the grade level at which they can best learn in their next year of school.

**The teacher will consider the following for guides for promotion:**

Any pupil with three (3) "F"s recorded at the end of the school year in three basic subjects or in two basic subjects and in one semester subject may be retained. A parent conference will be held.

Any student who is now spending his/her second year in the grade currently registered will be considered for promotion if he/she has displayed effort, attended regularly (92 % of 175 days) and has records to show some achievement and progress.

Any student whose age is one or more years in excess of the average age of his/her group and has shown evidence of effort and accomplishment should be considered for social promotion.

### **JUNIOR HIGH GRADUATION POLICY**

The eighth grade valedictorian and salutatorian will be determined on the basis of grades received in both the seventh and eighth grades. All grades (first and second nine weeks, semester exams) will be tabulated by using numerical averages. Junior High grades will count as one whole grade. Grades cannot be changed after report cards have been distributed except when a student has received an "I" (Grade Incomplete) or a teacher has made an error in calculating a student's grade for a class.

*\*\*\*Beginning with the high school graduating class of 2018-2019 top ten academic honors will not be recognized during junior high graduation.*

### **PIKEVILLE JUNIOR HIGH RETENTION POLICY**

The purpose of retention is to provide a student with the opportunity to gain academic skills in areas where the child may be deficient. Retention is a serious alternative that will only be considered after all other alternative methods have been exhausted. Alternative methods include an academic probation program which is designed to:

1. Improve student/teacher relationships.
2. Promote academic success and self-esteem.
3. Provide counseling for students.

The following is a list of responsibilities and procedures to be used in dealing with students who have an average of D or F:

### **JUNIOR HIGH LAB INTERVENTION CRITERIA POLICY**

Reading and Math intervention "lab" classes will be provided, as staffing allows, for "at--risk" junior high students who meet the following criteria:

- Students not identified as special education and scoring below the 25th percentile in reading and math on a nationally norm--referenced assessment will be lab class candidates.

- Students not identified as special education scoring the 15th percentile or below will be required to take the lab class as their elective.
- Students who fail Pre-Algebra, Math 7, or English 7 for the year will be placed in lab for at least the first quarter of the following year.
- The criteria above should be supported by teacher recommendation.

The maximum number of students in each lab class will be 20. The class will be sub--divided into reading and math groups, with a teacher designated for each group and each group not to exceed 10 students per one teacher. Students will be placed based on need, availability, and teacher recommendation for an initial period of time. Special education students will be grouped for an intervention class, not to exceed 10 students, and instructed by a special education teacher with support staff assistance. Intervention programs purchased will be available to all intervention classes. All lab students' progress will be monitored at least every two weeks. Students will participate in charting/tracking their progress. Progress monitoring charts/reports will be shared with parents. Administrators and the Intervention Teacher will meet each 9 weeks to review progress monitoring charts. For students showing insufficient progress or the possibility of readiness to exit, a Child Support Team (principal; instructional supervisor; intervention teacher; regular class teacher; and parent, if they choose to attend) will convene to determine intervention and/or placement changes. On the progress monitoring chart, data points that meet or exceed the student's "goal line" will indicate sufficient progress. Four to six data points below the goal line or a widening gap between the goal and trend lines will indicate insufficient progress. Data points consistently exceeding the student's goal line indicate possible readiness to exit the lab class. Regular class progress reports and teacher recommendations (both regular and lab teachers) will be assessed before making a final decision. Qualifying students may be exited at the end of a quarter. Other at-risk students may be placed into the lab class as slots become available through student exits.

### **Responsibilities of the Teacher:**

1. At the end of four and one-half weeks of each quarter, the teacher shall send home midterm grades to the parents or guardians of all students in his/her class.
2. The teacher will schedule a conference with the student to discuss the process of remediation.

3. The teacher will submit these names to the ESS Coordinator.
4. The teacher will monitor the student's progress in remediation.

### **Responsibilities of the Student:**

1. The student will participate in the after-school Extended School Service Program (ESS).
2. The student will meet with the guidance counselor at appointed times.
3. If, at the closing of school, the student is making a grade of D or F, the student will attend the ESS Summer Program. A student NOT taking advantage of the ESS Tutoring Program shall not be allowed to attend the ESS Summer School Program for the purpose of promotion.

### **Responsibilities of the Guidance Counselor:**

1. After receiving names from the teachers, the guidance counselor may contact the parents of the student by phone or letter.
2. During the first week of the third quarter, the counselor shall notify parents by registered letter of possible failure for the school year.

Any student who, at the end of the school year, has a yearly overall average less than sixty-three percent (63%) or has NOT passed three (3) of the five (5) core subjects can be retained. Final decision on retention will be made by a committee of the student's teachers. Individual growth shall be considered in the retention decision and documented by the teacher.

Teachers may at their discretion provide a comprehensive exit exam and base their decision on that score. By June 15<sup>th</sup>, parents must notify the school of the student's intention to take the exit exam. The examination must be taken by August 1<sup>st</sup>. Students of parents who wish to appeal the decision must do so by June 30<sup>th</sup>, following the closing of school.

### **HIGH SCHOOL CREDIT EARNED IN MIDDLE SCHOOL POLICY**

Students will earn credits during their high school years. However, middle level students may take classes for high school credit if the following criteria are met:

- The content and the rigor of the course is the same as established in the *Kentucky Core Academic Standards*
- The students demonstrate mastery of the middle level content as specified in the *Kentucky Core Academic Standards*
- The student has a recommendation from school staff designated by the principal to take the course
- The middle level course is taught by teachers with either secondary or middle level certification with appropriate content specialization

Per Junior High Acceleration Policy (A.8.16.10): Credit earned will appear on high school transcript and count towards graduation, but not calculate into the cumulative high school GPA

### **CREDIT RECOVERY POLICY**

Students in grades 9-12 who have failed a course may recover the credit under the following guidelines:

- Numeric grade in the course was at least 50%.
- The student is recommended by the teacher of the course.
- The student must complete the credit recovery within the next available scheduled time (next semester or summer school).
- Only one course can be completed at a time.
- The student must achieve at least 70% on the assigned course work in order to recover the credit.
- The student's grade will only be brought up to the passing mark (63%).
- The student must complete all assessments at school with school personnel monitoring during the assessment.
- Students will have multiple opportunities to complete the assigned activities, but only one opportunity to complete the assigned assessments.

The administration of Pikeville High School reserves the right to admit a student into the program that does not meet the above criteria due to extenuating circumstances.

### **MISCELLANEOUS**

#### **ELECTION OF CLASS OFFICERS**

Officers of each class are elected by democratic procedure. The elections are either by direct election or by secret ballot. Candidates seeking office may do so by self-nomination.

### **CLASS FUNDS**

All money raised for class projects is deposited in special accounts in the school accounting system. All bills and expenditures are made by purchase order or standard invoice upon approval of sponsors and school administration.

### **FUND-RAISING PROJECTS**

All fund-raising projects must be approved by the sponsors and the SBDM council, so as to prevent duplications of projects and enable the principal to schedule events on the official school calendar.

### **PROM (Guests must be 20 years old or younger)**

It is tradition of the school for the junior class to raise funds to pay the expenses of a prom. Rules of attendance at the prom are set forth below in the section on school dances.

### **POLICIES CONCERNING DANCES**

- 1) All students will be observed for illegal substances prior to entry into the dance. Any student suspected of being under the influence of drugs and/or alcohol will be subject to evaluation and referred to local authorities. School disciplinary policies for substance possession and/or use will be enforced.
- 2) Administrators, if given just cause, reserve the right to conduct bag searches. Any student who refuses to comply will be denied entry into the dance.
- 3) Any vehicle, including limousines, can be searched with just cause at any time, by proper authorities. Passengers will be held responsible and subject to consequences for any illegal substances found within the vehicle.
- 4) No student will be allowed re-entry into the dance once they leave or are asked to leave.
- 5) Parents may voluntarily chaperone any dance given they have undergone the proper school volunteer training.
- 6) School administration reserves the right to deny outside guests.

The following guidelines apply to behavior on and off the dance floor:

Sexually suggestive dancing / behavior will not be tolerated. Sexually suggestive dancing / behavior include but are not limited to:

- A) Leg straddling

- B) Bending over
- C) Touching of breasts, buttocks, or genitals with any part of the body
- D) Hands anywhere other than the shoulders or waist
- E) Public display of affection

### **Disciplinary Actions**

The following policy for consequences will be followed for all students and guests observed violating the rules of dancing / behavior at all school sponsored dances.

- A) Any student that violates the procedures / policies laid out in the dance guidelines will be given one warning.
- B) The first time a student is observed violating the policy, they will be marked with a black line being drawn on their left hand.
- C) The second violation will result in another black line being drawn to make an X on the student's left hand and will result in that student being asked to leave the dance and will not be allowed to return.

Anyone drinking, smoking, or using drugs will be subject to discipline according to the policies of the school. Visitors must be approved 2 weeks prior to the prom.

Most dances are sponsored by student clubs. Teachers are there to assist. It is the responsibility of the sponsor to see that these policies are enforced. Three teachers and three parents are required to supervise dances. Students wishing to bring a guest must have prior approval from the principal. Any outside person must be a guest of a student of Pikeville High School and is subject to all dance rules.

All teachers are encouraged to attend high school homecoming and prom.

### **HOMECOMING (Guests must be 20 years old or younger)**

Each year one home football game is designated as the homecoming game. It is at this time that all former students of Pikeville High School are invited to return to their alma mater. The homecoming queen is crowned and a dance is held in honor of all returning graduates. The Pep Club and Athletic Department are in charge of all festivities.

### **SCHOOL FURNITURE**

School furniture is not to be taken out of the building without permission from the principal.

### **ATHLETIC SHOES**

Any type of athletic cleat is not to be worn in the school building. Only athletic shoes approved by the PE instructors or coaches may be worn on the gym floor.



### **VEHICLES DELIVERING OR PICKING UP STUDENTS**

Cars arriving at school to deliver or pick up students should drive through designated lanes and pull into a parking space so as not to block other cars entering or departing the parking lot. Under no circumstances are cars to use the bus lanes. It is strongly recommended that parents use the upper areas of the parking lot to pick up students, thereby alleviating traffic congestion in the lower areas.

### **SCHOOL EMBLEM AND COLORS**

The Panther is the mascot for all Pikeville High School activities. The official school colors are maroon and white.

### **FIRE, TORNADO, AND EARTHQUAKE DRILLS**

All drills will be according to the route posted in each classroom. Each teacher will appoint a student to make sure the windows and doors are closed.

### **LUNCHROOM POLICIES**

All students will be given an identification card with a number on it. This number or ID card is to be used every time a meal is purchased. Please show the card to the cashier so she can see the ID number or verbally give the number to the cashier.

All purchases are to be placed on the counter in front of the cashier. This will enable the cashier to total the cost of the purchase and to check the tray items. To be counted as a meal, every tray must have three of the following items: milk, bread, protein, fruit or vegetable.

Breakfast is served each morning from 7:30 until 8:00 a.m. Students are offered 3 choices for breakfast: a cooked breakfast, a cereal breakfast, or an a la carte breakfast. Students must take all items offered: milk, bread or cereal, and fruit or juice. A breakfast bar is offered each day. Students may purchase a la carte items as desired. Students always enter from the end of the serving line and exit from the other end past the cashier.

#### **Offer vs. Serve:**

Offer vs. Serve means that a student may choose at least 3 of the 5 food items offered with each meal. At least two different menus are offered to choose from daily. A salad bar is considered a lunch choice and is served with milk and 3 packages of saltines. The salad bar is for salad bar customers only. If a student desires to purchase an item from the salad bar it will be sold as an a la carte item. Students may choose to exchange the prepared dessert for a piece of fruit at no extra charge. A fruit bowl is offered daily. Items such as potato chips,

nachos, ice cream, pudding, gelatin, cake, and cookies do not count as required food items. They are served to enhance the appeal of the menu.

### **A La Carte**

A la carte simply means extra food items and these are always priced higher when bought separately from the tray. Students making a la carte purchases will need to go through the line along with the other students. The only time students may cut line is if the line is stopped and waiting for a refill of a food item.

### **Drinks**

A choice of milk or juice is included in the price of every meal. A student may choose to purchase a milkshake or a fruit drink.

### **Lunchroom Conduct**

All students must enter the end doors to the serving line to make all purchases and exit through the center doors on the same side as they entered to pay the cashier. Students are encouraged to take only one or two napkins and salt and pepper as needed. Pick up all food items and eating utensils while in the serving line.

### **Charging**

Charging is discouraged. However, if you must charge, please advise the cashier before the cash register is keyed. Charges are due the next day. Failure to pay promptly may result in the loss of charging privileges; however, all charges must be paid. If a student is unable to pay, please make arrangements with the cashier. Charges are to be made for meals only a student may (in some cases) charge a la carte along with the regular tray. A la carte items only will not be charged.

### **Table Etiquette**

Please do not put chewing gum on trays. Be sure to remove all change and especially retainers from trays before leaving the table. Please clear all paper and waste items from your table before leaving.

### **Custodians**

The **custodians** will be glad to help clean up spills. If an accident occurs, please go and ask them to help clean it up. Remember you are not at home so be sure to take your tray and papers to the disposal area and dispose of properly.

Students are reminded that the Pikeville City School System has a closed lunch program. This means that a student may bring lunch to school or eat in the cafeteria.

## **LIBRARY**

Pikeville High School is justifiably proud of our Library/Media Center, located on the second floor of the junior high school addition.

The library has a collection of approximately 17,000 books, videos, DVD's, etc. We are constantly updating and ordering new and supplementary materials for students to utilize in their research. We order many new titles every year in fiction and non-fiction.

The PHS Library/Media Center does not charge fines for overdue books; however, if a book is lost, the student is expected to pay for the book before he/she may receive their grades or graduate or renew library privileges. A book may be checked out for a two-week period. Reference materials may only be checked out overnight.

The audiovisual section is for teacher's use or for a student with a teacher's permission.

The library/media center has an online catalog where the students may search for information contained within the PHS Library/Media Center. Students searching for periodical information may research the Kentucky Virtual Library at [www.kyvl.org](http://www.kyvl.org). This database can be accessed at home or school. Home access requires an I.D. and password. Students may contact the media specialist at PHS for this information. This database contains full-text magazine articles for over one thousand magazines. There are ten student computers available for use in the library. The library receives 50 magazine subscriptions as well as two newspapers.

## **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:
  - Improper behavior (including insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts);
  - Smoking on the bus;
  - Eating or drinking on the bus;
  - Possessing guns, knives, or other sharp objects
  - Bringing animals on the bus (either live or dead preserved specimens);
  - Transportation of any glass objects or helium balloons;
  - Throwing articles or objects from the bus;
  - Tampering with mechanical equipment. Accessories or controls of the bus;
  - Placing musical instruments or other articles at the door of the bus by the driver;
  - Obstructing the aisle in any manner,
  - 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);
  - Tracking mud or dirt on the bus;
  - Littering the bus; or
  - 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:

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

### On the Trip Home

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.

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.

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.**

## **Telecommunication Devices**

### **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 off and operated only before and after the regular school day and/or during the student's lunch period.
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.

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### **SECURITY CAMERAS**

Pikeville Elementary and Pikeville High School use 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 cyber bullying 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.

### **INFORMATION ABOUT TEACHER QUALIFICATION**

Parents may request and receive information regarding the professional qualifications of the student's classroom teachers, 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. This information may be obtained by contacting the Pikeville Independent Board Office at (606) 432-8161.

### **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 extracurricular 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***



**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*, **Late to School Policy** and the *Acceptable Use Policy* and a copy of the *Pikeville High School Code of Conduct*.

My child and I have read, understand, and agree to abide with the contents in this Code book. **(Please check one line below)**

**I do not**

**I do**

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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